

EXCHANGE LEAVE

1. An Exchange Leave is required for a Member's participation in an exchange program with another institution. In such instances, the Member is replaced by a professional librarian or archivist from the other institution. While on an Exchange Leave, a Member's distribution of Responsibilities remains the same as if the Member were not on Leave, unless arrangements have been made under the Article *Alternative Workload*.
2. Members at the Assistant Rank or above with at least two years of continuous service are eligible to apply for an Exchange Leave. Such a Leave may be granted where the Employer determines that the Leave will be of sufficient benefit to the University, and that the Leave will not interfere with the ability of the Member's Unit to meet its operational requirements.
3. An Exchange Leave shall not exceed one (1) year.
4. With the exception of Compassionate Leave, Court Leave, Pregnancy and/or Parental Adoption Leave and Sick Leave, at least two (2) years of full-time continuous service shall elapse between any two (2) successive Leave periods, and a Member shall not be on Leave for more than twenty-four (24) months in any seven (7) year period. These restrictions may be modified in individual cases by the Provost, on recommendation from the Chief Librarian or Dean, at the request of the Member. Approval of any such request shall not be arbitrarily withheld.
5. Subject to the provisions of Clause 2 of this Article, participants in the exchange program need not be from the same area of Professional Practice.
6. The salaries and benefits of the participants will be the responsibility of their respective home institutions.
7. Responsibility for removal expenses lies with the Member. A Member whose application for Exchange Leave has been approved may request to have a portion of their salary while on Exchange Leave paid as a Removal Expense. Insofar as the request is believed by the Employer to be in compliance with the *Income Tax Act* and Canada Revenue Agency (CRA) policy, the Employer shall agree to such a request; however, the Member accepts responsibility for any subsequent adverse judgment by CRA.
8. Professional Leave credit shall be earned during this Leave, subject to the provisions of the Article *Professional Leave*.
9. Any application for Exchange Leave shall be made by the Member to the Chief Librarian or Dean. The application shall describe in detail the duration, nature and expected benefits of the exchange, including any provisions for evaluation during and after the exchange, and shall include the *curriculum vitae* of the other participant. A Member shall apply in writing at least six (6) months before the proposed Leave is to take effect. A copy of the application shall be sent to the Member's immediate supervisor.

10. The Chief Librarian or Dean shall consult with the Member's immediate supervisor. The Provost or designate shall then approve or deny the application. Such approval shall not be arbitrarily withheld and any decision to approve or not to approve the application shall be accompanied by written reasons within twenty (20) working days of receipt of the application.
11. Members on Exchange Leave are not eligible for consideration for Promotion while on Leave. Activity in any area of the Member's Responsibilities, reported for the period of Exchange Leave, shall be included if/when a participant is subsequently considered for Promotion.
12. If a Member becomes ill or injured such that the Exchange Leave cannot be completed, the Exchange Leave for that Member may be cancelled at the Member's request and the provisions of Clause 7 and subsequent clauses of the Article *Income Security* shall apply.
- 12.1 If a Member becomes ill or injured during the first six (6) months of a twelve (12) month Leave, then the Member shall have the option of completing the Leave at a later date to be agreed upon by the Member and the Chief Librarian, Dean or designate.