

ADMINISTRATIVE LEAVE FOR ACADEMIC ADMINISTRATORS

Nipissing University provides administrative leave for Academic Administrators. Nipissing University will only grant administrative leave at the end of the term of the appointment. Unused leave entitlement will have no cash value.

Application/Eligibility

1. This policy applies to those Academic Administrators in positions including but not limited to the following: Dean; Associate Dean; Provost & Vice-President, Academic & Research; and President & Vice-Chancellor.
2. Administrators without an academic appointment are specifically prohibited from accumulating administrative leave.
3. For those positions that are defined as designated executives by Provincial or other legislation (e.g. the President & Vice-Chancellor or the Provost & Vice-President, Academic & Research), administrative leave will only be provided if they hold, or will return to, a faculty position at Nipissing University.
4. Administrative leave will not be paid out in lieu of time off.
5. Notwithstanding the above, entitlement to administrative leave must also be specifically identified within the individual's employment contract with the University.

Length of Leave

1. Administrative leave will accrue at a rate of 10.4 weeks per year to a maximum accumulation of one (1) year or twelve (12) months' leave. In certain circumstances, and upon approval of the President & Vice-Chancellor (or in the case of the President, upon approval of the Chair of the Board of Governors), administrative leave may accumulate for a period of greater than one (1) year or twelve (12) months but not at a greater rate of accumulation than 10.4 weeks per year in an eligible position.
2. If an Academic Administrator leaves their position early to return to their faculty position at Nipissing University, any administrative leave accumulated will be provided on a pro-rated basis.
3. If an Academic Administrator is terminated with cause, any administrative leave accumulated will not be paid.
4. If an Academic Administrator resigns from Nipissing University, they will forfeit their entitlement to any accrued Administrative leave.

Signed: Original signed by Cheryl Sutton

President & Vice-Chancellor (Interim)
Nipissing University