



**SUBJECT: EMPLOYEES ON ADMINISTRATIVE LEAVE**

**1. Purpose**

The purpose of this policy is to outline the guidelines for the conditions for employees of the University 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.

**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 and the Office of the President to ensure compliance with this policy.

**5. Award of Career Development Increments ("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. 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. To be eligible for CDI, the employee shall submit an annual report to their supervisor by March 1<sup>st</sup> outlining the activities during the previous calendar year during the leave.

**6. Vacation Entitlement**

Vacation shall not be accrued during leave. Unused vacation accrued prior to taking leave shall not be eligible for carry forward and any unused vacation shall be paid out prior to taking leave.

**7. Benefits**

While on administrative leave, an employee will continue to receive coverage under UNBC's benefit plan including pension benefits.

**8. Support Services**

While on administrative leave, an employee is entitled to the usual level of University administrative and support services normally provided by the University. These services will be provided by the academic program affiliation noted in the employee's letter of appointment.



**9. Office Space**

While on administrative leave, an employee may be asked to give up or share available office space. See also *Office, Research, and Storage Space* policy.

**10. Outside Financial Assistance**

While on administrative leave, an employee may be entitled to receive a limited amount of outside financial assistance as administrative leaves are not intended to enhance the employee's income.

**11. Administrative Stipend**

While on administrative leave, an employee will not be eligible to receive previous administrative stipends.

**12. Adjunct Appointment or Professor Emerita/Emeritus**

At the end of the administrative leave period, the employee will be eligible to either be granted an adjunct appointment or professor emerita/emertus status where applicable under UNBC's policies.