2.5 Obligations Related to the Administrative Leave

2.5.1 An academic administrator who has taken an administrative leave shall be under an obligation to return to the University for a period of time equal to his/her the duration of his/her administrative leave. The President may waive the obligation to return. In cases where the obligation to return is waived, the academic staff member may be required to reimburse the University for the remuneration (including salary and benefits) received from the University while on leave up to the effective date of the accepted resignation. An academic administrator who does not return to the University at the expiration of his/her administrative leave shall be deemed to have voluntarily resigned.

2.5.2 The President shall be the sole administrative officer of the University with the authority to waive the requirement to reimburse the University for failure to return for the period mentioned in 2.5.1 following an administrative leave.

2.5.3 Within two (2) months following the end of the administrative leave, the academic administrator shall submit a written report to the person to whom he or she reports (dean/director, Vice-President (Academic) and Provost, Vice-President (Research) or President) on the research and scholarly work which was accomplished during the leave. The report may be circulated to all academic staff in the department and to the Vice-President (Academic) and Provost/Vice-President (Research) or the President.

2.6 Remuneration During the Administrative Leave

2.6.1 Except with the permission of the Vice-President (Academic) and Provost, an academic administrator on administrative leave shall not undertake paid assignments or seek out a new appointment.

2.6.2 Unless approved in advance by his/her dean/director/Vice-President (Academic) and Provost, an academic administrator shall not be entitled to remuneration from all sources in excess of 100% of his/her base salary received from the University for full-time service. Such approval is not required for any amount paid in the form of a research grant or for payment from an external source for round-trip travel costs for the academic administrator and dependents.

2.6.3 The University may reduce its normal contribution to administrative leave remuneration if the academic staff member’s total remuneration exceeds the amount provided in 2.6.2.

2.6.4 While on administrative leave an academic administrator may apply to have a portion of his/her salary paid in the form of a research grant.

2.6.5 Academic administrators on administrative leave are eligible to apply for loans from the Hogg Trust Fund.

2.6.6 If an academic administrator who has applied for and been granted an administrative leave receives a stipend related to administrative service, that stipend shall cease to be paid during the period of the administrative leave.