



January 2026

To: Academic Staff

From: Prof. Oded Rabinovitch, Executive Vice President for Academic Affairs

Subject: Guidelines Regarding Professional Travel and Vacations

As in previous years, we would like to remind you of the guidelines regarding vacations and professional travel.

Vacations – Faculty members are entitled to seven weeks of vacation per year, in addition to official holidays, during periods when no classes or exams are scheduled (Section 42.7 of the Academic Regulations). Vacation time must be coordinated with, and approved by, the head of the academic unit. For vacations lasting one week or longer, please complete the Travel Form in the portal (even if the vacation is within Israel) and indicate “Vacation” in the “Purpose of Travel” section.

Professional Travel – Participation in scientific conferences and engagement in research collaborations are crucial for academic work and the professional development of faculty members. We encourage such travel and will seek to approve it, while taking teaching and supervisory responsibilities into account. These requests require approval by the Executive Vice President for Academic Affairs in addition to approval by the head of the academic unit.

As a general rule, professional travel undertaken for professional development or training purposes during teaching and exam periods will be limited to conference participation only, and even then for a short period not exceeding one week. When submitting a travel request during teaching or exam periods (including in the summer semester), please detail the teaching and exam arrangements during your absence.

Particular importance is placed on being present during the first week of the semester, the days preceding semester exams, and the exams themselves. Absence during the first week of the semester will be approved only in exceptional cases and with appropriate justification. When requesting travel during the month of October, please detail your teaching obligations for Semester A of the academic year on the travel form.

With regard to exams, please ensure availability to students in the days preceding the exam, presence at the exam itself, and publication of grades within 8 working days from the exam date (Regulation 2.3.3.1 of the Undergraduate School Regulations). When requesting professional



travel close to an exam date, please address all of these aspects and attach a timetable for grade submission in accordance with the schedule set out in the regulations.

Guidelines for Reporting Absences via the Portal

These guidelines apply to absences for any purpose, regardless of the source of funding for expenses incurred during the absence:

- A. **Submission of the Request** – Travel and vacation requests must be submitted by completing the “Travel Form” in the portal **at least one week prior to the absence** and must include the departure and return dates. If approved travel dates need to be changed, a “Request Modification” must be submitted for the approved form. Please note that reimbursement for professional travel expenses cannot be granted for travel that was not approved in the portal.
- B. **Travel Plan** – In the case of a personal vacation, select “Vacation” in the “Purpose of Travel” section and indicate only the dates of absence; no additional details are required. In the case of professional travel, please specify the purpose(s) of the trip so as to ensure continuity throughout the entire requested period. Periods in which personal vacation is combined with professional travel must be indicated, as this has implications for eligibility to claim per diem allowances.
- C. **Teaching** – As noted above, please avoid absences during teaching and exam periods, unless this involves a short trip to a conference for which there is no flexibility in timing and appropriate arrangements have been made. When submitting travel requests for periods that include teaching or exams, please detail the arrangements for teaching, exams, and grade submission.

Sincerely,

Prof. Oded Rabinovitch