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
(September 2004 – August 2006)

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 (September 2004 – August 2006)

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 2005 _____   Winter 2006 _____   Spring 2006 _____

☐   I am a full-time graduate student in the T.A. priority pool according to
            Article 13.04 (a) of the Collective Agreement

☐   I am applying for Leave from Duties under Article 22.11 for the following
            reason (check one)

        ☐   academic research, exchange, co-op position

        ☐   certified medical leave

        ☐   the leave from duties will benefit me academically.

If you have circled (iii), please elaborate:

_____
_____
_____
_____
_____
_____
_____

(use additional pages as required)

Date: _____   Signature: _____

Application for Leave From Duties (continued)

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.

Additional Comments:

_____
_____
_____
_____
_____

Date: _____   Signature: _____

Please forward completed application to:

Mandy Bing
Supervisor
Graduate Recruitment & Awards
Faculty of Graduate Studies & Research
520-3984
mandy_bing@carleton.ca

GSRO/OCTOBER 2005