

Policy Name:	Administrative Leave Entitlement for Academic Management Group
Originating/Responsible Department:	Office of the Provost and Vice-President (Academic)
Approval Authority:	Vice Presidents' Academic and Research Committee
Date of Original Policy:	February 2010
Last Updated:	October 2021
Mandatory Revision Date:	October 2026
Contact:	Office of the Provost and Vice-President (Academic)

Purpose:

1. The purpose of this policy is:
 - a) To recognize the need to provide administrative leave for academic and library staff serving in administrative positions in order to increase their knowledge, further their research, stimulate intellectual interest, and strengthen their contacts with the world-wide community of scholars, and as a result, enhance their effectiveness as instructors, scholars and administrators and thus increase their contribution to the University;
 - b) To outline a comprehensive plan for the granting of administrative leave to academic staff serving in academic management positions; and
 - c) To define the requirements, eligibility, entitlement, and restrictions of administrative leave for academic management.

Scope:

2. This policy applies to the granting of administrative leave to academic staff serving in administrative positions which are excluded from the Bargaining Unit of the Collective Agreement between the Carleton University Academic Staff Association and Carleton University. Specifically, this policy applies to:
 - a) Directors of Schools
 - b) Directors of Colleges
 - c) Associate Deans
 - d) Assistant Deans
 - e) Associate Librarians
 - f) Assistant Librarians
3. This policy is effective January 1, 2010. Incumbents as of January 1, 2010 will have the option of changing from their current sabbatical eligibility to be covered by this policy, subject to approval by the Provost and Vice-President (Academic).

Policy:

4. Administrative leave shall be granted to members of the academic management group holding the positions of Director of a School, Director of a College, Associate Dean, Assistant Dean, Associate Librarian, and Assistant Librarian, and who are excluded from the CUASA bargaining unit for the period of their academic management appointment and administrative leave.
5. Upon the completion of a three (3) year term an academic manager shall be entitled to a six (6) month administrative leave at 100% of annual nominal salary.
6. Upon the completion of a five (5) year term an academic manager shall be entitled to a one (1) year administrative leave at 100% of annual nominal salary.
7. No administrative stipend will be paid during the period of the administrative leave.
8. Administrative leave must be taken in the academic year following the completion of the term of service as a Director of a School, Director of a College, Assistant Dean, or Associate Dean. Alternatively, if the term is renewed, the academic manager must take administrative leave immediately following his/her last term of service.
9. The maximum amount of administrative leave that can be accumulated is two (2) years.
10. The total administrative leave remuneration and/or income received for employment with another employer during the period of the administrative leave may not exceed 150% of nominal annual salary for that period.
11. Should an academic manager leave the university at the end of their academic management appointment or during their academic management administrative leave, the unused administrative leave shall not be paid out.
12. Years of service as an academic manager or on administrative leave do not count towards eligibility for professorial sabbatical leave which is granted in accordance with the Collective Agreement with the exception noted under item 15. However, years of service credited towards sabbatical leave at the commencement of the academic management appointment shall be preserved and shall be counted towards the next sabbatical leave when the academic manager returns to their bargaining unit position.
13. An academic manager is permitted to take an administrative leave followed immediately by sabbatical leave as long as the approved sabbatical leave was deferred at the commencement of their appointment and the entire period of leave is not greater than two (2) years.
14. In the case of an academic manager who does not complete the entire term of the administrative appointment, an administrative leave of six (6) months will be granted where the academic manager has completed at least three (3) years of the appointment. Administrative leave will not be prorated.

15. In the case where an academic manager is not eligible for administrative leave under this policy, he/she shall be eligible to accumulate sabbatical credits for his/her years of service in the academic management position.

Procedures:

To apply for administrative leave, the academic manager must complete the Sabbatical & Leave Request Form in accordance with standard University practices.

Contacts:

Office of the Provost and Vice-President (Academic).

Links to Related Policies:

[Collective Agreement between the Carleton University Academic Staff Association and Carleton University](#)