

OKANAGAN COLLEGE
EXTENDED STUDY LEAVE APPLICATION

NAME:

DEPARTMENT:

TITLE OF PROPOSAL:

An employee shall apply to the Extended Study Leave Committee for extended study leave by October 1 preceding the academic year in which the extended study leave is to commence. Applications shall include an outline of the proposed activities during the study leave period including dates of leave, place of study or work, the intended study program, and an estimate of the expenses to be claimed against the extended study leave fund, together with an estimate of remuneration from salaries and/or grants that may be received during the period of absence. The Extended Study Leave Committee shall review applications no later than November 1 each year and recommend to the OC President candidates for extended study leave. Approval or rejection of an application for extended study leave shall be given by December 1. [Article 28.5.5]

FULL PROPOSAL

a.) DATES

The dates for the beginning and end of the leave period with:

12 month leave period (normally August 1- July 31) including the two month vacation period;

6 month leave period including one month vacation for all employees and one month non-instructional duty time for employees on instructional appointments.

Requested Start Date:

and End Date:

b.) PLACE OF STUDY OR WORK

The location(s), at which the proposed activities will be carried out.

c.) PROPOSED ACTIVITIES

A comprehensive description of the proposed study, research, or work activities that will be undertaken during the leave, including a detailed schedule of the activities with a timeline for completion of each component. This description may include details on all proposed coursework, credentials sought, conferences to be attended, presentations to be made, authorship and publications, work projects, and research. Identify and explain that these proposed activities require the time requested, and that they can be completed within the requested time period. Where research involves

human participants,

Recommended 250 words

g.) ESTIMATE OF EXPENSES TO BE CLAIMED AGAINST THE ESL FUND

Do you expect to claim expenses against the ESL fund (see Article 28.5.6 below for eligible expenses)?

ESL APPLICATION CHECK-LIST

Full Proposal is completed for the proposed activities

Supporting documentation is attached for the preferred activities in Appendix 1

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**CONSENT FORM FOR ACCESS
TO
EXTENDED STUDY LEAVE APPLICATION**

Under the provision of the Freedom of information and Protection of Privacy Act, Section 22(3)(d), your written consent is required before your application can be made available to other faculty members who are contemplating making a submission and who wish to review previous approved applications.

I, _____, understand the informati 0.000000238 Tc[(3tC30 2(a)] TJ 0 2(a n m0.0000)1