



**OKANAGAN COLLEGE
EXTENDED STUDY LEAVE**

FOR 2023_2024

~GUIDELINES FOR APPLICATION~

Applicant Eligibility

Any employee who has been on continuing appointment for five or more years either following his or her initial appointment or following an extended study leave shall be eligible for an extended study leave of either 6 or 12 months. Time spent on any leave without pay or on secondment (see clause 17.2) during the teaching year shall not constitute service with OC for the purpose of this Article. An employee accepting extended study leave shall agree to return to OC for one year after the expiration of such leave. [Article 28.4.1]

If an employee on a term appointment is subsequently offered a continuing appointment, service in the term appointment shall count as credit to a maximum of one year toward the eligibility for an extended study leave. [Article 28.4.2]

1. Call for Applications

Leave for the purpose of pursuing study may be granted to continuing employees for periods of six months or 12 months. [Article 28.1.1]

The 12 month leave period includes the two month vacation period. The six month leave period includes one month vacation and one month non-instructional duty time for employees on instructional appointments. [Article 28.1.2]

Timelines for call:

- **October 1st - Application Deadline**
- **November 1st - Deadline for ESL Committee to review applications**
- **December 1st - Approval or rejection letters to be sent out by the President's Office**
- **January 15th - Deadline for applicant to accept or decline approved application**

2. Additional Information Request

While it is the applicant's responsibility to ensure that his/her application is complete at the time of submission, the ESL Committee may require additional clarification of the information provided in

the application. The Chair of the ESL Committee will email the applicant requesting the information the Committee requires to complete the review of the application.

3. Information to be provided on the Application

The application for extended study leave must include: *See application form below.*

4. Consent Form (attached to these Guidelines)

Under the provision of the Freedom of Information and Protection of Privacy Act, Section 22(3)(d), written consent must be obtained prior to an application being made available to other faculty members contemplating an extended study leave submission. If the applicant is willing to grant access to his/her application for this purpose, the Consent Form must be completed, signed, and submitted with the application.

5. Reporting for Completion of Extended Study Leave

Within six weeks of completing an extended study leave, applicants are required to submit a final report summarizing the activities undertaken and outcomes achieved during their extended study leave. The report is to be submitted to their designated supervisor, as well as a copy sent to the Vice President of Education for ESL Committee records.

Upon returning to OC and in keeping with the guidelines of the Extended Study Leave Committee, the employee shall submit a report to the designated supervisor describing the activities carried out in the leave. [Article 28.5.9].

OKANAGAN COLLEGE
EXTENDED STUDY LEAVE APPLICATION

NAME: Enter text.

DEPARTMENT: Enter department.

TITLE OF PROPOSAL: [Title]

An employee shall apply to the Extended Study Leave Committee for extended study leave by October 1 preceding the academic year in which the extended study leave is to commence. Applications shall include an outline of the proposed activities during the study leave period including dates of leave, place of study or work, the intended study program, and an estimate of the expenses to be claimed against the extended study leave fund, together with an estimate of remuneration from salaries and/or grants that may be received during the period of absence. The Extended Study Leave Committee shall review applications no later than November 1 each year and recommend to the OC President candidates for extended study leave. Approval or rejection of an application for extended study leave shall be given by December 1. [Article 28.5.5]

FULL PROPOSAL

a.) DATES

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

- 12 month leave period (normally August 1- July 31) including the two month vacation period;
- 6 month leave period including one month vacation for all employees and one month non-instructional duty time for employees on instructional appointments.

Requested Start Date: Click or tap to enter a date. and End Date: Click or tap to enter a date.

Enter description.

b.) PLACE OF STUDY OR WORK

The location(s), at which the proposed activities will be carried out.

Enter description.

c.) PROPOSED ACTIVITIES

A comprehensive description of the proposed study, research, or work activities that will be undertaken during the leave, including a detailed schedule of the activities with a timeline for completion of each component. This description may include details on all proposed coursework, credentials sought, conferences to be attended, presentations to be made, authorship and publications, work projects, and research. Identify and explain that these proposed activities require the time requested, and that they can be completed within the requested time period. Where research involves

human participants, evidence that consultation with Research Ethics Board has occurred should be included (see Okanagan College Research Ethics Board Policy, Section 4.1.2 for definition of human participants) Insert Appendix: samples of Gantt chart, Detailed schedule table (activity, timeline, location), Questions.

Recommended 1000 words

Enter description.

d.) FEASIBILITY

Provide detailed evidence of sufficiency, viability, planning, and preparedness regarding the proposed activities and the expected outcomes for the Extended Study Leave. A current annotated CV is recommended to lend support to the feasibility of your proposed activity. If there are uncertainties in your plans that may inhibit your ability to fill the timeline or accomplish your proposed activity, you should provide viable alternative plans that will allow you to complete your proposed activity (e.g. provide an alternative school for graduate work in case you are not accepted into your preferred program).

