

# Self Service Faculty Sabbatical Credits

Guide for Users  
Updated on 12 July 2018



**Ryerson  
University**

**Human  
Resources**

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## Getting Help

### eHR Tutorials

You will find a collection of tutorials and user guides for eHR systems at: <http://www.ryerson.ca/hr/learning-workshops/how-to-eHR/index.html>. Check out the [Getting Started](#) topic before you start browsing the online content.

### HR Client Services

Contact HR Client Services if you experience difficulties logging into eHR or online tutorials.



416-979-5000 ext. 5075



[hr@ryerson.ca](mailto:hr@ryerson.ca)

### Technical Help

[Activate your my.ryerson username](#) first, before you access any Ryerson system. Contact the CCS Help Desk if you experience difficulties logging into eHR in the Ryerson portal using your Ryerson online identity.



416-979-5000 ext. 6806



[help@ryerson.ca](mailto:help@ryerson.ca)

## Supported Browsers



**Firefox**  
OSx + WIN 7/10

24.x, 35.x



**Safari**  
OSx

17.x, 24.x, 30.x



**Chrome**  
OSx +WIN 7/10

7.x



**IE WIN 7/10**

11.x Compatibility Off

### Disclaimer

This document is intended as a reference for employees of Ryerson University. Every effort has been made to ensure the content of this document is correct. If any conflict of information is found between this document and any official documents related to the content, the applicable policy/collective agreement information in the official documents will prevail. The information contained in this document can change without notice and is not guaranteed to be error-free. If you find any errors, contact HR Client Services at (416) 979-5075 or [hr@ryerson.ca](mailto:hr@ryerson.ca).



## Faculty Sabbatical Credits

The 'Faculty Sabbatical Credits' application offers a tracking feature based on the new credit-based system introduced under the new RFA collective agreement (July 1, 2011 to June 30, 2015). The menu enables you to track your sabbatical credit accumulation over a period of time. As you earn credits based on service, these accumulate in your bank to use for future sabbaticals. With the credit bank system, a member does not lose any unused credits and can decide what credits to use when going on sabbatical. The credits determine both the length of the leave and the rate of pay while on leave. You can conveniently access your credit accrual information securely under self service in eHR.

By the end of the section you will be able to view your sabbatical credit summary in eHR.

This section applies to:

- Tenure stream faculty members

## Quick facts about Sabbatical Credits

For information about sabbatical credits accrual and usage rules, please refer to the collective agreement ([http://www.ryerson.ca/teaching/agreements/rfa\\_agreement/index.html](http://www.ryerson.ca/teaching/agreements/rfa_agreement/index.html)) page.

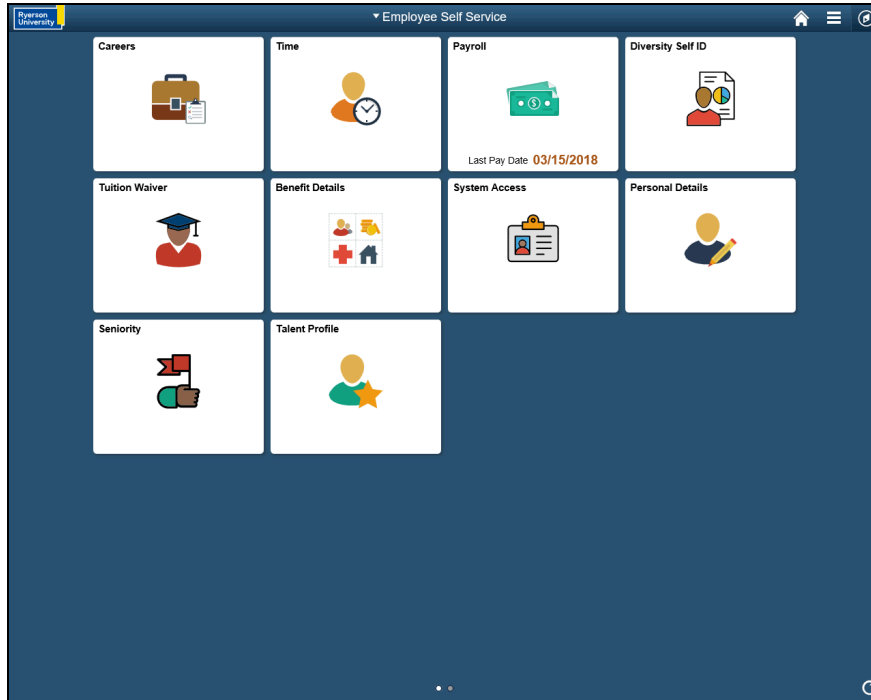
<p><b>Eligibility &amp; Terms</b></p>	<ul style="list-style-type: none"> <li>• Faculty must have tenure (and the requisite number of credits) to go on sabbatical.</li> <li>• Credits may not be used prior to their accrual.</li> <li>• Tenure stream faculty members accrue 1 sabbatical credit for each half year of full-time service. One teaching term is equivalent to one half year of service for faculty.</li> <li>• <b>Chairs</b> and directors accrue 1.5 sabbatical credit for each half year of full-time service.</li> </ul> <p><b>Note:</b> If a faculty member teaches in three terms (Fall, Winter and Spring/Summer), they will still only earn two credits for the academic year.</p> <ul style="list-style-type: none"> <li>• Sabbatical credits are pro-rated for faculty members who provide service for a half year or on a part-time basis.</li> <li>• Acting Assistant Professors accrue 0.5 sabbatical credit for each half year of full-time service.</li> <li>• Faculty members on leaves with or without pay of six months or more (including period of time on Long Term Disability) do not accrue sabbatical credits.</li> <li>• Faculty Members on maternity/parental leave and secondments accrue full sabbatical credits.</li> </ul>
<p><b>Maximums</b></p>	<ul style="list-style-type: none"> <li>• The maximum accrual of credits is 2 per year for tenure stream faculty.</li> <li>• The maximum accrual of credits is 3 per year for Chairs and Directors.</li> <li>• Paid sabbatical leaves may not be taken for longer than one year at a time.</li> </ul>


