



OKANANGAN COLLEGE EXTENDED STUDY LEAVE

~APPLICATION GUIDELINES~

1. Deadline for Submission of Study Leave Proposal – October 1

A person who is eligible, or who will be eligible on the date of the commencement of the extended study leave, must submit an application to the Extended Study Leave Committee; hereafter call *the Committee*, no later than October 1 of the calendar year proceeding the calendar year in which the extended study leave will commence [Article 24].

2. While it is the applicant's responsibility to ensure that his/her application is complete at the time of submission (see #3), the Committee reserves the right to request information that may be of assistance in assessing the application.

3. Primary Study Leave Proposal

If there is any doubt regarding the primary plan, it would be beneficial for the applicant to have an alternate study program to submit to the Committee for approval at the same time as the original proposal is submitted.

4. Information to be Provided on the Application

The application for extended study leave must include the following:

a.) Dates

The dates for the beginning and end of the leave period:

- i.) the 12 month leave period includes the two month vacation period;
- ii.) The 6 month leave period includes 1 month vacation and 1 month non-instructional duty time for employees on instructional appointments.

b.) Location

The location at which the proposed activities will be carried out.

c.) Outline

A comprehensive outline of the proposed study or work activities that will be undertaken during the leave.

d.) **Benefits**

A statement describing the benefits that will accrue to the applicant and Okanagan College as a result of the proposed activities.

e.) **Evidence of Investigation**

Detailed evidence of investigation, feasibility and planning regarding the activities proposed for the leaves. Copies of relevant correspondence should be included.

Where documents are not in English a reasonable translation will be provided.

f.) **Statement of Service**

A statement describing the service that the applicant has rendered to Okanagan College (including for example, guest lectures, committee membership, work with groups in the community, memberships in associations, publications, etc.) and to the Association (including for example the holding of office, service on committees, etc.).

g.) **Estimate of Expenses**

If applicable, an estimate of the expenses that will be claimed against the extended study leave fund. The expenses that can be claimed are tuition fees, registration fees, and laboratory fees for a formal course of study. The maximum reimbursement shall not exceed 4% of step 1 [Article 24].

h.) **Estimate of Remuneration**

If applicable, an estimate of the remuneration anticipated as a result of salaries, grants, etc., that may be received by the applicant during the period of the leave from organizations other than Okanagan College.

i.) **Proposal for Follow-up Activity**

A proposal for a follow-up activity such as a seminar or exhibition that will take place at Okanagan College upon completion of leave, in which the applicant will share with colleagues the knowledge or experience gained during the leave, or exhibit work accomplish during the leave.

j.) **Curriculum Vitae**

An updated curriculum vitae is to be included as part of the application package. The curriculum vitae submitted with an extended study leave application is intended only for the use of the Committee.

**CONSENT FORM FOR ACCESS
TO
EXTENDED STUDY LEAVE APPLICATION**

Under the provision of the Freedom of information and Protection of Privacy Act, Section 22(3)(d), your written consent is required before your application can be made available to other faculty members who are contemplating making a submission and who wish to review previous approved applications.

I, _____, understand the information provided in my extended study leave application is protected under the provisions of the Freedom of Information and Privacy Act, S.22(3)(d), and I hereby authorize Okanagan College and its designate, the Chair of Extended Study Leave Committee, to grant access to my application, for the sole purpose of review by other faculty members who are contemplating making a submission.

Print Name

Signature

Date