







13 or more weeks during the reference period will result in the application of a salary increase according to Category 8 (see Merit Grid below).

**Medical Leave**

Performance of academic duties is not expected during such leaves, hence performance should not be assessed during that period.

**Redistributed academic activities**

Where a staff member's academic duties are redistributed, for example, on account of holding an administrative appointment (thus taking on greater service/governance activity) or having been awarded a research chair (thus taking up greater research activity), the staff member's performance assessment and associated merit category should reflect this redistribution.

**FTE of less than 1 or reduced academic activities**

Where a staff member has an FTE of less than 1 (including staff on phased retirement and tenure-track and tenured staff on reduced load), the performance assessment must account for reductions in academic responsibilities and any merit increase should be prorated in accordance with the FTE.

**Deadlines**

Recommendations for performance-based salary increases must be submitted via Minerva for approval **by 9 April 2020 at noon**. Upon receiving confirmation from Human Resources, Deans should inform the staff members of their performance review and merit increase between **16 and 24 April 2020**.

**Appeals**

Staff members may appeal their merit increase between the date they are informed **until 8 May**QQ.00000912 0 612

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**Eligibility**

Consideration for an anomaly or a retention salary