# Description of the project and activities to be undertaken while on leave

## Complete the following questions below and submit this document along with any related documents (as a single file) with your application for paid leave (sabbatical).

## Alternatively, you may submit your own document, ensuring it addresses the following:

* Summarize expected concrete outcomes of the sabbatical, including a description of material expected to be produced, or work or study to be completed.

* Describe relevance of the sabbatical to your professional development.

* Describe relevance of the sabbatical project to your unit, students, and the University and how the outcome(s) will be shared with your academic unit.

* Indicate whether the sabbatical will be spent in Canada or another country.

* Provide a work schedule (indicate time periods and location for each segment of project, if applicable).

* Provide the name and location of institution/employer/laboratory with which you will be affiliated, and copy of letters of acceptance from them (if applicable).

* Details, nature, and amount of any paid work to be undertaken during leave, indicating changes from normal level of such paid activities. As with any paid professional activities outside the University, the conditions in subsection 7.4 of the Collective Agreement apply, and any attached statement in that regard will be considered written notice to the Dean.