



## AUTHORIZATION OF COURSE RELIEF / DEFERRAL OF RESPONSIBILITIES FORM (one form per relief)

All course reliefs must be authorized by the Provost and VP, Academic Affairs and the VP Finance and Administration at least 30 days in advance of the start of term.  
**Forwarding Route: Employee > Provost and VP, Academic Affairs > Finance Office > Human Resources**

**TYPE OF REQUEST**  Deferral  Relief

**EMPLOYEE INFORMATION**

<b>Name:</b>		<b>Rank/Title:</b>	
<b>Division:</b>			

**DETAILS OF COURSE RELIEF/DEFERRAL REQUEST**

<b>Date of Request</b>		<b>Semester</b>	<input type="checkbox"/> Fall	<input type="checkbox"/> Winter	<input type="checkbox"/> Summer
		<b>Year(s)</b>			
<b>Reason For Relief/Deferral:</b> <input type="checkbox"/> Chair position <input type="checkbox"/> Program Review <input type="checkbox"/> Union President					
<input type="checkbox"/> SHRC Research Grant <input type="checkbox"/> Other / Alternate Assignment (Please Explain)					

**How will this leave affect your Division: (Please Explain)**

<b>Relevant Collective Agreement Article</b>	<b>Impact of the leave on your Dept</b>
<b>Article #</b>	<input type="checkbox"/> Hire Replacement
	<input type="checkbox"/> Colleague Coverage
	<input type="checkbox"/> Agreement to defer course assignment

**DEFERRAL:**

**Deferred From:** \_\_\_\_\_  
**Deferred To:** \_\_\_\_\_

**Budget Account:** \_\_\_\_\_  
**Budget Approval:** \_\_\_\_\_ (int.) **Budget \$** \_\_\_\_\_

**Employee Signature:**

The VP Academic Affairs and Research shall consider on a case by case basis, written requests from the appropriate Division Chair, for a one (1) course reduction for program reviews or other bonifide reason. In the event that a course relief is given in order that a program review take place, or other bonifide justification, and that justification does not occur, the Administration reserves the right to revise that course relief after discussion with the Division Chair.

**Employee:** \_\_\_\_\_ **Date:** \_\_\_\_\_

<b>For Internal Use Only:</b>	
<b>APPROVAL:</b>	
<b>Division Head/Chair/Director</b>	<b>Date:</b> _____
<b>Dean/Provost VP:</b>	<b>Date:</b> _____
<b>Budget Approved:</b>	
<b>Finance Officer:</b>	<b>Date:</b> _____