



University of Victoria

Research Stream Faculty Members Study Leave Application

2025/26 Academic Year

The application must be submitted to your department head no later than **October 1, 2024**

Name: _____ V# _____ V00

Academic Unit: _____ Rank: _____

Faculty: _____

REQUESTED LEAVE

of months requested: Six Twelve

Starting on: 1 July, 2025 1 January, 2026

and ending on: 31 Dec, 2025 30 June, 2026 31 Dec, 2026

Comments: _____

PRIOR STUDY LEAVE(S)

Will this be your first study leave? Yes No

If not, what were the dates of your last study leave? _____ to _____

Is the report from your least study leave attached? Yes No

If not, give reason: _____

As per the provisions of the Collective Agreement, if leave is granted, I agree to return to my duties at the University for not less than a period of time that is equal to the length of the leave (unless waived by the Provost); and, upon return, to file the prescribed report prior to the next salary adjustment review as per Article 34.

Applicant's 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 leave, and the day before the start day of your current leave request.

Qualifying service period start date:

End date:

Number of months in qualifying service period:

Were any previously approved study leaves deferred?

No

Yes, at my request Reason:

Yes, at the request of the University

Do you have a study leave credit that was previously granted?

No

Yes, at recruitment

of months:

Yes, due to previous deferral

of months:

Were you on a Reduced Workload/part-time appointment at some time during the qualifying service period?

Yes

No

The Collective Agreement stipulates that certain leaves are not counted as eligible years of service. Please indicate if you have taken a leave during your qualifying service period:

Type of leave taken:

1. Start date:

End date:

2. Start date:

End date:

3. Start date:

End date:

All of the following sections must be completed. If necessary (or you'd prefer), you may attach supporting documents to your application. Please ensure that you have indicated where there is an attachment and that it is clearly labeled with the section heading.

I. ABSTRACT

attachment:

Yes

No

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.

II. PLANNED ITINERARY

attachment:

Yes

No

III. USE OF FACILITIES AT UVIC

attachment:

Yes

No

Provide a statement outlining the proposed use of any space or facilities at Uvic during the leave.

IV. COLLABORATION WITH OTHER INSTITUTIONS

attachment:

Yes

No

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.

V. FUNDING OPPORTUNITIES

attachment:

Yes

No

Provide a statement indicating the availabilities of fellowships, travel grants, grants-in-aid (received or pending), and other outside support for the leave.

VI. SUPERVISION OF GRADUATE STUDENTS

attachment:

Yes

No

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.

VII. SCHOLARLY UPDATE

attachment:

Yes

No

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