

## Application for Educational Leave

Deadline: November 17, 2025, 5:00pm

If the deadline date falls on a Saturday, Sunday, or statutory holiday, applications will be accepted on the next working day. Normally, late applications will not be accepted.

### Checklist:

In order for an application to be considered by the Educational Leave Committee, the following is required:

- A completed application form
- Confirmation that the relevant chair has been informed of the intent to apply
- A completed Comments from the Dean/Principal/University Librarian form (attached – see pg. 3)
- Supporting documentation confirming the proposed programme of study (letters of admission to formal programmes, letters of invitation, enrolment in workshops, etc.)
- A current curriculum vitae including information on your teaching experience
- Letters of support from colleagues where appropriate

**IMPORTANT:** We have moved to email submission. Applications will *only* be accepted by email.

Please compile all supporting documentation and send as one single PDF document to [leaves.yufa@gmail.com](mailto:leaves.yufa@gmail.com), and include “Educational Leave Application” in the subject line of your email.

Educational Leave Application Form

Name: \_\_\_\_\_

Department/Faculty: \_\_\_\_\_

Year Appointed to York Faculty/Library: \_\_\_\_\_

Phone #: \_\_\_\_\_

Project Dates (beginning and end of fellowship): \_\_\_\_\_

Normal Teaching Load: \_\_\_\_\_

Amount of Release-Time Requested: \_\_\_\_\_

Educational Leave Proposal: **On a separate page please provide the title, description and rationale for the leave (three pages maximum).**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

Application for Educational Leave

Applicants should submit this form (and a copy of their application) to the Dean/Principal/University Librarian, who will forward their comments to the YUFA office via email at [leaves.yufa@gmail.com](mailto:leaves.yufa@gmail.com).

**Comments from Department Chair**

Name of Applicant:

Normal Teaching Load:

Comments from the Dean/Principal. Please assess the application in terms of the academic needs of the department/division/school, Faculty, or the University. A copy of these comments will be provided to the applicant:

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\_\_\_\_\_  
Signature of Dean/Principal

\_\_\_\_\_  
Date

Please return by November 17, 2025 to [leaves.yufa@gmail.com](mailto:leaves.yufa@gmail.com).