GRENFELL CAMPUS | MEMORIAL UNIVERSITY

APPLICATION FOR ADMINISTRATIVE LEAVE

Applicant Information	
Name:	**School/Program**:
Rank:	**Date of initial appointment to the University**: _____/_____/_____ day month year
Have you had a sabbatical or administrative leave at Memorial? ☐ Yes ☐ No	
If yes: Start date of last leave:_____/_____/_____ day month year	**End date of last leave**: _____/_____/_____ day month year

Administrative Leave Information

Requested:

☐ One-year administrative leave ☐ Other (between 4 and 12 months, please specify) _____

Details of Administrative Appointment(s) meriting Administrative Leave:

Start Date of Leave: _____/_____/_____ day month year	End Date of Leave: _____/_____/_____ day month year

Do you wish to apply for five percent of the basic University salary as a research grant? ☐ Yes ☐ No

(if yes, please attach a detailed listing of the proposed expenditures) *Where leave is at 100% salary, this amount will be subtracted from the salary.

Do you wish to have a greater portion of salary designated as a research grant subject to Canada Customs and Revenue rules? ☐ Yes ☐ No

if yes, please specify:_____

Recommendation for Administrative Leave

Please provide a one sentence summary of the scope and aims of the administrative leave.

Indicate where the leave will be spent and why this is an appropriate location.

Comment in a sentence on how these activities will fit in with your role within the University at the conclusion of the leave period?

_____

_____

_____

Documentation Required

Please attach the following to this application:

1. Documentation which indicates the location and outline the scope and aims of your proposed administrative leave activity.
2. An up-to-date curriculum vitae clearly indicating academic performance since the last sabbatical.
3. A copy of your report on your last sabbatical or administrative leave, where applicable.

_____ _____/_____/_____

Signature of Applicant day month year

PLEASE FORWARD THE COMPLETED FORM TO THE ACADEMIC ADMINISTRATOR TO WHOM YOU REPORT

Faculty Relations Verification

Administrative leave eligibility: Eligible ☐ Yes ☐ No	Salary %:	Verified by:

Approvals

Confirm that you have:

1. A copy of the report of the last sabbatical or administrative leave, if applicable.
2. An up-to-date CV clearly indicating academic performance since the last leave.
3. A statement of the scope and aims of the proposed administrative leave.

Recommended

☐ Yes ☐ No _____ _____/_____/____

Dean day month year

☐ Yes ☐ No _____ _____/_____/_____

Vice-President (Grenfell Campus) day month year