
Study Leave for Administrative, Professional and Technical Employees

Human Resources & Organizational Development (HROD)

Policy

1.0 Purpose

- 1.1 The University of New Brunswick wishes to encourage its employees to develop further their job skills so that they may strive for a higher level of accomplishment and thereby enhance their ability to contribute to the University.

2.0 Applicability

- 2.1 University-wide
- 2.2 This policy statement applies to all employees (with the exception of the President, the Vice-Presidents, Deans, Associate Deans and Assistant Deans) of the University of New Brunswick who are not covered by a collective agreement. This group is defined as the Administrative, Professional and Technical Group for the purpose of this policy.

3.0 Definitions

- 3.1 None applicable

4.0 Implementation

- 4.1 Employees may be granted leaves of absence with full or partial pay to upgrade their qualifications and skills depending upon the derived benefit to the University. Such leaves will not generally exceed six (6) consecutive months. Normally, leave under this policy will not be granted to an employee who has completed less than four (4) years of full-time regular employment with the University.
- 4.2 APPROVALS: Approvals for study leaves are required from the employee's immediate supervisor, the Dean, Director or appropriate Department Head, and the appropriate Vice-President.
- 4.3 DEPARTMENTAL BUDGET: Study leave costs should generally be included in departments' annual budget requests since the costs of leaves are to be borne by the employees' departments. Exceptional cases, or those where the need cannot be foreseen, may be financed in whole or in part through the use of University contingency funds.
- 4.4 CRITERIA: Application for study leave shall be evaluated on the basis of the benefit to the University, the employee's work history, and the ability of the employee's department to accommodate the leave.
- 4.5 PROCEDURE

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- 4.5.1 Employees are to make written applications to their immediate supervisor. This should normally be done at least three (3) months prior to the date on which the leave is to begin. All applications for leave under this policy shall include information concerning the duration of the leave requested, the reason for the leave, a project outline stating the objectives of the leave and the activities involved, and the institution(s) where the study leave will be taken.
- 4.5.2 Employees will be advised in writing by their immediate supervisor as to whether their application has been approved or not. This will occur once the appropriate Vice-President has reviewed and approved the request and advised the Dean, Director or appropriate Department Head.
- 4.6 **UNDERTAKING:** Leave granted under this policy is on the understanding that the employee will remain in the employ of the University of New Brunswick after completion of the leave for a period of time at least equal to the duration of the leave. Failure to do so may result in the employee being required to reimburse the University for any monies paid to him or her during the leave. An employee granted leave under this policy also undertakes to submit to his/her immediate supervisor, within one month of return to work, a written report on the results of the leave.

5.0 Interpretation and Questions

- 5.1 The Department of Human Resources & Organizational Development is located in Room 102 of the Physics and Administration Building in the Integrated University Complex on the Fredericton Campus. Questions concerning the interpretation or administration of this policy should be directed to Human Resources & Organizational Development, 453-4648.