

ADMINISTRATIVE LEAVE POLICY FOR SENIOR ACADEMIC ADMINISTRATORS

INTRODUCTION The Board of Trustees of Brock University is responsible for establishing policies that will ensure that the organization is able to achieve its mission, vision and strategy. To this end, it is critical that the organization is able to attract and retain senior academic administrators who will maintain and enhance their skills and development in order to provide the leadership necessary to successfully fulfill their positions.

To ensure that the organization is able to attract and retain qualified senior academic administrators whose compensation program is comprehensive in nature including salary, benefits and appropriate professional development opportunities, the Senior Compensation Committee has established an administrative leave policy for senior academic administrators.

PURPOSE Administrative Leaves for Senior Academic Administrators are for similar purposes as sabbatical leaves for faculty. As such Administrative Leaves benefit both the University and the individual by providing the opportunity for a sustained period of research and study or contemplation and creative work so that senior university administrators can maintain and enhance their professional credentials.

ELIGIBILITY This policy applies to Senior Academic Administrators (SAA) at the Dean, Associate Vice-President and Vice-President levels. Normally an SAA will have completed 5 years of employment prior to applying for a leave. Normally administrative leaves are not taken in the year immediately preceding retirement from the University.

DURATION OF LEAVE A Senior Academic Administrator that serves one 5-year term only is entitled to one year of administrative leave.

A Senior Academic Administrator that serves two or more 5-year terms is entitled to one year of administrative leave following each 5-year term. Senior Academic Administrators are encouraged to take their leave following each 5-year term.

At the request of the University and/or upon mutual agreement between the University and the Senior Academic Administrator,

if the one year leave after the first 5-year term is to be postponed, the Senior Academic Administrator would be eligible to carry forward the one year leave to be taken after the end of the second 5-year term for a total of two years of administrative leave.

APPLICATION FOR LEAVE

Written application for an administrative leave should be submitted to the Provost and Vice-President, Academic or the President in the case of an application from the Provost and Vice-President, Academic. The application should be submitted at least 6 months prior to the commencement of the leave.

The written application for leave will include:

- a) a statement of goals which should include the benefit and/or value of the program for the employee and the University
- b) a plan for the professional activity
- c) an indication of when and where the leave is expected to be taken;
- d) a plan for how the administrator's responsibilities will be handled during the period of the leave. Where the University's service commitments will be affected by the granting of the leave, the SAA will, in consultation with the Provost and Vice-President, Academic or the President in the case of the Provost and Vice-President, Academic, be responsible for making any necessary administrative arrangements to enable the leave.

DECISION PROCEDURE

The application along with a recommendation from the Provost and Vice-President, Academic will be forwarded to the President who will make the final decision regarding the leave.

In the case of the Provost and Vice-President, Academic the application will be sent directly to the President for approval.

The applicant will receive notification of final approval or denial of the request from the President.

TERMS

Senior Academic Administrators will be compensated at 100% of the administrative salary (academic salary plus stipend) for the period of the leave and will remain on the University's benefit and pension plans during the leave. SAA members will not accept salaried employment during an administrative leave.

It is expected that the SAA will return to the University for at least one year following a period of leave with salary.

Within two months of the conclusion of the leave the SAA will provide a written report describing what has been accomplished in relation to the initial proposal. The report will be provided to the Provost and Vice-President, Academic, and the President.

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