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## POLICIES and PROCEDURES

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Responsible Unit	Board of Governors
Last Reviewed/Updated	October 2021
Approving Sector Head	Chair of the Board of Governors
Policy	<b>Administrative Leave – Senior Administrative Positions</b>

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### 1. General

This policy allows for the provision of administrative leave and normally applies to the following excluded senior administrative positions in the University which are under individual term employment contracts and have attached continuing academic appointments: President and Vice-Chancellor, Provost and Vice-President Academic, Deans of Faculties, Directors of Schools.

### 2. Definitions

“**University**” refers to Acadia University.

“**Incumbent**” refers to the person holding one of the positions listed in 1. above.

“**Administrative Leave**” or “**Leave**” refers to a period of paid leave following completion of an appointment in one of the positions listed in 1. above.

“**AUFA**” refers to the Acadia University Faculty Association

### 3. Scope

3.1 For senior administrative positions on term contracts with attached academic appointments that are excluded from the AUFA bargaining unit. This normally includes the President and Vice-Chancellor, Provost and Vice-President Academic, Deans of Faculties, and Directors of Schools; however, it may include other excluded senior administrative appointments where an attached faculty appointment is warranted and appropriate, and where a term appointment is provided.

#### 3.2 Administrative Leave Provision

3.2.1 A one year (12 months) Leave is normally granted upon completion of a full five (5) or six (6) year term of appointment. The Leave shall normally be taken immediately following the completion of the term of appointment unless the position is renewed, in which case the Leave will be taken upon completion of the renewed term and added to any Administrative Leave earned during that second term. The maximum cumulative Administrative Leave that can be earned is two (2) years.

3.2.2 For full-term appointments of five (5) or (6) years, Administrative Leave will not be prorated. In the case of an incumbent who does not complete the entire term of the

administrative appointment, an Administrative Leave of six (6) months will be granted where the academic manager has completed at least three (3) consecutive years of the appointment. If less than three (3) years of the appointment have been completed, no Administrative Leave will be provided.

3.2.3 A six (6) month Administrative Leave at 100% administrative salary plus benefits is granted following completion of a three (3) year term of appointment. The leave shall normally be taken immediately following the completion of the term of appointment unless the position is renewed, in which case the leave will be taken upon completion of the renewed term and added to any Administrative Leave earned during that second term. The maximum cumulative Administrative Leave that can be earned is two (2) years.

3.2.4 For appointments of less than three (3) years, Administrative Leave is provided on a pro-rated basis equivalent to two (2) months of leave for every twelve (12) months of appointment. However, if successive and consecutive short-term appointments amount to at least three (3) years in total duration, the incumbent is granted an Administrative Leave in accordance with 3.2.1 or 3.2.3 above.

### 3.3 Administrative Leave Compensation

3.3.1 Salary: Compensation during Administrative Leave is paid at 100% of administrative salary plus benefits. Where the senior administrator is paid with an academic salary plus a stipend, the Administrative Leave compensation will include the stipend amount.

3.3.2 Research Grant: Where the incumbent has an approved annual research grant as part of their administrative contract, the research grant will be paid during the Administrative Leave and any unused funds from previous years may be carried forward and used during the period of the Administrative Leave.

## 4. Administrative Leave Conditions

### 4.1 Employment Status

4.1.1 Individuals on Administrative Leave must remain as full-time employees of the University for the duration of the Leave period.

4.1.2 Individuals on Administrative Leave may not take on other full-time employment but may earn additional compensation from consulting or other *ad hoc* or temporary professional work.

4.1.3 If an individual on Administrative Leave takes on full-time employment with another employer without giving notice to the University, they will be deemed to have resigned from the University effective on the start date of their employment with the other employer.

## 4.2 No Pay Out of Administrative Leave

- 4.2.1 Administrative Leave will not normally be paid out in lieu of taking the Leave.
- 4.2.2 If an individual eligible for Administrative Leave resigns or retires from the University before the commencement of the Leave, the Leave will be lost and will not be paid out.
- 4.2.3 If an individual on Administrative Leave resigns or retires from the University before the completion of the Leave, the remaining Leave will be lost and will not be paid out.
- 4.2.4 If an individual on Administrative Leave takes on full-time employment with another employer and is deemed to have resigned from the University, any Administrative Leave compensation paid by the University after the effective resignation date as per 4.1.3 above must be re-paid by the individual.

## **5. Variations from the Policy**

In exceptional circumstances, variations from this policy may be approved by the Board Executive Committee.

## **6. Other Relevant Policies**

Guidelines for Review and Appointment of Senior Academic Officers.