



Any employee who has been on a continuing appointment for five or more years either following their initial appointment or following an Extended Study Leave (ESL) shall be eligible for an ESL for either six or twelve months.

The terms and conditions of Extended Study Leaves are outlined in the OCFA Collective Agreement. All applicants are encouraged to review these conditions.

- See the OC/OCFA Agreement (August 1 to July 31).

includes one month vacation and one month



- Applications Opens

- Applications

: _____

To complete this form you will be required to login in to your MS365 account. The form will automatically record your name and email address. You will be asked to provide answers to the following questions:

- Name of your department
- Length of your leave
- Start and end dates of the leave
- A brief description of the proposal (50 words or less)
- Expenses expected to be incurred
- Remuneration expected to be earned outside of your OC salary
- Request to upload your combined PDF application document
- If required, confirmation that you have received Research Ethics Board approval

All eligible applications will be provided to the ESL Committee for review. Applications will be ranked using the following criteria:

- Completeness of Application – proposal quality and relevant supporting materials included
- Feasibility – the applicant has the qualification to be successful, the timeline and components of the leave can be met and if applicable evidence of proposed collaborations.
- Benefit – to the applicant and to the College
- Previous ESL final report was submitted (if applicable)
- Backup Plan is developed and provided

A rubric outlining the criteria in full can be found here: [ESL Evaluation Rubric](#)

- During your leave if you require time off due to illness or personal unanticipated circumstances, immediately notify your direct supervisor, the ESL Committee Chair and People Services for assistance.
- If you think your ESL plans will be interrupted or need to change, notify your supervisor and the ESL Committee Chair as soon as possible.
- Expenses approved through your application should be submitted through Etrieve for reimbursement.

Using the form in the online [Etrieve](#) system complete a final report and submit to your designated supervisor. The report will automatically be submitted to the Provost & Vice President Academic for ESL Committee records.

Extended Study Leave - Frequently A

submitted, and those aspects need to be identified and mitigation strategies included. Alternative plans provide the ESL Committee with a second option to consider on your behalf should the initial plans not come to fruition. This is a key component of the application.

Advise the Chair of the Extended Study Leave Committee immediately. Remember that any significant changes that may affect the overall outcome or completion of your ESL goals must come to the Chair for approval prior to moving forward. The Chair will consult with the ESL Committee as appropriate.