

**Administrative Leave Policy** - Approved by Executive Management May 4, 2004.

*The Administrative Leave policy is considered under section 18.19 Education leave of the EDC Collective Agreement.*

- a) Administrative Leave is to allow a faculty member who has served in an administrative position, including Department Head, to develop as a scholar/researcher in his/her discipline.
- b) Tenured faculty members are eligible for a full academic year (12 months) Administrative Leave following not less than five (5) years of continuous service as an administrator or department head. Upon return from Administrative Leave, faculty members shall not be eligible for sabbatic leave until after two additional years of continuous service to the College.
- c) Faculty members on Administrative Leave shall be paid their basic salary as a faculty member. Both the employee and Employer shall continue to contribute the regular amounts to the Nova Scotia Public Service Superannuation Plan, Canada Pension Plan, Employment Insurance, Group Insurance, Health Plan, and LTD.
- d) Faculty members on Administrative Leave are eligible for all salary adjustments.
- e) Six months prior to completion of at least five years of an administrative or department head position, the faculty member shall submit a written application to the President. The application shall include the following:
  - i) statement of length of service as an administrator or department head, and dates of any prior sabbatic leaves taken;
  - ii) detailed description of the nature and location of activities to be undertaken during the Administrative Leave;
  - iii) description of the anticipated contribution to the individual's research and/or scholarly competence and status;
  - iv) other relevant information which may include letters of support from employees and/or colleagues;
  - v) an Administrative Leave Plan which demonstrates to the satisfaction of the President that the leave will be of sufficient benefit to the College to justify its award.
- f) Administrative Leave will normally commence on July 1<sup>st</sup> or on January 1<sup>st</sup>.
- g) Where the faculty member has external financial support from a grant or similar funding during the administrative leave, and his/her total salary support exceeds one hundred percent (100%) of his/her base salary, then the Employer shall reduce its support by the excess. The faculty member accepts an ongoing obligation to advise the Employer of all external financial support.