

Guidelines on Sabbatical Rights

As of August 11, 2019

The following guidelines are supplementary to the regulations for sabbatical, teaching exemption, and unpaid leave. They reflect the decisions of management and existing policies regarding the accumulation and utilization of sabbatical rights and payments to which faculty members are entitled during periods of sabbatical, teaching exemption or unpaid leave.

In these guidelines, references to the Sabbatical Regulations are according to the sections in the new version (draft dated June 25, 2019).

Definitions of terms included in the Sabbatical Regulations will also apply to terms appearing in these guidelines.

This document is subject to periodic decisions made by management.

1. Accumulation Rates

In each year of employment, faculty members will accrue sabbatical rights as detailed below:

- 1.1. Faculty members eligible for sabbatical in accordance with Sections 3.1(a) and (c) of the Sabbatical Regulations will accrue two sabbatical grants and half an airline ticket for each year of full-time employment.
- 1.2. Faculty members eligible for sabbatical in accordance with Sections 3.1(b) and (d) of the Sabbatical Regulations will accrue one sabbatical grant and one-third of an airfare ticket for each year of full-time employment.
- 1.3. The accumulation rate for hospital faculty members employed part-time will be proportional to their employment percentage at the Technion.
- 1.4. Accumulation rates for periods of employment of less than a year will be proportional to the length of the employment period.
- 1.5. The accumulation rate for faculty members entitled to accumulate rights under Section 3.2 of the Sabbatical Regulations will be determined by the Executive Vice President for Academic Affairs, provided that it does not exceed the accumulation rate specified in Section 1.1 above.

Exercising these rights is contingent upon the faculty member transitioning to one of the tracks listed in Section 3.1 of the Sabbatical Regulations.

2. Accumulation Periods

- 2.1. During a period of sabbatical, teaching exemption, unpaid leave, or an extension of appointment for hospital faculty at a 0% employment rate in accordance with Section 32, 3.3.4 of the Academic Regulations, no sabbatical rights will accrue.
- 2.2. Notwithstanding the provisions of Section 2.1 above, in the case that a faculty member takes a sabbatical for an assignment of interest to the Technion or for a national

assignment, the Executive Vice President for Academic Affairs may approve that the duration of the faculty member's sabbatical, or part of it, be considered as a period of service at the Technion for the purpose of accruing sabbatical rights.

- 2.3. Accrued sabbatical rights cannot be redeemed or utilized after the end of the employment period, except as specified in Section 9 ("Sabbatical Close to Retirement") of the Sabbatical Resolutions.
- 2.4. Sabbatical rights can be accrued only during an academic appointment. Sabbatical rights will not be accrued under an administrative appointment.

3. Utilization of Sabbatical Grants

- 3.1. The utilization of accrued sabbatical grants will be in accordance with the following rules:
 - (a) For a full-year sabbatical – A minimum of 6 grants must be utilized, and no more than 12 grants.
 - (b) For a semester sabbatical (winter or spring) – A minimum of 6 grants must be utilized, and no more than 12 grants.
 - (c) For a summer sabbatical – A minimum of 2 grants must be utilized, and no more than 4 grants.
 - (d) For an extended sabbatical of one year and one semester – A minimum of 12 grants must be utilized, and no more than 18 grants.
 - (e) For an extended sabbatical of two years – A minimum of 18 grants must be utilized, and no more than 24 grants.
- 3.2. Those who accrued fewer grants than the number of sabbatical months (but in any case, no fewer than the number of grants required to be utilized according to Section 3.1 above) must utilize all accrued grants, whose total amount will be distributed evenly over the entire sabbatical period, such that a reduced grant amount will be paid each month.
- 3.3. An individual holding a position listed in the limited list of positions attached as Appendix A to the Sabbatical Regulations, who takes their first sabbatical after completing their term, may utilize up to 6 additional grants beyond the maximum number of grants specified in Section 3.1 above, except for a summer sabbatical, which will be subject to the provisions of Section 3.4 below.
- 3.4. An individual holding a position listed in the expanded list of positions attached as an appendix to these guidelines, who takes a summer sabbatical during their term or their first summer sabbatical after completing their position, may utilize one additional grant. This right can be exercised once during any three-year period while the faculty member is holding a position or during the first summer sabbatical after completing the position if the right was not utilized during the term. The Executive Vice President for Academic Affairs may determine that this section applies to additional positions at their discretion, and in cases where the circumstances warrant it.
- 3.5. In the context of an administrative appointment at the end of a contract (according to the employment conclusion procedure), the number of sabbatical grants that can be utilized

shall not exceed the number of actual sabbatical months, and in any case, shall not exceed 6 grants.

- 3.6. In the case where the sabbatical committee approves taking a sabbatical after only one semester after returning from a previous sabbatical, despite the rules for continuous years of service, the sabbaticals will be considered as one sabbatical split into two periods, and the number of grants to be utilized will be determined as if the sabbatical had been taken consecutively.
- 3.7. In the case of a summer sabbatical immediately following a sabbatical for a semester or year in the following academic year, the total number of grants that can be utilized for the entire sabbatical period shall not exceed 14. This section does not detract from the right from additional utilization of grants for position holders, such that the maximum number of grants in the case of a first sabbatical after the end of a position may exceed 14, but in any case, shall not exceed 21.

4. Deduction of Sabbatical Grants During a Teaching Exemption Period

- 4.1. For each semester of teaching exemption, or for a sabbatical combined with a period of teaching exemption, only six sabbatical grants will be deducted from the faculty member's accrued sabbatical grant balance (no more than 6 grants can be utilized during this period). Utilization of teaching exemption is contingent upon having a sufficient balance of sabbatical grants (at least six).
- 4.2. Those who have accrued fewer grants than the number of months of teaching exemption/sabbatical (but in any case, no fewer than six), must utilize all their accrued grants, and the months of teaching exemption/sabbatical for which they do not have grants will be considered as unpaid leave.

5. Payments During Sabbatical

During a sabbatical, the faculty member is not entitled to receive research supplements or position supplements, nor will they be eligible for a full-time dedication grant or a differential grant.

6. Payments During Teaching Exemption

During a teaching exemption period, the faculty member will receive full financial compensation for their standard duties at the Technion. Specifically, during a teaching exemption period, the faculty member's eligibility (if applicable) for research supplements and position supplements, as well as to submit requests for a full-time dedication grant and a differential grant, will not be affected.

7. Payments During Unpaid Leave

During unpaid leave, the faculty member is not entitled to any payments.

Appendix – Extended List of Position Holders

All position holders listed in Appendix A to the Sabbatical Regulations (Condensed List of Position Holders) are also included:

Deputy Vice Presidents

Deputy Senior Vice President

Deputy Vice President for Academic Affairs

Deputy Vice President for Research

Deputy Vice President for Research for the Pre-Clinical Research Authority

Deputy Vice President and Director for Computing and Information Systems

Deputy Vice President and Director General for Safety

Additional Key Positions

Assistant to the President for Strategic Projects and Head of the International Center

Senior Assistant to the President for the Promotion of Learning and Teaching

Senior Assistant to the President for Equal Opportunities

Director of the Pre-Academic Education Center

Coordinator of the Status of Women at the Technion

Central Commissioner for the Prevention of Sexual Harassment

Commissioner for the Prevention of Sexual Harassment

Director of the Samuel Neaman Institute for National Policy