The University and the Faculty Association agreed on processes for study leave deferrals or cancellation where they are necessary and caused by significant disruptions to research and educational leadership due to the coronavirus pandemic.

This memo is intended to assist with the various questions arising due to the options given. Please contact Kristin Cacchioni or Leah Terai, the Senior Managers, Faculty and Employee Relations as applicable for further advice on any specific case if the answers are not found below.

Due to the unique and difficult circumstances, we agreed that the faculty member can elect to defer due to the significant disruptions to their study leave plans and approval is not required.

**Deferrals of study leaves already commenced**

1. **Amount of time that can be deferred**

For 12 month study leaves that commenced **July 1, 2019**, faculty members can advise their head that they wish to stop their current leave and defer 4 months of study leave.

For 12 month study leaves that commenced **September 1, 2019** faculty members can advise their head that they wish to stop their current leave and defer 6 months of study leave.

For study leaves of any duration that commenced on **January 1, 2020**, the faculty member can advise their head that they wish to stop their current leave and defer the full study leave. When deferring the full study leave, it must be rescheduled for the same number of months as was originally intended.
2. Salary

Faculty members must advise their head or dean by April 15, 2020 that they wish to defer the allowable portion of their study leave as above. If the notification of deferral was received on or before April 8, 2020, their salary will be moved to 100% and it will be reflected on the April 15 pay cheque. If the notification is received from April 9 to 15, 2020, their salary will be moved to 100% and it will be reflected on the April 30 pay cheque. There is no retroactive return to full salary.

For those faculty members who started their study leave on January 1, 2020 and will reschedule the full leave, there will be no retroactive return to full salary. When they reschedule their study leave the same salary percentage that was originally applied will be paid for the full period of the leave.

3. Workload assignment

Faculty members deferring the allowable portion of their current study leave will be immediately assigned teaching, service or other departmental responsibilities to assist in handling the COVID-19 crises. Work assignments may include re-assignment of courses where other faculty members are teaching multiple courses online or assisting other faculty, including sessional lecturers, in preparing their courses for on-line instruction or other assistance. If there is no work that is available to be re-assigned at this time, they will be assigned additional courses to teach in the future (the number of courses that they would have taught had they not been on study leave) to ensure equitable workload between faculty members.

4. Rescheduling

Rescheduling of a deferred study leave will be subject to the operational needs of the department but should be scheduled as soon as is reasonable to do so. Deferred study leaves must be taken before the faculty member is eligible for the next study leave. The faculty member must have at least one year of regular service between leaves.

5. Accrual time for next study leave

Where a study leave has already commenced and the allowable portion is being deferred the accrual time towards the next study leave will commence as normal at the date the faculty member was scheduled to return.

For example, if a faculty member commenced a 12 month study leave on September 1, 2019, and has deferred the allowed 6 months’ study leave by notice before April 15, 2020, the accrual time towards the next study leave will commence as of September 1, 2020. When the faculty member takes the deferred 6 months of study leave they will continue to accrue eligibility towards their next leave.
6. Cancellation of remaining portion of study leave already commenced:

If a faculty member decides they want to cancel the remaining portion of a study leave commenced on July 1, 2019, September 1, 2019, or January 1, 2020, rather than deferring the allowable portion, the accrual time will also commence as normal at the date the faculty member was scheduled to return.

If the notification of cancellation was received on or before April 8, 2020, their salary will be moved to 100% and it will be reflected on the April 15 pay cheque. If the notification is received from April 9 to 15, 2020, their salary will be moved to 100% and it will be reflected on the April 30 pay cheque. There is no retroactive return to full salary.

In such cases, if there is no work that is available to be re-assigned at this time, they will be assigned additional courses to teach in the future (the number of courses that they would have taught had they not been on study leave) to ensure equitable workload between faculty members.

Cancellation of future dated study leaves

If a faculty member wishes to cancel a study leave scheduled to commence on May 1, July 1 or September 1, 2020, they must also do so by April 15, 2020. This deadline is required so that the head can assign teaching, service or other departmental responsibilities to assist in handling the COVID-19 crisis.

Members may now cancel and defer a study leave that is scheduled to begin July 1 or September 1, 2020.

Members who cancel and defer a leave while maintaining the original terms of the leave (for example, a 12-month leave at 80% of salary will accrue time toward eligibility for their next study leave as of the date they were originally scheduled to return from the leave that is being cancelled.

Members who cancel a study leave that is scheduled to begin July 1, 2020 or September 1, 2020 that was originally scheduled at a lower salary rate (for example 60% for a 12-month study leave) will be entitled to cancel their leave outright and continue to accrue time toward eligibility for a future leave at the higher salary level (e.g., 80% for a 12-month study leave). Members will have to apply afresh for the study leave using the normal process.

In order to assist the Head with making appropriate plans for deferred leaves, members will be asked to submit a revised study leave plan. There will be no automatic priority to take the deferred leave, but it will be scheduled as soon as it is reasonable to do so and must be taken before the faculty member is eligible for their next study leave. The faculty member must have at least one year of regular service between leaves.
Please note that revised study leave forms are not required until Human Resources is back working on campus.

**Processing of study leave deferrals and cancellations – updating HRMS**

**Deferral or Cancellation of study leave**

HR receives an email from the Dean’s office stating the faculty member’s request to stop the current study leave already in progress or to cancel the remainder of their study leave. The email would contain the conversation between the faculty member and their Head/Dean including the confirmation of the request to stop the leave or to cancel the remainder of the leave. HR will forward the email to payroll who will stop the leave and return the faculty member to full salary as noted above based on notification dates.

**Cancellation of future dated leave**

HR receives an email from the Dean’s office stating the faculty member’s request to cancel the future dated study leave. The email would ideally contain a conversation between the faculty member and their Head/Dean and the Head/Dean providing confirmation of the cancellation of the leave. FR will forward the email to payroll who will cancel the leave.

**Rescheduling Deferral of allowable portion of study leave already commenced**

Once deferral dates have been agreed upon the Dean’s office will confirm by detailed email to HR containing confirmation of the new dates, the other option is to send a revised study leave cover sheet to HR. The original dates of the leave will be crossed out and the deferral dates filled in, with reference made to the date on which the leave was stopped. The Head and Dean will initial their approval. HR will approve and forward to payroll for processing. Payroll will process at the same salary percentage as the original leave.

**Tracking**

HR will keep track of all cancellations and deferrals. This will ensure that they receive paperwork for all that are rescheduled and that the deferral dates, deferred leave duration, and salary percentage are correct. This will also help to keep track of accrual time toward next study leave.