

The following information has been compiled to assist Western Faculty Members who are taking a Sabbatical, either within Canada or abroad. The information in this document is provided only as guidance and should not be construed as official policy or inclusive of all matters to consider when preparing for a Sabbatical. This

Sabbaticants may apply to have a portion of their salary segregated for moving expenses. Individuals are generally considered to have moved (changed residences) when their new residence is established as the place at which they ordinarily reside as a result of moving themselves, the members of their household, and their possessions. More information can be found at:

Take a copy of the above documents with you in case any problems arise and file a copy of the documents at home.

If you choose to rent out your home while on sabbatical, please ensure that you have entered into a proper lease agreement and that you recognize your role as a landlord. More information on this topic is included below under "leasing."

Ensure that you understand insurance i8(c98f3.2(n)-02BDC s)-02(e)-6(i)-3.27(t)-6(h)t re-i-3.3(n)T0.017 Tw 318u.600

It is advisable to take photographs of each room in your house and remaining personal property prior to your departure. This is to ensure some protection for the homeowner if anything is damaged, broken or misplaced during your absence. The homeowner is responsible for all maintenance and upkeep including lawn maintenance and snow removal. It may be advisable to designate a friend/trusted handy person in your lease to be a contact person in case of required

Prior to your departure, it is advisable that you consult your tax accountant to ensure that you understand all possible deductions, implications and necessary documentation required to provide to CRA when you file your income taxes.

The documentation and cost required for any school-aged children to attend school will vary according to geographic location. For instance, for a school aged child of a sabbaticant visiting Ontario, the sabbaticant must possess a work permit for the dependent children to attend a public school without paying International fees. It is extremely important to understand the requirements of the specific country and town which you plan to register your child/ren for school.

If your child/ren requires special accommodations, contact your school for official documentation outlining these needs. Contact the school board of the district where you will be visiting to ensure that you have all appropriate documentation to register your child/ren.

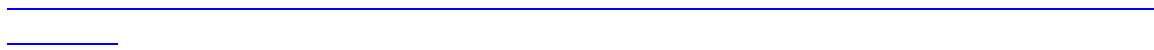
Prior to your departure, it is advisable you obtain a signed copy of your children's immunization records from your physician.

Take contact information of your home school to

If you are traveling to countries where you are not a citizen, it is advisable to contact the consulate to see if travel visas are required to enter the country.

Obtain a letter from your employer confirming that you are employed at Western University and that you will be returning to your full academic responsibilities at the end of your Sabbatical.

Please refer to the following:



Eligible UWOFAs members can receive additional emergency travel coverage beyond the \$200,000 limit currently provided by Manulife.

If an incident or issue occurs while you are out of province/out of country, please call Manulife first. Contact information can be found on the back of your Manulife benefits card.

It is important that you read and understand your plan before you travel. You should carry your Manulife benefit card and the Viator card with you when you travel. Both cards contain the plan and certification numbers and toll free emergency travel assistance telephone numbers.

More information may be found on the UWOFAs website at:
<http://uwofa.ca/compensationandbenefits/benefits/>