

University of Chemistry and Technology, Prague	
Title	DIRECTIVE No. A/S/961/14/2018
Subject	Sabbatical leave at the University of Chemistry and Technology, Prague
Applicability	All school
Effective from	October 18, 2018
Effective to	Not specified
Revision	Once a year
Cancelled	-
Prepared by	965 – Department of Scientific Research and Development
Issued by	Karel Melzoch

PART I
GENERAL AND JOINT PROVISIONS
Article 1
Introductory provisions

1. In compliance with Section 76 of the Act No. 111/1998 Coll., on Higher Education Institutions and Amendments of and Supplement to Other Acts (hereinafter the "Higher Education Act"), as amended, and Article 30 of the Statute of the University of Chemistry and Technology, Prague, this directive sets forth the terms and conditions and the related procedures for granting a sabbatical leave to academic staff and employees of the University of Chemistry and Technology, Prague (hereinafter the "employee" or "employees"). This directive also sets forth the terms and conditions and procedures for sabbatical stay of an external expert carried out at the University of Chemistry and Technology, Prague (hereinafter "UCT Prague") within his or her sabbatical leave during which there is not established employment relationship between the expert and UCT Prague, and defines the rights and obligations of the external experts and the head of the workplace where the expert performs his or her activities.

2. In case of workplaces serving all school the role of Dean is taken over by the respective Vice-Rector within his or her authority set forth by the Organizational Rules of UCT Prague.
3. The terms and conditions as well as procedures for performance of external experts in the position of visiting professors are governed by the directive Rules for granting the status of visiting professor and professor emeritus at UCT Prague.
4. This directive does not regulate the conditions and procedures for sabbatical stay of external experts within which the external experts enter into a work relationship with UCT Prague.

PART II

SABBATICAL LEAVE OF EMPLOYEES OF UCT PRAGUE

Article 2

Purpose of sabbatical leave of employees of UCT Prague

1. Sabbatical leave is usually realised as a sabbatical stay of the employee at some other higher education institution, or research, commercial or industrial institution, namely abroad.
2. Sabbatical leave is used namely for the following purposes:
 - a) creation of a significant pedagogical or research outcome,
 - b) stay during which the employee gains experience for his or her further professional development and successful performance at UCT Prague.

Article 3

Conditions for granting sabbatical leave

1. A sabbatical leave of at least 6 months will be granted by UCT Prague to a member of the UCT Prague academic staff based on his or her request no more than once in 7 years if not made impossible by serious circumstances related to performance of educational and creative tasks of UCT Prague. The start of the seven year term is counted from the starting date of the previous sabbatical leave.
2. Sabbatical leave can be granted not earlier than after 7 years of duration of employment with UCT Prague.
3. Sabbatical leave is usually granted en bloc. On request by the member of the academic staff, the Dean may interrupt the sabbatical leave or decide on its early termination. Deciding on interruption of the sabbatical leave, the Dean sets forth in writing also the term for taking the rest of the sabbatical leave.

Article 4

Request for sabbatical leave

1. A written request for sabbatical leave shall be delivered by the employee to the Dean of the respective faculty of UCT Prague where the employee is employed. At the same time the employee informs the head of his or her workplace about handing in the request.
2. The employee is obliged, in good time, to consult with the head of his or her workplace the employee's intention to ask for a sabbatical leave.

3. The request can be handed in no later than 3 months before the start of the semester during which the sabbatical leave is to start.

4. The request shall contain (see Attachment 1 hereto):

a) time period of the planned sabbatical leave,

b) information on the place of stay and the institution at which the applicant plans to carry out the sabbatical leave,

c) description of objectives and planned outcomes of the sabbatical leave and description of their importance for the applicant and for UCT Prague,

d) list and specification of content and scope of the applicant's pedagogical and research tasks which need to be ensured in the applicant's absence during his or her sabbatical leave,

e) information on ensuring or settlement of any commitments of the applicant as an investigator or co-investigator towards grant agencies or main beneficiaries of the project,

f) information confirming conditions under Article 3 hereof.

5. The request shall include the following attachments:

a) professional CV of the applicant,

b) documents confirming settlement of any commitments of the applicant towards grant agencies or partners in a project,

c) opinion of the head of the workplace on the applicant's request.

6. When considering their opinion regarding the request, the head of workplace and the Dean will take into account if granting of the sabbatical leave would impair teaching or endanger fulfilment of commitments that the applicant has within accepted projects. They will also consider if the creative activity for which the sabbatical leave should be used and the stated objectives to be fulfilled contribute to enhancement of the professional profile of the respective workplace and if they are in the interest of the workplace and the faculty.

7. The head of workplace of UCT Prague and the Dean of the respective faculty of UCT Prague may request further information from the employee, the Dean's Office of the faculty or a workplace reporting to the Rector's Office.

8. The Dean prepares a written evaluation of the employee's application within 30 days of delivery of such application as set forth in Attachment 2 hereto.

Article 5

Employee's rights and obligations during sabbatical leave

1. In terms of employment relationship, the time of sabbatical leave is considered as performance of work in full.

2. An employee whose application was approved and who was granted a sabbatical leave is entitled for the whole time of the sabbatical to a salary according to the conditions set forth by the Internal salary regulation of UCT Prague.

