

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: President & Vice-Chancellor, Provost & Vice-President, Academic; Associate Vice-President, Research, Innovation and Graduate Studies; Dean and Associate Dean.
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 or the Associate Vice-President, Research, Innovation and Graduate Studies), administrative leave will only be provided if they hold, or will return to, a faculty position at Nipissing University.
4. Administrative leave has no cash value and 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 vacates the position before the end of the appointment, either through resignation from the appointment (not the University) or termination without cause, accrued administrative leave will be taken before returning to the faculty position.
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. If an Academic Administrator accepts a full-time position outside of Nipissing University, they will be deemed to have resigned and will forfeit their entitlement to any accrued administrative leave.

Signed:

President & Vice-Chancellor
Nipissing University