



Terms of the Margaret Ray and Florence Pratt Award

1. In 2025, TOTAL funds available for disbursements are: \$7,800
2. This unique and prestigious award invites Victoria University employees with ten or more years of full-time equivalent service to apply for paid leave of absence to travel, pursue vocational interests, attend conferences, study elsewhere, or simply retreat from everyday pressures for private reflection. Such paid leave could be combined with annual vacation entitlement. When a paid leave option is selected, the award covers the continuing salary, and employer benefits costs are not charged to the award. Applicants will need the support of their managers to ensure that leave from the job is taken at a time which involves minimal disruption to normal work routines. This Award does not necessarily need to take the form of a leave of absence and can also be accepted as money or a combination of both, with adjustment for taxes as necessary.
3. The Award shall normally be made to one applicant per year from a specifically-identified pool of applicants. The two pools are: 1) Library staff, 2) Other staff (USW, Confidential, PM).

The pool of eligible candidates shall follow the schedule below:

2024 – Library Staff
2025 – Other Staff
2026 – Library Staff
2027 – Other Staff
2028 – Library Staff

This will be monitored over a number of years to ensure that the ratios that Margaret Ray identified are maintained, namely, library staff are to receive the Award 50% of the time. If no library staff apply, then other staff can be invited to apply and an eligible applicant from the other pool can be selected, at the discretion of the Selection Committee. Should a previous award winner with 20 years of service plus apply at the same time as a first-time applicant, the latter shall receive the Award.

4. Upon completion of the Award, the winner will provide a brief summary to the Director of Human Resources describing how the award was used. The summary will specify how this Award helped them realize their own plan for 'reviving their spirits'. Victoria University may use this summary for promotional purposes.
5. The online application form should be completed. Alternatively, the Award Application Form should be addressed to:

The Margaret Ray and Florence Pratt Award Selection Committee
c/o Director, Human Resources
Victoria University

The completed form should be submitted to vic.hr@utoronto.ca.

6. The terms of the award will be reviewed every five years from 2017 (in 2027) by a committee of six (three librarians, one professor, one administrator and one member of the support staff) selected by the Board of Regents to recommend changes in the terms of this award to the people who work at Victoria University.

Applications for the Award this year should be for leave to be taken some time between **mid-June 2025 and April 30, 2026**; they should be received in the Human Resources Office no later than **Friday, May 16, 2025**.

For further information, please contact Joanne Evans, Director, Human Resources at joanne.evans@utoronto.ca.