You can download the guide to sabbaticals found on the Office of Faculty Affairs web site (<https://www.ryerson.ca/faculty-affairs/documents/forms-rfa-members/>) located under "Leaves of Absence for RFA Faculty and Librarians".

# View credit summary

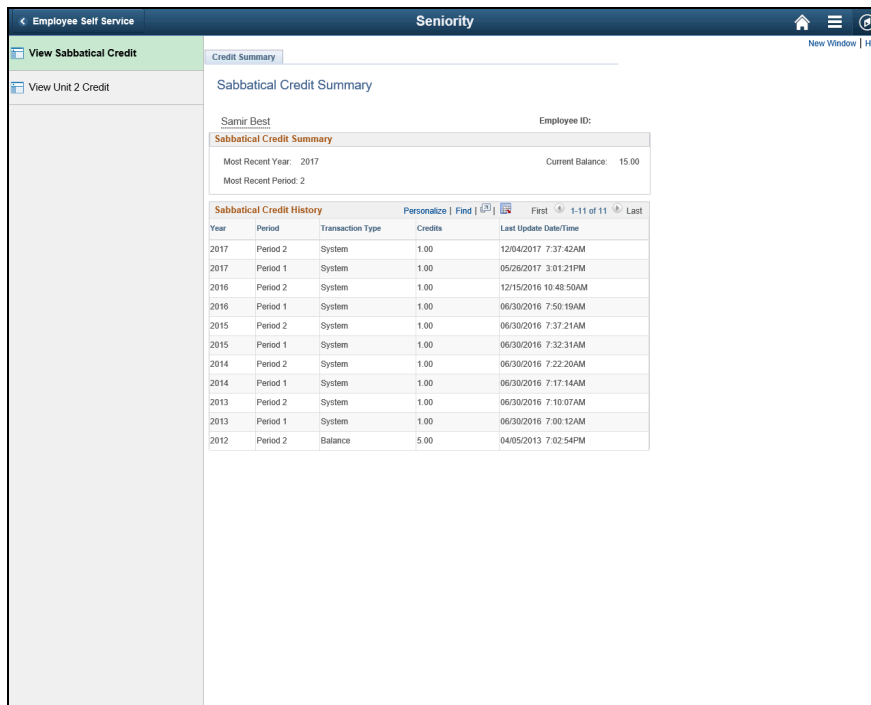
## Procedure


This topic demonstrates how to view your faculty sabbatical credit summary.



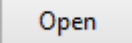
Step	Action
1.	<p>On the employee self service home page, click the <b>Seniority</b> tile.</p> <p><b>Seniority</b></p> 
2.	<p>The <b>Sabbatical Credit Summary</b> page displays information on:</p> <p><b>Most Recent Year:</b> The last year in which you accrued credits.</p> <p><b>Most Recent Period:</b> The last period in which you may have accrued a credit or your current leave status. Credits are accrued over two periods during the year.</p> <p><b>Credit Balance:</b> Your current available credit balance.</p>

Step	Action
3.	<p>The <b>Sabbatical Credit History</b> section details your transaction history in the credit bank system.</p> <p>In this example, Yolanda's starting balance was <b>11.00</b> credits at the end of 2012.</p> <p>Next, one credit was earned during each period of the following years (from 2013 to 2017, with a leave in-between).</p> <p><b>Note:</b> Credits will appear in this section at the end of each period (in this example, twice per year). Adjustments are updated immediately.</p>



Step	Action
4.	<p>If needed, you can download this information to Excel.</p> <p>Click the <b>Download</b> button.</p> 



Step	Action
5.	<p>The dialog box that appears on your screen may differ from the example shown, depending on which browser you use to access eHR. In this instance, Internet Explorer is used.</p> <p>Click the <b>Open</b> button or any applicable option.</p> 
6.	<p>The file will open in Excel. Combine and format data to suit your needs, then save this file to your preferred location.</p>
7.	<p>End of topic.</p> <p>For more information, refer to the employee resources (<a href="http://www.ryerson.ca/hr/employee-resources/index.html">http://www.ryerson.ca/hr/employee-resources/index.html</a>) page by clicking the link for your employee group.</p> <p><b>End of Procedure.</b></p>