

Administrative Leave Application

2025/26 Academic Year

The application must be submitted to your line authority no later than October 1, 2024

Name:		V00	
Academic Unit:		Rank:	
Faculty:			
REQUESTED LEAVE # of months requested:	SIX	TWELVE	
Starting on:	1 July, 2025	January 1, 2026	
Ending on:	31 Dec, 2025	30 June, 2026	31 Dec, 2026
Comments:			
As per the provisions of the Collectiv University for not less than a period of and, upon return, to file the prescribed	time that is equal to the	e length of the leave (ur	nless waived by the Provost
Applicant Signature		Date	

QUALIFYING SERVICE PERIOD DETAILS

The 'qualifying service period' is the length of time since either your initial appointment or return from the most recent study or administrative leave, and the day before the start day of your current leave request.

What were the dates of your last study or administrative leave?		То	N/A	
Qualifying service period start date:		end date		
Number of months in qualifying service p	period:			
Were any previously approved study leav	ves deferred?			
No				
Yes, at my request	Reason:			
Yes, at the request of the Univer	rsity			
Do you have a study leave credit that was	s previously granted?			
No	, , , , , , , , , , , , , , , , , , , ,			
Yes, at recruitment	# of months:			
Yes, due to deferral	# of months:			
Were you on a Reduced Workload/part-ti	ime appointment at some	time during the qualify	ing service period?	
Yes No				
The Collective Agreement stipulates that indicate if you have taken a leave during			f service. Please	
Type of leave taken:				
Start date:	End date:			
Type of leave taken:				
Start date:	End date:			
Type of leave taken:				
Start date:	End date:			

All of the following sections must be completed. You should attach relevant supporting documents to your application, and indicate the name of the attachment within the relevant section.				
I. ABSTRACT				
Provide an abstract explaining the proposed project for the leave, including an indication of the relationship between the objectives of the project and your duties and scholarly activities at the university.				
Attachment Name				
N/A				
II. PLANNED ITINERARY				
Attachment Name				
N/A				

III. USE OF FACILITIES AT UVIC				
Provide a statement outlining the proposed use of any space or facilities at Uvic during the leave				
Attachment Name				
N/A				

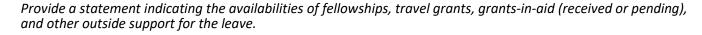
IV. COLLABORTATION WITH OTHER INSTITUTIONS

Where collaboration or use of facilities at other institutions is an integral element of the proposed project, provide either a) documentation with respect to arrangements that have been completed; or b) requests for the use of facilities or plans for collaboration

Attachment Name

N/A

V. FUNDING OPPORTUNITIES



Attachment Name

N/A

VI. SUPERVISION OF GRADUATE STUDENTS

State arrangements made for the supervision of graduate students. Please name the interim supervisors, or indicate how you will continue to be involved in their supervision while on leave

Attachment Name

N/A

VII. SCHOLARLY UPDATE

Provide an update of scholarly developments resulting from your previous leave, if applicable.

Attachment Name

N/A