



MUNFA  
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# SABBATICAL HANDBOOK

This booklet has been prepared to assist those members of MUNFA who are planning a sabbatical leave.

This information is based on the most frequently asked questions by MUNFA members when planning sabbatical leave and is an attempt to alleviate some of the stresses associated with the planning process.

The booklet is **not** intended to be an interpretation of the relevant articles of the Collective Agreement. MUNFA members are urged to familiarize themselves with those clauses. The information contained herein highlights relevant clauses of [Article 22](#) and provides a checklist of points as you begin planning your sabbatical leave.

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Before applying for sabbatical leave, it is important that you become familiar with Clauses 22.14 to 22.31 of the current MUNFA/ MUN Collective Agreement, October 30, 2014– August 31, 2017, which outline the terms and conditions of sabbatical leave. These should be read carefully in conjunction with this guide.

## 1. Eligibility

Academic Staff Members (ASMs) holding tenured or tenure-track appointments are eligible to apply for sabbatical leave. However, the sabbatical leave may be taken **only after** tenure is attained (Clause 22.15).

## 2. When to Apply

Application may be made during the third or subsequent year of service for a sabbatical leave of four months, which will begin **no earlier** than the start of the fourth year of service. For a leave of twelve months, application may be made during the sixth or subsequent year of eligible service, which can be taken during the following seventh or subsequent year. Following the taking of a twelve month sabbatical, application may be made for every six years of eligible service and application for a four month sabbatical may be made after every three years of eligible service.

Ten months in advance of the date the leave is to commence, the Academic Staff Member should submit an application in writing to the Administrative Head and include supporting documents outlining the scope and aims of the proposed scholarship activities. If applicable, a copy of the report of a previous sabbatical should be included.

[\(see Clauses 22.16, 22.21, and 22.22\)](#)

### Helpful Tips

Ask other ASMs in your department about the process

Start the process early

Have all supporting documents ready



### 3. How to calculate eligible years of service ([see Clause 22.20](#))

- A) Include all periods of service even if the service was not continuous
- B) prorate time for any periods of reduced duties ([see Article 5](#))
- C) include prior service in full-time term appointments at MUN
- D) do not include periods of **unpaid** leave **greater than** three months (note: Long Term Disability leave is paid leave), and
- E) include the number of years of prior service at another university if this has been evaluated at the time of the initial tenure-track or tenured appointment as stated in your letter of appointment.

## 4. Salary and benefits while on sabbatical leave

### *Salary*

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Remuneration depends on the option chosen by the ASM (See Clause 22.17). There are two available:

#### OPTION A

Remuneration of 80% of Basic Annual Salary while on sabbatical leave. In addition, one is eligible to apply for a research grant of up to 5% of Basic Annual Salary prorated for the period of the leave (**Clause 22.17**). As well, there is an option to apply to have a portion of sabbatical remuneration designated as a research grant (**Clause 22.19**).

Under this option: If the ASM does not take a sabbatical leave until after the date on which he or she becomes eligible...*the ASM shall carry forward as eligible service for the next sabbatical leave an amount of eligible service equal to the delay, up to a maximum of two years* .

#### OPTION B

For a sabbatical leave of four months duration, with three, four, or five years since the previous sabbatical leave, the remuneration is 80%, 85%, or 90% respectively of Basic Annual Salary. For a sabbatical leave of twelve months duration, with six, seven, or eight years since the previous sabbatical leave, the remuneration is 80%, 85%, or 90% respectively of basic Annual Salary.

In addition, one is eligible to apply for a research grant of up to 5% of Basic Annual Salary prorated for the period of the leave. As well, there is an option to apply to have a portion of sabbatical remuneration designated as a research grant.

Under this option; if the ASM does not take a sabbatical leave until after the date on which they become eligible..., the ASM shall not carry forward any eligible service...except as specified in Clause 22.22.

If a Faculty Member applies for a twelve month sabbatical leave to be taken in an Academic Year and at the request of the Administrative Head, the application is amended to be taken in a single calendar year, the remuneration shall be 95% of the Basic Annual Salary.

