

# MEMORANDUM

TO: All Faculty  
FROM: Wayne Hughes, Chair, Paid Educational Leave Committee  
DATE: February 20, 2019

SUBJECT: **Call for PEL Applications** for the 2020/2021 Academic Year  
Submission deadline – Tuesday, April 30, 2019 at 4:00 pm

The Paid Educational Leave Committee invites all faculty to submit applications for Paid Educational Leaves for the 2020/2021 academic year.

All applicants must use the updated PEL Application Form for 2020/2021, which can be downloaded from the CFA website at the following link:

<http://capilanofaculty.ca/downloadable-forms>

Please carefully read the instructions on the PEL Application Form. Note that at least one letter of support is required for a successful PEL application. All letters of support must be submitted with PEL applications before the deadline of Tuesday, April 30, 2019 at 4:00 pm.

PEL applications, with accompanying letters of support, should be submitted to the Dean of your faculty before the deadline. If your Dean is writing a letter of support, this must also be finished before the deadline. Please submit a digital copy as well as a paper copy of all documents.

A binder (“Successful Paid Educational Leave Proposals”) containing the successful applications for Paid Educational Leaves from 2006/2007 through 2019/2020 is available for your perusal from the CFA office in FIR 501e. Contact the CFA Administrative Coordinator, Reini Klein, at 604-984-4948 or by e-mail at [cfa@capilanou.ca](mailto:cfa@capilanou.ca).

## Summary:

- Download and use the updated PEL Application Form for 2020/2021 on the CFA website.
- One or more letters of support must be submitted with a PEL application.
- Submit your PEL application and accompanying letter(s) of support to the Dean of your faculty.
- Submit a digital copy as well as a paper copy.
- **Submission deadline** (no exceptions): **Tuesday, April 30, 2019 – 4:00 pm**