



Leave Fellowship (Sabbatical) Guidelines

Leave Fellowship Fund (Sabbatical) Guidelines

A Leave Fellowship Fund (Article 19.30 of the YUFA Collective Agreement) of \$325,000.00 is available to provide peer-adjudicated additional grants of up to 10% of academic base salary to sabbaticants. The grants shall be subject to the conditions set out in Article 20.17 (b) of the YUFA Collective Agreement as follows:

“(b) Second and Subsequent Sabbaticals

“For second and subsequent sabbaticals, sabbatical salary support for twelve month leaves shall be 80% of academic base salary, PLUS additional supplementary salary support of up to 5% of academic base salary, on condition that the sum of: Basic 80% sabbatical support + any additional sabbatical salary support from external agencies or York University Leave Fellowships; + Employer’s supplementary support (maximum 5%) – does not exceed 100% of the employee’s academic base salary. Any amount by which this total exceeds 100% shall be deducted from the Employer’s supplementary support component.”

An employee may receive their reduced academic base salary in connection with a second and subsequent sabbatical in one of two ways:

(A) 85% of their academic base salary during the twelve (12) month period of their sabbatical; or

(B) 92.5% of their academic base salary during the twelve (12) month period immediately preceding their sabbatical and 92.5% of their academic base salary during the twelve (12) month period of their sabbatical.

Employees who wish to receive their reduced academic base salary in accordance with (B) above must advise the Dean/Principal accordingly in writing no later than three (3) months prior to the commencement of receipt of 92.5% of their academic base salary for the twenty-four (24) month period.

Leave Fellowship Grants will also be subject to an absolute maximum of \$15,000 on any one grant.

1. Applicants may apply for amounts of up to 10% of their academic base salary.
2. Applicants beginning a second or subsequent full-year sabbatical July 1, 2019 or January 1, 2020 are eligible to apply for funds.
3. Awards will be treated as research grant funds and will be deposited to the applicant’s generic account.
4. Applicants may use the funds to cover direct research costs associated with the programme of work described in the application, such as: employment of research and clerical assistants; photocopying and reproduction; computer costs; equipment; books; stationery; purchase of films and tapes; local and non-local travel; and subsistence costs for travel.

5. Applications must have signatures of both the applicant and the Chair. If Chair is an applicant, or in units which do not have chairs, the Dean/Principal/University Librarian/ or Associate Dean's signature is required.

6. Successful applicants are required to submit a brief report to the Joint Committee within three (3) months of their return from sabbatical describing what was accomplished on the sabbatical.

7. Applications are adjudicated by a Joint YUFA/Employer Committee, which is composed of the Chair of the Senate Committee on Research, Vice-President Research, an ORU Director and a YUFA Bargaining Unit Member.

8. Applicants will be judged on the need for funds, the applicant's research record and the proposal.

9. Applicants will be notified of the deliberations by letters from the Joint Committee.

Contact the YUFA office 416 736 5236, or <http://www.yufa.ca/leaves-fellowships> for an application form.

The Committee requires an original plus four copies of the completed application form, supporting documents and five copies of a current curriculum vitae.

Deadline for applications: January 15, 2019

Leave Fellowship Fund

Secretary

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