

Complete Policy Title:
Administrative Leave Policy

Policy Number (if applicable):

Approved by:
Senate
Board of Governors

Date of Most Recent Approval:
December 14, 2011
December 15, 2011 - effective July 1, 2012

Date of Original Approval(s):

Supersedes/Amends Policy dated:

Responsible Executive:
Provost and Vice-President (Academic)

Enquiries:
[University Secretariat](#)

***DISCLAIMER:** If there is a Discrepancy between this electronic policy and the written copy held by the policy owner, the written copy prevails*

1. This policy applies to all faculty members appointed as Department Chairs, Directors of Schools, Assistant and Associate Deans, Deans, Associate Vice-Presidents, Vice Presidents and the President.
2. Directors of Research Institutes and Centres are not entitled to administrative leave. For those directors of instructional programs, including Assistant Deans in the Faculty of Health Sciences, whose administrative responsibilities vary considerably, the decisions on whether administrative leave is warranted shall rest with the Provost or the Vice President (Health Sciences) as appropriate.
3. An administrative leave of up to 12 months may be granted to a faculty member who has spent at least five continuous years in an administrative position and who intends to remain at McMaster following the leave. If the term of the appointment is for only three years, then an administrative leave of up to six months may be granted.
4. The leave is intended to provide some compensation for the time spent away from the faculty member's scholarly activity while he or she was serving as an administrator. Although a plan describing the work to be carried out during the leave need not be submitted, it is expected that the faculty member will be engaged in some form of academic activity, be it a resumption of earlier research work or the acquiring of an introduction to a new field of study. A report on the work should be submitted to the appropriate senior officer once the leave is completed.
5. Approval of administrative leaves for Chairs and Directors of Schools shall be granted by the Faculty Dean; of those for Assistant and Associate Deans and Deans by the Provost or the Vice President (Health Sciences) as appropriate; of those for Associate

Vice Presidents and Vice Presidents by the President, and for the President by the Chair of the Board of Governors.

6. In most cases, the subject of approval and timing of administrative leave should be included in the written terms of agreement concerning the administrative appointment. If it is not, then a request for administrative leave may be made in writing to the appropriate senior officer and the faculty member shall be informed in writing of the decision.
7. Except in the Faculty of Health Sciences, a faculty member on administrative leave shall be entitled to 100% of base salary. Because of the distinctive financial arrangements that exist in the Faculty of Health Sciences, the salary entitlement shall be determined there on a case by case basis.
8. The University's Consulting Policy shall apply to administrative leaves, and the same principles concerning salary increases and promotion, pension and benefit contributions, and the provision for payment of part of the salary as a research grant, that are spelled out in the Research Leave Policy, shall also apply.
9. There shall be no personal financial compensation for leave not taken. Issues relating to the postponement of administrative leaves and to professional compensation for leaves not taken shall be decided by the appropriate senior officer (identified in clause 5 above).
10. The relationship between administrative leave and Research Leave shall be governed by the following principles:
 - a. the years spent in administration and for which the related administrative leave is taken, shall not count towards a Research Leave; however, if no administrative leave is taken and no professional compensation is provided, then the years spent in administration shall count towards the next Research Leave;
 - b. once an administrative leave is completed, the 'clock' for Research Leave shall start from zero, except that the years credited towards a Research Leave at the time of the administrative appointment shall be preserved and counted towards the next leave.