

## Re: Request for unpaid leave W24

Mark Giesbrecht <mwg@uwaterloo.ca>

Wed 1/25/2023 5:44 PM

To: Richard Mann <mannr@uwaterloo.ca>

Cc: Raouf Boutaba <rboutaba@uwaterloo.ca>; Chelsey Heystee <cheystee@uwaterloo.ca>

Dear Professor Mann,

I have received your request for a six-month leave of absence from January 1, 2024 through June 30, 2024 (six months). The rationale you provide is:

| Request unpaid leave for personal reasons

Before my approval is given I want to be clear on a number of points affected by this request.

1) Your teaching load is 4 courses per year (as is standard in CS, prior to reduction for graduate supervision). For the fiscal year 2023-2024 (May 1, 2023 through April 30, 2024), this is 2.66 courses prorated to the 8 months you are not on leave. Assuming you fulfill your currently assigned teaching load of 2 sections of CS251 in F23 (along with the one section of CS251 you are teaching now, in the fiscal year 2022-2023), you will thus have 0.66 of a course remaining to be taught (or equivalent graduate supervision) by the end of fiscal year 2023-2024.

2) In fiscal year 2024-2025, you will be on leave for 2 of 12 months, and at full-time status for 10 of 12 months, and your teaching load will thus be 3.33 courses from July 1, 2024 through April 30, 2025 (again, before any graduate supervisory reduction).

3) As per your accommodation plan, it is expected that you will make a "tangible attempt to recruit graduate students" during the current (W23) term through the CS graduate application system. If you go on leave you must make arrangements to delegate supervision during your absence (and note this in the appropriate section of the leave application form). As described in your accommodation plan, for FY2023/2024 you may also supervise undergraduate research assistants in lieu of grad students. If this supervision is not done, you will not receive the associated teaching reduction and commensurate sections will be assigned to you in Fall 2024 and Winter 2025 (consistently with the terms of your accommodation plan). We note that your accommodation plan gratuitously provides funding for students supervised in FY 2023-2024.

4) Your accommodation plan currently remains in effect until May 1, 2024, when it will be up for renewal. For this leave request to be approved it will be required that the current accommodation plan is extended until September 1, 2024, and any potential revisions addressed in July and August 2024.

5) Waterloo HR has communicated the following important policies for all faculty members going on leave:

### **Benefits:**

*As stated in Policy 3:*

Members must continue their benefits (OHIP, Supplementary Sickness and

Accident, Group Life Insurance, Long Term Disability) coverage during the period of leave. The cost of continuing the benefits coverage will normally be shared in the same manner as that of an active member. As a condition of approval for a leave without pay, post-dated cheques, to cover the portion of premiums normally paid by the member, must be left in the Records Section of Human Resources prior to the beginning of the leave.

**Pension:**

*As stated in Policy 3:*

Since pension at retirement can be substantially affected by a loss of pension credit during a sabbatical or leave without pay, consideration should be given by members to maintaining their contributions to the Pension Plan if allowed by CCRA rules during such absence at the level at which they would have made contributions had they been receiving full salary in order to maintain full years of service credit. Such an arrangement can be made. The member is urged to discuss this matter with Human Resources (email [pensions@uwaterloo.ca](mailto:pensions@uwaterloo.ca)) at the earliest possible time prior to the period of absence.

Please re-affirm you are interested in an unpaid leave of absence and I will seek the approval of the Provost.

Yours truly,

Mark Giesbrecht

---

Dr. Mark Giesbrecht

Dean, Faculty of Mathematics. Professor, David R. Cheriton School of Computer Science

University of Waterloo, Canada. Email: [mwg@uwaterloo.ca](mailto:mwg@uwaterloo.ca) URL: <https://cs.uwaterloo.ca/~mwg>

On Jan 17, 2023, at 8:37 PM, Richard Mann <[mannr@uwaterloo.ca](mailto:mannr@uwaterloo.ca)> wrote:

Sorry wrong form, correct one attached,  
six months from Jan 1 2024 to Jun 30 2024

---

From: Richard Mann <[mannr@uwaterloo.ca](mailto:mannr@uwaterloo.ca)>

Sent: Tuesday, January 17, 2023 8:29 PM

To: Mark Giesbrecht

Cc: Raouf Boutaba; Chelsey Heystee

Subject: Re: Request for unpaid leave W24

Dear Professor Mark Giesbrecht, Dean, Faculty of Math

I have revised my request for leave.

I would like to request leave for personal reasons.

Whatever policy allows me to do this that is what I am requesting.

I have attached the appropriate form here.

NB: I am changing the request to a six month period,

from Jan 1 2024 to July 31 2024.

