

Research and Scholarship Leave and Administrative Leave Retirement Program

Special provisions have been made to waive the application of Article 16 of the Collective Agreement on rendering return service upon the conclusion of a Research and Scholarship Leave (RSL) or Administrative Leave for individuals who qualify and wish to retire.

Qualification:

Article 16.21 applies to academic staff members:

- a) who are sixty (60) years of age or older with at least fifteen (15) years of continuous service; or
- b) who are sixty-five (65) years of age with at least three (3) years of continuous service in a full-time, Continuing, Contingent Term or Limited Term appointment by the end of the research and scholarship leave or administrative leave.

Process and Guidelines (Article 16):

If a research and scholarship leave or administrative leave is approved outside of the regularly scheduled process, an academic staff member must submit a separate notice of retirement to the Dean, as early as possible, but within three (3) months of the leave being approved.

At the time of application for Research and Scholarship Leave or Administrative Leave, academic staff members are not required to submit their interest in retiring.

If an academic staff member is interested in retirement at the conclusion of their research and scholarship leave or administrative leave, they must submit a separate notice of retirement to the Dean, as early as possible, but usually after the time the research and scholarship leave or administrative leave is approved and no later than three months before the commencement of the leave (i.e. they have to signal they are going to retire before they go on leave)

Where an academic staff member wishes to provide notice of retirement after the deadlines set out above, they may make a request to the Dean to do so, and approval of such request will not be unreasonably denied.

Academic staff members shall take all vacation entitlement during their research and scholarship leave or administrative leave so that their vacation entitlement balance is at zero at the time of retirement.

Once an academic staff member submits a notice of retirement, it will be accepted by the Dean and cannot be revoked by the academic staff member or the Administration. Retirement will be effective immediately upon the conclusion of an RSL or Administrative Leave.

Questions:

- For information regarding RSL eligibility, please refer to the Collective Agreement or contact UService: hr@ucalgary.ca or (403) 210-9300.
- Information regarding preparing for your retirement can be found on the HR website: <https://www.ucalgary.ca/hr/benefits-pension/life-events/academic-slt>