



November 1, 2023

To: Academic Staff Members

From: Prof. Naama Brenner, Executive Vice President for Academic Affairs

Re: **Leaves and Absence from Work on Duty– Refreshed Guidelines**

Absence from the Technion, on duty or on a private leave, requires the approval of superiors.

A staff member is entitled to 7 weeks off a year. Any leave will be coordinated with the Head of the academic unit and with his/ her approval.

Travels for attending scientific conferences and co-operations: the general approach is to approve such travels, as long as they do not disrupt the staff member's teaching and research activities at the Technion.

Any absence longer than a week requires the approval of both the Head of the academic unit and the Executive Vice President for Academic Affairs (EVPAA).

The request for absence should be submitted by filling out a travel form in the portal. In the section "travel purpose", choose the appropriate option: "research co-operation", "vacation", etc. A request can include several travel purposes in a row.

The following guidelines refer to any travel request, for any purpose and regardless of the expenses resource for the duration of the absence:

Request submission - Request for absence will be submitted by filling out a "travel form" in the portal, at least one week before the date of absence. You will not be reimbursed for expenses for unconfirmed trips.

The travel plan – Departure and return dates must be detailed in the request, as well as travel purposes, so that there is a continuity of travel goals throughout the entire travel period. A change in the travel plan will be made by changing a form in the portal.

Teaching – One should endeavor not to be absent from work during lecture days, exam periods, or preparation for course opening.

A staff member who has teaching obligations during the absence period, will specify in his /her request the teaching arrangements, exams and submission of grades during the absence period. As a rule, absence during lectures and exams will be approved for travels to conferences whose schedules are inflexible.



The Research Authority - Before submitting a travel request, the staff member must ensure that he /she submits on time all scientific reports he /she must submit, according to the guidelines of the Research Authority.

Kind Regards,

Prof. Naama Brenner

Executive Vice President for Academic Affairs

Copy to: The heads of the academic Uni