



# EXTENDED STUDY LEAVE (2024-2025)

## Application Process and Information

Application Deadline: October 1, 2023

## Before You Apply

### Eligibility

Any employee who has been on a continuing appointment for five or more years either following their initial appointment or following an Extended Study Leave (ESL) shall be eligible for an ESL for either six or twelve months.

### Review:

The terms and conditions of Extended Study Leaves are outlined in the OCFA Collective Agreement. All applicants are encouraged to review these conditions.

- See the OC/OCFA Agreement - [Articles 28 & 17.2.4](#)

### Length of Leaves Available

- The twelve month leave period includes the two month vacation period (August 1 to July 31).
- The six month leave period includes one month vacation and one month non-instructional duty time for employees on instructional appointments. For instructional faculty the period will include one full academic semester.

## Application Process and Forms

### Application Timeline:



### Application Steps



## Keep in mind:

- Be well prepared with your ESL plans/planning prior to the application opening date.
- Use the rubric provided to guide the information required for your application.
- Provide information within the word limits identified.
- Explain your activities in plain language as committee members are not necessarily content experts in your area.
- Provide a timeline that accounts for the entire ESL period including vacation.

## ESL Detailed Plan Document (Step 3):

**Detailed Plan Word Document:** [Link](#) (the document should load to your *downloads* folder)

The Extended Study Leave Application form is a Word document that provides applicants with the opportunity to outline the detailed plans for their leave. This information is used by the ESL Committee to make an informed decision. The form includes four sections:

- **Proposed Activities:**

Applicants are encouraged to provide a comprehensive description of the proposed activities that will be undertaken during the leave. Applicants are encouraged to include 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 attend, presentations to be made, authorship and publications, work projects, and research. Identify and explain how the proposed activities require the time requested, and how they can be completed within the requested time period. Where research involves human participants, please include evidence of consultation with the Research Ethics Board should be included (see Okanagan College Research Ethics Board Policy, [Section 4.1.2](#) for the definition of human participants)

- **Feasibility**

Provide a detailed description of the viability of your plan and how you have prepared for the proposed activities. A current CV is recommended to lend support to the feasibility of your proposed activity. Provide viable alternative plans that will allow you to complete your proposed activity in case of unexpected circumstances (e.g. provide an alternative school for graduate work in case you are not accepted into your preferred program).

- **Outcomes and Benefits**

Provide a statement describing the outcomes of the proposed activities, including the benefits to you on a personal level, as well as on a professional level as the outcomes relate to your duties at Okanagan College.

- **Attachments**

In this section, only provide a list of all the attachments you intend to include in your application submission.

## Combine documentation (Step 4)

Once you have completed the ESL Detailed Plan Document combine it with your other supporting documents into one PDF document.

*Should you require any technical assistance in creating your combined PDF document to upload, please contact your Dean's Office for support.*

## ESL Online Form Application for Submission (Step 5)

### Application Form: [Link](#)

To complete this form you will be required to login in to your MS365 account. The form will automatically record your name and email address. You will be asked to provide answers to the following questions:

- Name of your department
- Length of your leave
- Start and end dates of the leave
- A brief description of the proposal (50 words or less)
- Expenses expected to be incurred
- Remuneration expected to be earned outside of your OC salary
- Request to upload your combined PDF application document
- If required, confirmation that you have received Research Ethics Board approval

### Review Process

All eligible applications will be provided to the ESL Committee for review. Applications will be ranked using the following criteria:

- Completeness of Application – proposal quality and relevant supporting materials included
- Feasibility – the applicant has the qualification to be successful, the timeline and components of the leave can be met and if applicable evidence of proposed collaborations.
- Benefit – to the applicant and to the College
- Previous ESL final report was submitted (if applicable)
- Backup Plan is developed and provided

A rubric outlining the criteria in full can be found here: [ESL Evaluation Rubric](#)

## During your Leave

### Keep in mind:

- During your leave if you require time off due to illness or personal unanticipated circumstances, immediately notify your direct supervisor, the ESL Committee Chair and People Services for assistance.
- If you think your ESL plans will be interrupted or need to change, notify your supervisor and the ESL Committee Chair as soon as possible.
- Expenses approved through your application should be submitted through Etrieve for reimbursement.

## After your Leave

### Complete the Extended Study Leave Final Report

Using the form in the online [Etrieve](#) system complete a final report and submit to your designated supervisor. The report will automatically be submitted to the Provost & Vice President Academic for ESL Committee records.

# Extended Study Leave - 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. Committee members are listed below. Each portfolio has one faculty member who is a member of the Extended Study Leave Committee.

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

### Committee Members:

- [Yvonne Moritz](#) (Chair)
- [Laura Thurnheer](#) (OC administrative representative)

### Faculty:

- [Amy Cohen](#) (Arts)
- [Scott Fazackerley](#) (Technology)
- [Roen Janyk](#) (Library)
- [Stacey Sakakibara](#) (Science)
- [Mark Ziebarth](#) (Business)

## 2. When should I apply for REB approval?

Refer to meeting dates posted on the [Learning and Applied Research](#) page under Research Ethics Board.

## 3. What expenses does the ESL fund cover?

The ESL fund will cover 85% of your salary, your full 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?

Rarely. It is expected that your application is complete and adheres to the outlined expectations and the criteria in the rubric. In some instances, an applicant may be asked to provide additional information that will provide only for the Extended Study Leave Committee. A poorly written application will not be returned for revision and resubmission.

## 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. The ESL Committee also recognizes that some plans are not solidified when the application is

submitted, and those aspects need to be identified and mitigation strategies included. Alternative plans provide the ESL Committee with a second option to consider on your behalf should the initial plans not come to fruition. This is a key component of the application.

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

Advise the Chair of the Extended Study Leave Committee immediately. Remember that any significant changes that may affect the overall outcome or completion of your ESL goals must come to the Chair for approval prior to moving forward. The Chair will consult with the ESL Committee as appropriate.