

Leave of absence request handbook for faculty

This document is intended for faculty and staff.

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Guidelines on the leave of absence online submission and approval process

Purpose

This document is intended to provide guidelines on when leave of absence (LOA) requests should be submitted and the process behind submitting and approving an online LOA request through MyCampus.

Absence from studies

Graduate students are expected to be uninterruptedly registered in their designated program of study in order to support the timely completion of their degree. However, the university recognizes that under certain circumstances students may need to absent themselves from regular study while maintaining their relationship with the university.

Such circumstances must have sufficient cause and an official leave of absence must be requested through the School of Graduate and Postdoctoral Studies (SGPS) and approved by the student's supervisor (if assigned) and the graduate program director. Supporting documentation is required.

A leave normally begins on the first day of term (September, January, May) for a period of one, two or three academic terms (four, eight or 12 months). Partial term requests will not be approved. Normally, retroactive leaves of absences will not be granted. Except for parental/maternity and medical leaves, it is not expected that a student will be granted more than one leave. Time limits for program completion will be extended by the duration of the leave.

Circumstances of absence from studies

Acceptable circumstances include the following:

- Exceptional circumstances, including medical, extraordinary demands of employment and compassionate circumstances.
- Maternity leave, which is available to students during or following a pregnancy.
- Parental leave, which is available to students who face extraordinary demands in parental responsibilities or whose duties require that they be absent from their studies for a period of time.

Conditions of absence from studies

During the period of leave, the following conditions apply:

- Students are not registered or required to pay fees.
- Students may not undertake any academic or research work, or use any of the university's facilities.
- Students are not eligible to receive scholarships or assistantships from the university. In the case of other graduate student awards, the regulations of the particular granting agency apply.
- Except for parental leave or in exceptional circumstances, it is not expected that a student will be granted more than one leave under the terms of this policy. The time limits for completing the degree program will be extended by the duration of the leave taken (i.e., one, two or three terms, as appropriate).
- Leave of absence forms will not be processed for students who have outstanding fees.

Students must inform the university immediately upon return.

Leave of absence approval process

1. **SGPS**– Initial review to verify student's leave request.
2. **Supervisor(s)** – Upon verification by SGPS, a notification is sent to all of the student's supervisors (if assigned) for approval. **Students without an assigned supervisor will only require approval from the graduate program director.**
3. **Program Director** – Upon approval by SGPS and supervisors (if assigned), the specific graduate program director receives a notification for approval.
4. **SGPS**– Upon approval from graduate program director, SGPS receives a notification for processing the request.
5. **Student** – An automatic notification will be sent to the student outlining the decision on the leave of absence request after the decision has been processed.

LOA requests are normally not permitted after the first 10 days of the effective term however timelines may vary, so please consult the [Graduate Academic Calendar](#) for current deadlines. After the deadline, any LOA requests must be discussed with the School of Graduate and Postdoctoral Studies (gradstudies@ontariotechu.ca).

If you have any questions regarding the online leave of absence request, please contact gradstudies@ontariotechu.ca.

Standard Operating Procedure – leave of absence review and approval process

1. Purpose

The purpose of this procedure is to document how supervisors and graduate program directors can review, comment and make a decision after a student submits a leave of absence (LOA) request.

Graduate students are expected to be uninterruptedly registered in their designated program of study in order to support the timely completion of their degree. However, the university recognizes that under certain circumstances students may need to absent themselves from regular study while maintaining their relationship with the university.

2. Scope

This procedure applies to graduate students, SGPS staff, supervisors, GPD and GPS.

3. Prerequisites

A student must submit a leave of absence request through the Self Service option in MyCampus.

Requests are normally due the first week of the effective term. Consult the [Graduate Academic Calendar](#) for deadlines.

You must have network access to review an LOA request.

4. Definitions

SGPS = School of Graduate and Postdoctoral Studies

GPD = Graduate Program Director

GPS = Graduate Program Staff

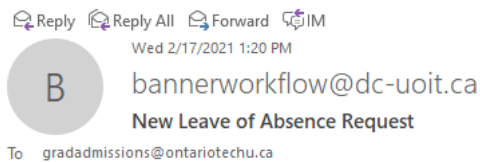
5. Procedure

1. After a student has submitted a Leave of Absence Request, the appropriate supervisor will receive an email. If the student does not have a supervisor, the notification email will go to the Graduate Program Director. See reference 6a.
2. Select **Go to the corresponding Workflow Activity** in the email to initiate the decision process. You must have network access to review an LOA request. See reference 6a.
3. Log in to Banner. See reference 6b.
4. Review the LOA request, including supporting document (select **View supporting document**) and any previous approver's comments. See reference 6c.

5. Select a decision in the **Indicate decision below** box. If Deny Request is selected, the **Reason** box must be completed. See reference 6c.
6. Add comments if necessary. Any comments will be included in the correspondence to the student. See reference 6c.
7. Select **Complete** to submit the decision. See reference 6c.
8. Students and supervisors will be notified of the decision once the workflow has been reviewed by all required approvers.

