

SUBJECT: AWARDING OF CAREER DEVELOPMENT INCREMENTS TO EMPLOYEES ON ADMINISTRATIVE LEAVE

1. Purpose

The Purpose of this policy is to clarify the eligibility of an employee of the University for the awarding of Career Development increments (CDI) while on administrative leave.

2. Scope

This policy shall only apply to employees of the university who are eligible for administrative leave pursuant to their employment contract with the University and whose employment contract does not specifically address the issue of the awarding of CDI while on administrative leave. Faculty members should refer to the Faculty Agreement for the University's policies and procedures for the awarding of CDI.

3. Authority

This policy is issued under the authority of President's Executive Council.

4. Responsibility

It shall be the responsibility of the Office of the Provost to ensure compliance with this policy.

5. Award of CDI

Where an employee is, pursuant to his or her employment contract with the University, eligible for and does take administrative leave, the employee shall be awarded one CDI during each year of approved administrative leave.

6. Amount of CDI

The amount of the CDI to be awarded to an employee pursuant to this policy shall be the amount of the CDI for the relevant year as set out in the Faculty Agreement in force at that time.