

Sabbatical Leave Template

Sabbatical/Leave Request form must be completed

«Letter_Date»

«Title» «First_Name» «Last_Name»
«Academic_Unit»
«Address_Line_1»
Carleton University
Ottawa, Canada

Dear «Title» «Last_Name»:

I am pleased to inform you that, on the recommendation of the Dean of the «Faculty_1», I have approved your request for sabbatical leave for the period from «Start_Date» to «End_Date» at «remuneration»% of salary. [**As this is your first sabbatical leave**], your sabbatical stipend will be [Stipend]% of your nominal salary.

This sabbatical leave is granted to enable you to «Purpose».

[For second and subsequent sabbaticals only if Research Grant approved, delete if not applicable]

In accordance with Article 21.4(h) of the 2012-2014 Collective Agreement between Carleton University and the Carleton University Academic Staff Association, you have opted not to receive a Research Leave Grant for this sabbatical.

[For second and subsequent sabbaticals only if Research Grant approved, delete if not applicable]

In accordance with Article 21.4(h) of the 2012-2014 Collective Agreement between Carleton University and the Carleton University Academic Staff Association, you will receive a Research Leave Grant of \$2,000.

This grant is to support research while on sabbatical, and will be included with your regular direct deposit salary payment when your sabbatical commences. No income tax will be withheld by the University, and the amount of the grant will be reported to the Canada Revenue Agency on a T4A form. You are solely responsible for adhering to the Canada Revenue Agency's administrative procedures concerning the eligibility and deductibility of "allowable research expenses" against the grant. These are to be claimed at the time of filing your personal income tax return. Faculty members are advised to consult with an accounting professional for further guidance and information.

[Delete if not applicable]

In addition, you have <<credits>> year of service carried over towards your next sabbatical.

Please accept my best wishes for a successful leave experience.

Yours sincerely,

Peter Ricketts, BA(Hons), PhD
Provost and Vice-President (Academic)

c.c. «Dean_Name», Dean, «Faculty_1»
«Chair_Name», «Chair_Title», «Academic_Unit»
Tim Sullivan, Assistant Vice-President (Financial Services)
Dan Corbett, Assistant Vice-President (Human Resources)
Tyler Hall, Office of Institutional Research and Planning
Kimberly Benoit, Executive Director, Carleton University Academic Staff Association