

Faculty Vacation/Conference/Research Request Form*
Office of the Head/Director
Faculty of Arts, Humanities and Social Sciences (FAHSS)



**University
of Windsor**

Relevant Articles from the Collective Agreement

5:05: A faculty member is entitled to take his/her uninterrupted annual vacation. The member may take part or all of his/her annual vacation at a time which shall be mutually agreed between the member and the Dean, or Head as designate of the Dean, to ensure the uninterrupted continuation and quality of program(s) of the University in which the member is involved. Nothing in this paragraph derogates from the faculty member's obligation to be regularly accessible.

5:06: Intellectual inquiry, teaching and research, relevant to a member's professorial obligations under this Agreement, may require a faculty member to be absent from the campus from time to time. This may encompass off-campus teaching or research if such absence does not require a replacement during the period in which the faculty member is absent. However, a faculty member shall apply, normally in writing, in advance for such absence to the Dean, or Head as designate of the Dean, except where such activity falls within clauses 5:36 and 5:37 of this Agreement and the procedure therein. Such approval shall not be unreasonably withheld. In the event approval is withheld, the Dean, or Head as designate of the Dean, shall respond in writing, with reasons, within seven (7) days of the request.

46:01: During each year of employment, a faculty member shall be entitled to one (1) month's vacation (20 working days) unless the period of employment during the employment year is less than the full year in which case the vacation entitlement shall be prorated. Payment for vacation entitlement is included in the annual salary of each member.

46:02 (a) For purposes of calculating vacation entitlement, an employment year shall be deemed to be July 1 to the subsequent June 30. In each year of employment, a librarian member shall be entitled to take twenty-two (22) working days, unless the period of employment is less than the full year, in which case the vacation entitlement shall be prorated. On July 1 of each year, if a member has completed twenty (20) years of employment, the member shall be entitled to twenty-five (25) working days vacation.

(b) Vacation entitlement is not cumulative, except that a librarian member subject to sub-clause (c) of this clause, may take his/her vacation prior to December 31 following the end of the employment year in which the vacation has been earned.

In cases of illness, family emergency, bereavement, etc., faculty members are to contact the Head's Office as soon as possible. If your planned absence from campus (i.e. attendance at a conference) impacts delivery of your course(s), you will indicate how the class time will be covered/made up in the space provided below.

(Please print or type information).

NAME:

DATE:

REASON FOR ABSENCE:

VACATION

If you are requesting the days you will be absent from campus as part of your allowable vacation days, please provide the following information below:

Number of total vacation days available for current year = _____ working days

Dates requested as vacation (add lines as necessary)

_____ = _____ days

_____ = _____ days

Total days requested = _____ days

Number of days remaining = _____ days

For CONFERENCE PARTICIPATION/RESEARCH absences please see page two.....

CONFERENCE PARTICIPATION/RESEARCH

If you are requesting the days you will be absent from campus as your intellectual inquiry, teaching and research entitlement under Article 22, please provide the following information—title of conference, venue, dates absent, and accommodation plans for classes (lectures, exams, labs, etc.) missed in your absence (if applicable) and/or attach a detailed research plan, including title and description of project, timelines and objectives.

Request for the following dates to attend conference/workshops/other and/or engage in research activities (add lines as necessary)

_____ = _____ days

Conference Details

Conference/Event Title:

Location:

Paper to be presented, if applicable:

Accommodation Plan for Classes Missed, if applicable:

Detailed Research Plan (add attachment)

Approved by: _____
(Signature of Head/Director)

Date approved: _____

This form is to be submitted to the Head prior to being off campus.