

<b>Number:</b>	RHR-205
<b>Title:</b>	Leave for Refresher Studies – Administration Committee Members and Deans
<b>Person responsible for enforcement:</b>	Rector
<b>Entered into force:</b>	May 30, 2018
<b>Approved:</b>	May 30, 2018 by the Board of Governors <i>This document replaces all previous regulations on this subject.</i>
<b>Exception:</b>	No exception to this regulation without prior written authorization from the Board of Governors

*In this document, the masculine form is used without prejudice and for conciseness purposes only.*

## 1. Objective

This regulation governs assistance to members of the Administration Committee (Rector, Vice-Rectors and Secretary General) and Deans so that, at the end of their mandate, they can return to their previous position or integrate into a new position by having a period of retraining or upgrading.

## 2. Regulation

- 2.1 The persons subject to this regulation and who have completed one or more consecutive terms totaling six years and who wish to continue to work at the University are entitled to a full year of leave for retraining with 85% of their salary and benefits. The percentage of salary will be increased by 5% for each additional year beyond the six-year term, to a maximum of 100%.
- 2.2 Those who have completed a term of less than six years and who held a professorship or would like to occupy a professorship at the University will take into account these years in the calculation of the next sabbatical leave as a professor. The salary during the sabbatical leave will be calculated in proportion to the salary and number of years in each position, but should not exceed 100% of the professor's salary.
- 2.3 Persons who have completed a term of less than six years and who wish to continue to work at the University other than as a professor will have their situation individually evaluated, based on merit.
- 2.4 In all previous cases, the persons commit themselves to remain in the employment of the University for a period equal to or twice the period of the retraining period. Failing to do so, they will reimburse the University in proportion to the time of service not provided, the amount of wages and contributions they have received during their leave and will be considered as loans as long as the commitment period has not elapsed.
- 2.5 Those who do not continue to work at the University, regardless of their term of office, have no right to the retraining leave, unless it has been otherwise specified in the employment contract.