**Either Option A or Option B must be chosen by the Academic Staff Member. There can be no combination of Options A and B.**

## ***Benefits***

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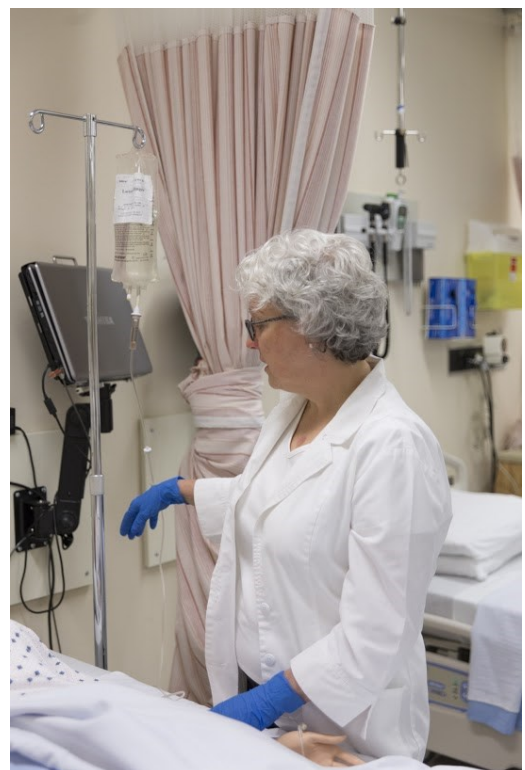
Academic Staff Members will have continued participation in the MUN pension and insurance plans. Upon application, they will have the possibility of travel assistance on the same terms as if they were not on leave. If justified in the terms of the application for leave, there is the possibility of continued provision of office and secretarial and all other University facilities normally provided to support the academic work of an ASM.

### **Helpful Links:**

[\*\*Memorial Employee Pension and Benefits\*\*](#)

[\*\*Blue Cross\*\*](#)

[\*\*Group Benefits at a Glance\*\*](#)





## 5. Responsibilities upon on your return from sabbatical leave

Persons who are granted sabbatical leave must:

- Return to MUN for a period of time equal to the duration of the sabbatical leave
- Within 40 days of returning, submit a Report to the Administrative Head (see Clauses 22.30 and 22.31).

## 6. Illness while on sabbatical leave

If an ASM becomes ill or injured while on sabbatical leave, the leave may be suspended if:

- a) the illness or injury is serious enough to substantially interfere with the work being conducted
- b) there is a medical certificate attesting to the illness or injury, and
- c) it is a four month sabbatical and **less than** two months have been used, or it is a twelve month sabbatical and **more than** two months remains.

The time remaining in the sabbatical may be taken at any time by mutual agreement of the ASM and the Provost & Vice-President (Academic) at the St. John's campus or by the Vice-President at the Grenfell campus **OR** the suspended portion can be added to the term of the next sabbatical leave ([see Clause 22.29](#))



**Be sure to consult the Canada Revenue Agency and your financial professional before you take your sabbatical.**

## 7. Income Tax

CAUT publishes an Income Tax Guide which provides helpful information. This can be accessed [here](#).

**For members with resident status:** A Canadian resident is subject to Canadian Income Tax on their world income, whereas a non-resident is only subject to tax for certain Canadian sources of income. The Canadian Revenue Agency (CRA) outlines the primary residential ties of an individual, their dwelling place(s), spouse and dependents, personal property and social ties [here](#). If Canadian residence is established, an individual will be taxed by Canada on world income. If one is obliged to pay foreign income taxes on any part of worked income, Canada normally permits a foreign tax credit for all or part of the foreign tax.

**Research Grant/Expenses:** Note in particular Clause 22.18 and Clause 22.19 which permit an ASM to apply to the University for a research grant of up to 5% of Basic Salary, and to apply to have a portion of their sabbatical remuneration designated as a research grant. While research grants are considered taxable income, eligible research expenses are deductible from

this income for tax purposes. It is incumbent on the individual to identify those research expenses which are eligible deduction, and to keep accurate records and receipts of expenses to claim these deductions. Receipts are not required when you file your income tax, but should be available if questions arise, or if CRA decides to audit your claim. Any taxes on the research grant are payable in the taxation year in which the grant is received. However, expenses incurred in a year prior or subsequent to the receipt of a research grant may still be deductible from the grant. Total expenses cannot exceed the total research grant money received.

More information on eligible expenses from a research grant can be found [here](#) from the CRA. See as well the *CAUT Income Tax Primer for Academic Staff* located [here](#).