Recommended 1000 words

Enter description.

If applicable, attach documentation in Appendix 1 which provides support of the proposed activities. Relevant correspondence and evidence may include: curriculum vitae, documentation from publishers, audio/video (3 minutes maximum), PowerPoint, Research Ethics Board approvals; research grant acknowledgements; letters from partnering organizations, post-secondary institutions or employers; application, acceptance or registration documentation for a course or program of study; budget for the ESL.

Where documents are not in English, please see the ESL Chair to discuss English translation requirements.

e.) OUTCOMES AND BENEFITS

A statement describing the outcomes of the proposed activities and the benefits to the applicant on a personal and professional basis related to outlined duties at Okanagan College as a result of the proposed activities, see Article 18 Duties and Responsibilities of Faculty.

Article 18 - Duties and Responsibilities of Faculty - Faculty members have certain roles and responsibilities that derive from their positions as teachers, professionals and scholars. With the exception of research associates and distance education tutors, the professional roles and responsibilities of a faculty member include an awareness of current scholarship and continuing mastery in one's field, instructional and professional duties as described in 18.1.1, professional development as described in 18.1.2, and service as described in 18.1.3. In addition, duties and responsibilities may include scholarly activity, as described in 18.1.4. The pattern of these duties may vary among disciplines and classifications, and from individual to individual, pursuant to the provisions of this Article.

Recommended 250 words

Enter description.

g.) ESTIMATE OF EXPENSES TO BE CLAIMED AGAINST THE ESL FUND

Do you expect to claim expenses against the ESL fund (see Article 28.5.6 below for eligible expenses)?

No Yes

If a formal course of study is included in the extended study leave the employee shall be reimbursed from the extended study leave fund, upon the submission of receipts for tuition and/or registration and/or laboratory fees. The maximum reimbursement shall not exceed 10% of step 1. [Article 28.5.6]

If you checked yes, provide an estimate of the expenses to be claimed against the extended study leave fund.

Estimated amount:

Enter description.

h.) ESTIMATE OF REMUNERATION

Do you expect to receive remuneration while on ESL for any and all work, where associated directly with your proposed activity (See Article 28.5.3 below)?

No Yes

If you checked yes, provide an estimate of the anticipated remuneration from salaries, grants, etc., that may be received by the applicant during the period of the leave from organizations other than Okanagan College.

If the employee's total remuneration from salaries and/or grants exceeds 100% of his or her normal OC salary, OC may reduce its contribution from 85% to a lower level provided that his or her total remuneration from salaries and/or grants is not less than 100% of his or her normal OC salary. [Article 28.5.3]

Estimated amount:

Enter description.

APPENDIX 1

Attach all documentation to this application that demonstrates the feasibility of your proposed activities.

ESL APPLICATION CHECK-LIST

- Full Proposal is completed for the proposed activities
- Supporting documentation is attached for the preferred activities in Appendix 1
- Consultation with Research Ethics Board has occurred (if applicable)
- Consent for Access to Extended Study Leave Application form is completed (if applicable)
- I agree to allow my ESL application to be circulated electronically to other OC faculty.
- I agree to allow my ESL report to be available to other OC faculty.

FREQUENTLY ASKED QUESTIONS

1) Who may I ask to assist with my application?

Any member of the Extended Study Leave Committee is available to meet with an applicant. Each portfolio has one faculty member who is a member of the Extended Study Leave Committee.

Throughout the year, there are workshops available on the requirements of an Extended Study Leave application.

2) When should I apply for REB approval?

Refer to meeting dates posted on MyOkanagan under Research Ethics Board:

<https://www.okanagan.bc.ca/learning-and-applied-research/research-ethics-board>

3) What expenses does the ESL fund cover?

The ESL fund will cover: 85% salary, benefit costs and 15% of the employee's pension contribution (Article 28.2) as well as, tuition fees for a formal course of study with the maximum reimbursement not exceeding 10% of Step 1 of the Salary Scale (Article 28.5.6).

4) What other funds are available in addition to the ESL fund?

Other funds available to you are the Professional Development fund (Article 23.2) and the Grant-In-Aid of Research, Scholarly and Creative Activity (Article 26).

5) Will the ESL committee ask for additional questions after the initial review?

Yes – in some instances an applicant may be asked to provide additional information that will provide clarity for the Extended Study Leave committee.

6) Why do I need to provide alternative plans on my application?

In some instances, your initial plans may not be feasible, such as being accepted into a particular course of study. Alternative plans provide the ESL committee with a second option to consider on your behalf should the initial plans not come to fruition. .

7) If plans change after my application is approved what should I do?

Advise the Chair of the Extended Study Leave committee immediately.

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: _____

September 1, 2022