3. During the sabbatical leave the employee shall communicate with his or her superiors.

4. Within 1 month after termination of the granted sabbatical leave, the employee shall produce a written final report (see Attachment 3) on the results of his or her work within the sabbatical leave. The employee shall hand in the final report to the head of the workplace and to the Dean of the respective faculty of UCT Prague.

Article 6

Keeping records on sabbatical leaves of UCT Prague employees

1. Records of sabbatical leaves are kept by the Personnel Department of UCT Prague, which in case of sabbatical of an employee abroad informs the Department of International Relations of UCT Prague about the start and the end of the sabbatical leave.

2. The request for sabbatical leave, the written evaluation of the request and the final report on the results of sabbatical leave form part of the employee's personal file.

PART III

SABBATICAL OF EXTERNAL EXPERTS AT UCT PRAGUE

Article 7

General procedure

1. External experts may carry out their sabbatical at UCT Prague.
2. Sabbatical of external experts at UCT Prague is carried out as a sabbatical stay at a workplace of UCT Prague, where the purpose of such stay complies with the purposes stated in Article 2, paragraph 2.
3. The sabbatical stay at UCT Prague is agreed between the external expert himself or herself and the respective head of the workplace of UCT Prague where the stay will take place (hereinafter also "host workplace").
4. Sabbatical stay is carried out based on Agreement on sabbatical stay at UCT Prague (hereinafter "Agreement on Sabbatical Stay") with the incoming external expert, which shall contain the following:
 - a) identification data of the external expert,
 - b) name and address of the external expert's home institution,
 - c) identification of the workplace where the stay will take place,
 - d) specification of duration, purpose and objective of the stay, specification of scope of activities of the external expert at the workplace of the stay,
 - e) statement of the external expert that he or she has read the conditions of personal data protection and intellectual property rights; the Agreement on sabbatical stay also contains, if applicable, a provision defining confidentiality terms and conditions,
 - f) in case of foreign external experts a statement on ensuring health and injury insurance and liability insurance.
5. The Agreement on sabbatical stay shall be signed before the external expert's arrival at UCT Prague. For UCT Prague, the Agreement is signed by the Dean of the respective faculty of UCT Prague where the external expert will perform his or her activities and initialled by the head of the workplace.

6. The Agreement on sabbatical stay is signed in three copies – one for the external expert, one for the Dean's Office of the respective faculty, and one goes to the Department of International Relations of UCT Prague in case of a foreign external expert or to the Department of Scientific Research and Development in case of external expert from the Czech Republic.

7. Records of sabbatical stays within sabbatical leaves are kept by the Department of International Relations of UCT Prague in case of foreign external experts and by the Department of Scientific Research and Development in case of external experts from the Czech Republic.

Article 8

Rights and obligations of external experts

1. Foreign external experts coming to UCT Prague are obliged to make sure they meet all formal requirements related to the stay in the territory of the Czech Republic. Assistance with dealing with such requirements may be provided to the foreign external expert by the Department of International Relations in cooperation with the Department of Scientific Research and Development of UCT Prague.

2. On the start day of the sabbatical stay at UCT Prague the incoming external expert shall go to the Department of International Relations of UCT Prague (in case of foreign external expert) or to the Department of Scientific Research and Development of UCT Prague (in case of external expert from the Czech Republic), where he or she shall present their valid personal document and submit the Agreement on sabbatical stay. The employee of the respective department will record the actual start date of external expert's stay.

3. During their sabbatical stay, external experts follow the instructions of the head of the workplace where the stay takes place (hereinafter the "host workplace"), or the instructions of persons authorized by the head of the host workplace; the external experts shall also give sufficient care to what is in their charge.

4. During the sabbatical stay, external experts are entitled to use free of charge and to the agreed extent the equipment and information sources of UCT Prague and the host workplace for the performance of their activities.

5. Before the end of the sabbatical stay, external experts are obliged to return any things of which they are in charge and hand in to the head of the host workplace a written report on professional content of the stay, describing the evaluation of the achieved objective of the sabbatical stay at UCT Prague.

Article 9

Obligations of the head of host workplace

1. The head of the host workplace of UCT Prague is the guarantor of the external expert's stay, he or she makes sure the Agreement on sabbatical stay is made, defines and ensures the conditions for the work of the external expert at UCT Prague and is responsible for fulfilment of all formal requirements associated with the external expert's stay.

2. The head of the host workplace of UCT Prague ensures training for the external expert on regulations applicable to UCT Prague and any training required for performance of the agreed activities.

3. The head of the host workplace is responsible for making agreements on borrowing if applicable, and for settlement of liabilities of the external expert towards UCT Prague no later than on the final day of the sabbatical stay at UCT Prague.
4. The head of the host workplace informs in advance the Department of International Relations of UCT Prague in case of a foreign external expert or the Department of Scientific Research and Development in case of an expert from the Czech Republic about the planned sabbatical stay of an external expert. Similarly, the head of the host informs about the end of the sabbatical stay and delivers the external expert's summary report to which the head of the host workplace adds his or her written opinion.

Karel Melzoch
Rector

Attachments:

- No. 1 – Request for sabbatical leave
- No. 2 – Evaluation of request for sabbatical leave
- No. 3 – Final report on sabbatical leave