**Make arrangements for your home as early as possible to ensure every precaution is taken before leaving on your sabbatical.**



## **8. University business**

Make arrangements with a reliable colleague or departmental secretary to sort and forward your mail regularly. Ask that they highlight matters needing your attention. As for email, an out of office reply should include the dates you will be unavailable. If you are involved in any committee activity, proper notice of your sabbatical should be given.

## **9. Leaving your home**

If you are subletting your home, allow plenty of time to find a tenant. Advertising in the CAUT Bulletin or on the AUCC's University Affairs magazine offers the possibility of finding a person with whom to 'exchange' homes for the duration of the leave. Locally, advertising in the Muse, Kijiji.ca, and newspapers provide this service, sometimes at no cost. It is a good idea to ask prospective tenants for letters of reference.

If you intend to lease your home visit the Service NL site [here](#) which has helpful tips and copies of various forms including rental agreements. It is also

worthwhile to call or visit the Landlord Tenant Relations Office to obtain a copy of the Residential Tenancies Act so that you fully understand your obligations and those of your tenant. Post-dated cheques are usually the most reliable and trouble-free method of payment.

If you decide to rent your home to a tenant, visit your insurance agent several months before your departure. There is usually an additional cost to insure your home as a rental property. Some insurance companies will not insure your household effects. Try to find an agent willing to cover both the property and contents.



## 10. Children

If you have school-age children, obtain a signed record of their immunizations from your physician before you leave. If your child needs special classes, take something official from your school principal detailing those requirements. Contact the school board at your destination requesting maps that show the locations of schools to assist in housing decisions.

When you are out of the country, you may still be eligible to receive the Government of Canada Child Credit. The forms are available [here](#) or you can visit a Service Canada office to make arrangements while you are away.

## 11. Health Insurance

Your MUN Health and Dental Insurance covers you while you are out of province. Check with [Human Resources](#) to obtain the details or limitations of your coverage while out of the province. Your MUN Group Plan insurance remains effective **only** if your MCP is still in effect. To maintain your MCP coverage if you are going to be out of the province more than 30 days you must complete [this form](#).

Your group travel insurance coverage AXA, while normally available for a period of 180 days and which is for emergencies only, can also be extended beyond that time-frame. Check with Human Resources for the necessary steps to keep your coverage valid beyond 180 days.

Familiarize yourself with the process for filing claims while out of the province. If you require supplementary coverage, shop around to compare rates.

If you're spending your sabbatical in a foreign country, check for the location of the International Travel Clinic. This clinic will provide advice and administer vaccinations that may be required. You should do this well in advance of your departure to give yourself time to recover from adverse effects.

## 12. Power of attorney

You may wish to have someone act on your behalf regarding personal matters of a legal nature while you are on leave. You can make prior arrangements for this by assigning someone as your "Power of Attorney." Consult with a lawyer before you do so, and perhaps draw up a specific Power of Attorney form assigning limited powers.



## 13. Banking

If you leave the country, you will be faced with converting Canadian currency to foreign funds. Meet with your local Bank Manager to ensure you have access to your funds at all times.

## 14. Moving

When you move for a year, it's an advantage to move to a furnished apartment or house. However, you may still need to take some necessities. Think in terms of items you use at home at least once a week. If you take an unfurnished accommodation, consider renting the necessities and check into the availability of furniture rental shops at your destination.

## 15. Leaving the Country

**Re-entry Permit:** If you are a non-citizen, permanent resident in Canada, you must obtain a re-entry permit from Citizenship and Immigration Canada if you leave the country for a period of more than six months. The re-entry permit certifies that your absence is a temporary one. Do this well in advance of your planned departure. Make an appointment to find out more details and inquire about other necessary documents [here](#). This could prevent undue delays in processing your request.

**Visas:** Some countries require visas. Contact the consulates for application forms and details of regulations pertaining to various time periods for which the visa is required. If paid employment is planned, a work visa must be obtained. Complete this process well in advance of your departure. Requests for prolonged periods of residence may require that visas be processed in that country rather than the Consulate, which may take some time.

**List of goods:** If you leave the country, you will be required to provide Customs with an itemized list of goods you are taking and plan to bring back. The forms are available [here](#) and should be filled out in advance to avoid delays when you move, and to facilitate your re-entry.





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