Sincerely,  
Richard Mann

---

From: Mark Giesbrecht  
Sent: Monday, January 16, 2023 8:22 PM  
To: Richard Mann  
Cc: Raouf Boutaba; Chelsey Heystee  
Subject: Re: Request for unpaid leave W24

Dear Professor Mann,

The Director of CS has forwarded your request for an unpaid leave of absence for the Winter 2024 term with rationale as follows:

I am writing to ask for an unpaid leave. I require relief from workplace stress and scheduling of my teaching, over which I have no control. I have medical accommodations, but not feel those have been met. As a last resort I ask for leave to:

1. Continue my research in audio and sound, electronics and acoustics, and now Raspberry Pi computing.
2. To deliver lectures on these topics and engage with students, faculty and staff.

Your first statement around medical accommodations not being met and workplace stress is not consistent with an unpaid leave. Leaves required for medical reasons should be handled through UW Occupational Health, although we recently put in place an accommodation plan that meets your documented medical needs.

The granting of unpaid and sabbatical leaves follows UW Policy 3. Unpaid leaves would be granted at the University's sole discretion. With regards to your question on pension and benefits during an unpaid leave, there is an expectation to continue employee contributions, and I suggest discussing with HR before proceeding. As noted in my previous email, it will not be possible to lecture at UW during an unpaid leave period.

Ultimately, the reason you are requesting a leave remains unclear and I do not have sufficient information to respond to your request. Are you requesting this leave as an accommodation for medical reasons? Or, are you requesting a leave under Policy 3? If you are requesting a leave

under Policy 3, I would recommend reviewing that policy and also reaching out to your FAUW representative. Please update your leave request form with additional information on the reasons for your leave if you wish to proceed with a request under Policy 3.

Yours truly,

Mark Giesbrecht

---

Dr. Mark Giesbrecht

Dean, Faculty of Mathematics. Professor, David R. Cheriton School of Computer Science

University of Waterloo, Canada. Email: [mwg@uwaterloo.ca](mailto:mwg@uwaterloo.ca)<<mailto:mwg@uwaterloo.ca>>  
URL: <https://cs.uwaterloo.ca/~mwg>

Begin forwarded message:

From: Richard Mann <[mannr@uwaterloo.ca](mailto:mannr@uwaterloo.ca)<<mailto:mannr@uwaterloo.ca>>>  
Subject: Re: Request for unpaid leave W24  
Date: January 3, 2023 at 4:30:39 PM EST  
To: Raouf Boutaba <[rboutaba@uwaterloo.ca](mailto:rboutaba@uwaterloo.ca)<<mailto:rboutaba@uwaterloo.ca>>>  
Cc: Tracy Dietrich <[tracy.dietrich@uwaterloo.ca](mailto:tracy.dietrich@uwaterloo.ca)<<mailto:tracy.dietrich@uwaterloo.ca>>>

Dear Professor Boutaba, Chair School of Computer Science  
CC: Tracey Dietrich,

I have written and signed the form.  
Attached a Filled PDF document.

I don't know what to put in Leave "Type". What are the choices or leave that unfilled?  
Perhaps I could ask for Sabbatical, but I am owing courses so this seems implausible, even though I have the years of service.

Instead I ask for unpaid leave only at this point.  
Will you please sign this?

Re: HR I will do that separately. The main point is to secure the leave.

Sincerely,  
Richard Mann

---

From: Raouf Boutaba <[rboutaba@uwaterloo.ca](mailto:rboutaba@uwaterloo.ca)<<mailto:rboutaba@uwaterloo.ca>>>  
Sent: Tuesday, January 3, 2023 2:49 PM  
To: Richard Mann  
Subject: Re: Request for unpaid leave W24

Dear Professor Mann,

Please follow the process for requesting a Leave of Absence by completing the attached form. You can reach out to Tracy if you have questions about the form.

With respect to your pension and benefits, I recommend that you meet with Human Resources who are in a better position to advise in this regard.

Best regards  
Raouf

On Jan 1, 2023, at 6:02 PM, Richard Mann  
<[mannr@uwaterloo.ca](mailto:mannr@uwaterloo.ca)<<mailto:mannr@uwaterloo.ca>>> wrote:

Jan 1 2023

Dear Professor Boutaba, Director, School of Computer Science

I am writing to request (unpaid) leave for the W24 term. Jan 2024--April 2024.

I am under the impression I must ask the Chair for permission, and if given permission that my pension and benefits will continue.

Will you please approve my unpaid leave?

Sincerely,  
Richard Mann  
Waterloo ON

<request\_for\_leave\_of\_absence\_second.pdf>