

# Faculty of Graduate Studies and Research

## APPLICATION FOR LEAVE FROM DUTIES

*Under Article 22.11 Collective Agreement between Carleton University and CUPE 4600 Unit 1*

### **Deadline for Submission to the Faculty of Graduate Studies and Research\***

Fall term: August 15\*\*

Winter term: December 1

Spring term: April 15

\* except in cases of medical leave

\*\* for students with a TA assignment in Fall term or a Fall/Winter one credit course

### **Definition**

22. **Leave from duties** is where the Dean of Graduate Studies and Research approves a graduate student to decline an appointment without forfeiting his/her priority for reappointment as set out in Article 13.04. The priority shall not be extended for the period of leave from duties unless the Parties explicitly agree to do so in writing.

### **Priority**

#### **Article 13.04 (a)**

*An employee who is registered as a full-time student in a graduate degree program and who has held a regular position in the bargaining unit for at least one term shall have, subject to satisfactory performance of the duties of the position(s) s/he has held, priority for appointment to available regular positions for which the employee is qualified.*

#### **Article 13.04 (b)**

*Where an employee who is a full-time graduate student cannot accept an assistantship pursuant to Article 13.04 (b) because:*

- (i) the student is off-campus performing academic research or on an academic exchange, or:*
- (ii) the student is on an approved medical leave from duties without pay in accordance with Article 22.11.*

*With the approval of the Dean of Graduate Studies and Research, the number of consecutive terms or calendar years as set out in Article 13.04 (a) shall be extended by the number of terms the student is off-campus, up to a maximum of three consecutive terms.*

#### **Article 13.04 (d)**

*Subject to Article 22.11, where an employee who is a full-time graduate student declines an appointment to an assistantship during a fall or winter term pursuant to Article 13.04 (a) and has not been granted a leave from duties without pay by the Dean of Graduate Studies and Research, the priority for reappointment as set out in Article 13.04 (a) shall be forfeit and the employee shall be deemed to have resigned his/her employment.*

### **Leave from Duties**

#### **Article 22.11**

*Leave from duties shall be approved by the Dean of Graduate Studies and Research.*

*Leave may be requested for the following reasons:*

- (i) Academic research, exchange, and co-op positions;*
- (ii) Certified medical leave;*
- (iii) any other reasons where the Academic Supervisor and/or the Department Head provides reasons in writing as to how the leave would benefit the student academically.*

*Applications for leave from duties shall not be unreasonably denied.*

# APPLICATION FOR LEAVE FROM DUTIES

*Under Article 22.11 Collective Agreement between Carleton University and CUPE 4600 Unit 1*

Surname: \_\_\_\_\_ Given Name: \_\_\_\_\_  
*(please print clearly)*

Student No.: \_\_\_\_\_ E-mail: \_\_\_\_\_

Department: \_\_\_\_\_ Degree: \_\_\_\_\_

Start Date of Current Program: \_\_\_\_\_

Leave from Duties requested for the following term(s)

Fall 20\_\_  Winter 20\_\_  Spring 20\_\_

I am a full-time graduate student in the TA priority pool according to Article 13.04 (a) of the Collective Agreement and am applying for Leave from Duties under Article 22.11 for the following reason (check one)

- academic research (approved off-campus research status)
- academic exchange
- co-op position
- certified medical leave
- leave from duties will benefit me academically

Please elaborate:

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(use additional pages as required)

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

**For completion by Supervisor of Graduate Studies and/or Chair/Director**

I have reviewed this application and support the requested Leave from Duties from TA employment as outlined above.

Comments:

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Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Please forward your completed application to the Faculty of Graduate Studies and Research

*At Carleton University, we recognize and respect the importance of privacy. Personal information that we collect is kept confidential. In accordance with Section 41 of the Freedom of Information and Protection of Privacy Act, Carleton University will only use the information in its custody or control in the following circumstances: where the individual identifies the particular information and consents to its use; for the purpose for which it was collected or a consistent purpose (i.e. a purpose which the individual might have reasonably expected).*

Graduate Studies use only:
Fall            Winter            Summer
SZAGRAD:
SZAMADG: