

Policy #8

Sabbaticals and Leaves

Intent

IPP RS are eligible for both sabbatical leave and unpaid leave. Sabbaticals should be primarily for the professional development of the RS and must be of a general benefit to IPP. Each case will be considered on its individual merit. The Director must agree to all leaves.

Sabbatical Leave

A letter of application addressed to the Director of the IPP is required at least six months before the leave is to commence. The leave may be for up to one year or more in exceptional circumstances. The salary during sabbatical leave will reflect the policy for equivalent faculty at the host university.

Unpaid Leave

Unpaid leave may be granted by the IPP Director. A letter of application addressed to the Director of IPP is required at least six months before the leave is to commence. The leave may be for up to one year. An example of an unpaid leave would be for an IPP Research Scientist to take up an important fixed term scientific office or position.

Paid Leave

Paid leaves may include:

- Court leave including jury duty, subpoena and summons.
- Maternity and parental leave.
- Bereavement.
- Short term illness as defined by the policies of the host university.