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27 July 2014 12:00 PM

Agreed July 27, 2014

  
\_\_\_\_\_  
Malcolm Butler  
For the Employer

  
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Janice Scammell  
For the Association

## Article 21: Sabbaticals

### 21.1 Faculty Employees

<Article 21.1-21.2: *Agreed, status quo* language >

### 21.3 Sabbatical Allowance

- (a) For an Instructor, Librarian, Lecturer, Assistant, Associate or Full Professor, when the first sabbatical is for a period of twelve (12) or six (6) continuous months and, is taken within the first fifteen (15) years of a preliminary or confirmed/tenured employee's initial appointment at Carleton University or another University, the rate of sabbatical allowance shall be 100% of nominal salary.
- (b) With the exception of (a) above, the amount of the allowance that a sabbaticand is entitled to receive shall be based on the following calculations:
  - (i) The rate of sabbatical allowance for a full-year sabbatical shall be ~~80% 100% 82.5% 90%~~ ~~85% 82.5%~~ 85% of nominal salary.
  - (ii) The rate of sabbatical allowance for a six-month sabbatical under Article 21.1(b) shall be ~~70% 100% 72.5% 90% 75% 85% 82.5%~~ 80% of nominal salary.
  - (iii) Employees who have been required by the employer to delay a full-year sabbatical shall be entitled to remuneration of ~~85% 105% 87.5% 95% 90% 87.5%~~ 90% of nominal salary. Alternatively, such employees may elect to be credited with the period of service arising from the delay, to be applied toward their next sabbatical.

[Article 21.3(b)(i)-(iii) is contingent upon the deletion of 21.4(h), as below.] [CUASA only accepts the deletion of (h) if the 85/80 split is accepted.]

- (iv) Employees who have been required by the employer to delay a six-month sabbatical to the next academic year shall be credited with one (1) year of service ~~or remuneration of 105% of nominal salary, or remuneration of 95% of nominal salary~~ commencing on the July 1

following completion of the sabbatical, such service to be applied toward their next sabbatical.

- (c) A portion of the sabbatical allowance to which an employee is entitled may be paid as a research grant. The award of a research grant shall be made in accordance with University policy for awarding research grants which provides that the employee shall receive as a research grant that portion of his/her sabbatical allowance required to cover his/her approved research and travel expenses.
- (d) Subject to Article 41.5(b), employees on sabbatical are eligible for career development increments and research/teaching/professional achievement awards, and entitled to other increments to nominal salary and improvements to fringe benefits which may become effective during their absence. ~~However, no member shall be required to submit an annual statement in support of their CDI while on sabbatical. The CDI shall be automatically awarded. However, no member shall be required to submit an annual statement in support of their CDI while on sabbatical. The CDI shall be automatically awarded. However, no member shall be required to submit an annual statement in support of their CDI while on sabbatical.~~ For employees who are on sabbatical, an updated CV shall suffice as the annual statement in support of the CDI.
- (e)
  - (i) All Health Benefits specified in Article 40.1 shall be maintained on behalf of any employee taking a sabbatical, in accordance with the cost-sharing arrangements specified in Article 40.2.
  - (ii) The Long Term Disability Plan shall be maintained in relation to the employee's nominal salary.
  - (iii) An employee on a sabbatical will contribute to the Carleton University Retirement Plan in accordance with the provisions of Article 13.6(a).
  - (iv) An employee on a sabbatical retains the right to all other benefits specified in Article 40.
- (f) Employees shall have periods spent on sabbatical counted as periods of full service towards promotion and are also eligible to apply for and to receive promotion during their absence on sabbatical.
- (g) The total of sabbatical stipend plus grant and/or income received for employment with another employer during the period of the sabbatical may not exceed 150% of nominal salary for that period.
- (h) The following interpretation shall apply in calculating the sabbatical stipend cited in Article 9.10(e) and 13.5(d).
  - (i) If the equivalent service is less than six (6) full years, and the employee has held an appointment for at least six (6) consecutive years since his/her last sabbatical, the sabbatical allowance shall be:  
$$1/6 \text{ (number of years of full time equivalent service)} \times \text{the usual allowance based on nominal salary.}$$

- (ii) If the equivalent service is equal to or greater than six (6) full years then he/she will be entitled to the usual sabbatical allowance based on nominal salary, subject to (iii) below.
- (iii) If the equivalent service is greater than six (6) full years because the employer required delay then the individual will be entitled to the usual sabbatical allowance based on nominal salary plus an additional 5% of nominal salary.
- (iv) [*Adjustment to this article as per the negotiated amount for sabbatical allowance.*] The calculation of 70% after three years is as follows:

1/3 (number of full time equivalent years of service) X 70% of nominal salary where the maximum value for the number of equivalent years service is three (3).

## 21.4 General Provisions

- (a) Each department, school or equivalent shall plan the sabbaticals of its employees sufficiently in advance in order that sabbaticals need not normally be delayed.
- (b) Full-year sabbaticals shall commence July 1st except at the discretion of the employer.
- (c) Not later than three (3) months after the end of the sabbatical, an employee shall submit a report on scholarly/research activities undertaken during each sabbatical to the appropriate faculty dean or University Librarian. A statement certifying compliance with Articles 21.1(e) and 21.3(g) above shall be attached.
- (d) Subject to the approval of the appropriate dean and of the President, a sabbatical may be taken after five (5) years but this option will require seven (7) years' full-time, ~~on-campus~~ on campus service at Carleton University before the next sabbatical.
- (e) When an employee takes a sabbatical, all ~~unused credit shall be carried over for use towards a future sabbatical.~~ prior accumulated years of entitlement are exhausted. prior accumulated years of entitlement are exhausted.
- (f) An employee who takes a sabbatical will normally return to service at Carleton University.
- (g) The employer reserves the right to determine if persons on sabbatical will be replaced.
- (h) ~~Following the approval of the written sabbatical plan for second and subsequent sabbaticals each member shall become eligible to receive a Research Leave Grant of \$2,000.00 when the sabbatical commences. This Grant is to support research while on sabbatical and shall be available at the commencement of the sabbatical. Following the approval of the written sabbatical plan for second and subsequent sabbaticals each member shall become eligible to receive a Research Leave Grant of \$2,000.00 when the sabbatical commences. This Grant is to support research while on sabbatical and shall be available at the commencement of the sabbatical.~~

## 21.5 Extended Sabbatical and/or Study Leave

- (a) Upon written application, and with the approval of the employer, individuals may take extended sabbatical for the purposes of research and/or study. ~~The application shall not be unreasonably denied. The application shall not be unreasonably denied.~~
- (b) The financial compensation for such a two-year period shall be ~~65% 85%~~ 65% ~~85%~~ 65% of the individual's nominal salary in each year of the sabbatical.
- (c) The individual's participation in the benefit plans, including the Carleton University Retirement Plan, will be in accordance with the provisions of Article 21.3(e).