6. References


Reference 6a - Step 1, 2 Screenshot



Action Items

[EXTERNAL EMAIL]

The referenced leave of absence has been submitted for your approval.

 [Go to the corresponding Workflow activity](#) to approve, deny, or request additional information. Request details are below.

Request Date: 02/17/2021	Status in Canada: Domestic
Student Name: Graduate New A. Student	Student ID: 100693331
Program of Study: MA in Education	Program Start Date: 01/01/2019
LOA Start Term: Spring/Summer 2021	LOA End Term: Spring/Summer 2021
LOA Start Date: 05/01/2021	LOA End Date: 08/31/2021
Type of Leave: Other	
Reason: This is a test LOA submitted to test during Banner upgrade	
Supervisor(s): Beth Stewart	

Thank you,
School of Graduate and Postdoctoral Studies

Reference 6b - Step 3 Screenshot



Type your banner/student number and network password.

Banner/Student ID

Your Network Password

Sign in

Change Password

By logging on to this system, I acknowledge that I am aware of Durham College and the Ontario Tech University's Acceptable Use Of Information Technology Policy and assert that I will comply with all the college and university policy statements within.

Durham College Acceptable Use Of Information Technology Policy

Ontario Tech University Acceptable Use Of Information Technology.

If you require additional assistance please call the IT Service Desk at 905-721-3333 or Visit the Service Desk Portal.

Reference 6c – Step 4, 5, 6, 7 Screenshot

Request Date: **01/14/2019** Status in Canada: **Domestic**
 Student Name: **Graduate New A. Student** Student ID: **100693331**
 Program of Study: **MA in Education** Program Start Date: **01/01/2019**
 LOA Start Term: **UOIT Winter 2019** LOA End Term: **UOIT Winter 2019**
 LOA Start Date: **01/01/2019** LOA End Date: **04/30/2019**
 Type of Leave: **Work**
 Reason: **N/A**
 Supervisor(s): **Neema Kakkuzhiyil**

[View supporting document](#)

Type/Role	Approved By	Approved On	Approver's Comments
SGPS Registration Team	Kakkuzhiyil Neema	14-JAN-19	N/A
SGPS Supervisor	Kakkuzhiyil Neema	14-JAN-19	N/A

Indicate decision below:

Approve Request Deny Request

If Leave of Absence request is **DENIED**, enter reason below (this will be included in the email to the student):

Reason:

Comments:

Complete **Cancel**

Leave of Absence FAQs

What is the approval process once a student submits a leave request?

The request will follow the below approval process:

1. **SGPS**– Initial review to verify student’s supporting documentation.
2. **Supervisor(s)** – Upon verification by SGPS, a notification is sent to all of the student’s supervisors (if assigned) for approval. Students without an assigned supervisor will only require approval from the graduate program director.
3. **Program director** – Upon approval by SGPS and supervisors (if assigned), the specific graduate program director receives a notification for approval.
4. **SGPS**– Upon approval from graduate program director, SGPS receives a notification for processing and final approval.
5. **Student** – An automatic notification will be sent to the student outlining the decision on the leave of absence request after the decision has been processed.

The student I am supervising has questions regarding the LOA process that I am unable to answer. Who should they contact?

If a student has any questions regarding the LOA process and how it affects their studies, please have them contact gradstudies@ontariotechu.ca.

I am unable to login to workflow and review the LOA request.

You must be connected to the university’s network to be able to review LOA requests. If you are off campus, please ensure you log in to your Virtual Private Network (VPN) software to connect to the university’s resources.

Why is the LOA request approval page showing abnormal formatting?

Due to the compatibility with some web browsers, the LOA review page may show a series of underlines and dashes throughout the page. Please proceed with the process as normal.

Request Date: 03/25/2019 Status in Canada: Domestic
 Student Name: Graduate New A. Student Student ID: 100693331
 Program of Study: MA in Education Program Start Date: 01/01/2019
 LOA Start Term: UOII Spring/Summer 2019 LOA End Term: UOII Spring/Summer 2019
 LOA Start Date: 05/01/2019 LOA End Date: 08/31/2019
 Type of Leave: Illness
 Reason: N/A
 Supervisor(s): Neema Kakkuzhiyil

[View supporting document](#)

Modify absence term dates below if needed:

LOA Start Date: 01-May-2019 12:00:00 AM

LOA End Date: 31-Aug-2019 12:00:00 AM

Indicate decision below:

Approve Request Deny Request

If leave of absence request is DENIED, enter reason below (this will be included in the email to the student):

Reason:

Comments:

I received a request for a student I am not supervising. What should I do?
If you receive a request for a student you are not supervising please email gradstudies@ontariotechu.ca immediately.