



The Sabbatical, Exemption from Teaching, and Unpaid Leave Regulations

As approved by the Senate in its sessions dated June 2nd, 1985; April 3rd, 1986; March 22nd, 1987; November 27th, 1988; November 12th, 1992; November 12th, 1995; December 24th, 1995; June 21st, 1998; November 15th, 1998; May 23rd, 1999; November 26th, 2000; April 29th, 2001; May 20th, 2001; December 23rd, 2001; May 16th, 2004; November 27th, 2011; June 24th, 2012; November 24th, 2019 and June 21st, 2020.

Part 1: Sabbaticals

1. The Nature of a Sabbatical

- 1.1. Sabbaticals are periods in which faculty members are exempt from teaching, attendance, and administrative duties at the Technion to enable them to devote time to research or scientific training in Israel or abroad that contributes to their professional advancement.
- 1.2. Faculty members may convert all or part of a sabbatical in Israel into an exemption from teaching (EFT) in accordance with the provisions of Part 2 of these Regulations.

2. Sabbatical Types

Following are the types of sabbaticals:

- 2.1. **Sabbatical for a year:** A 12-month sabbatical, from October to September or from March to February.
- 2.2. **Sabbatical for a semester:** Winter semester sabbatical: 5–7 months during the period beginning the day after the final spring semester exams and ending February of the following year. Spring semester sabbatical: 5–7 months, taken between March 1st and September 30th.
- 2.3. **Summer sabbatical:** A two-month sabbatical during the period beginning the day after the final spring semester exams and ending September 30th.
- 2.4. **Extended sabbatical:** A sabbatical for two full years or a full year and a semester.
- 2.5. **Short sabbatical:** A sabbatical for less than one semester for hospital staff. The sabbatical duration is two full months.



2.6. **Split sabbatical:** A sabbatical for a semester for full-time hospital staff or a short sabbatical for part-time hospital staff, which is split into two parts during the same academic year, each part consisting of full months.

3. The Right to Sabbatical Benefits

3.1. Faculty members belonging to one of the categories below can accumulate sabbatical benefits and apply for sabbatical leave, in accordance with the provisions of these Regulations and other bylaws:

- (a) Full-time senior faculty members at the rank of lecturer, senior lecturer, associate professor, or professor;
- (b) Full-time senior faculty members on a teaching fellowship track at the rank of teaching fellow, senior teaching fellow, or senior teaching associate;
- (c) Hospital staff members on the regular track at the rank of lecturer, associate professor, or professor.
- (d) Hospital staff on the clinical track at the rank of senior clinical lecturer, senior clinical lecturer-educator, associate clinical professor, or clinical professor.

3.2. The EVPAA has the power to approve sabbatical benefit accumulation for research staff or guests with teaching permits, as recommended by the dean, if the teaching tasks performed by the staff member in a certain year were significant in essence or scope. Approval is granted for one year and can be renewed every year. Use of the benefits accumulated on this track is contingent upon the staff member's classification into one of the categories specified in Section 3.1 above, or under special circumstances, when awarding tenure to a senior research staff member under Section 36(1)(b) of the Academic Regulations.



4. Minimum Work Period prior to Taking Sabbatical Leave

- 4.1. In these Regulations: CYS refers to consecutive years of service as a Technion faculty member; unpaid leave is not part of the CYS.
- 4.2. Permanent faculty members can take their first sabbatical after at least four CYS. Faculty members who have not yet been tenured can only go on a summer sabbatical, and only after four CYS.
- 4.3. Faculty members who go on sabbatical for a year or more can go on their next sabbatical for a semester or longer after at least four CYS have passed since the end of their previous sabbatical.
- 4.4. Faculty members who go on sabbatical for a semester (winter or spring) can take their next sabbatical for a semester or more after at least three CYS have passed since the end of their previous sabbatical
- 4.5. Hospital staff members who go on a short sabbatical can take their next short sabbatical after at least two CYS have passed since the end of the previous sabbatical.
- 4.6. A summer sabbatical can be attached to a semester or year-long sabbatical in the following academic year.
- 4.7. In all cases, faculty members can only go on sabbatical if they have accumulated enough grants.

5. Cessation of Accumulation

- 5.1. The accumulation of sabbatical benefits will cease after 12 CYS. This Section does not apply to faculty members who hold one of the roles appearing in Appendix A, as long as they fill the role and for another 12 months after leaving the position.
- 5.2. Taking a sabbatical or EFT (where relevant) for periods specified below resets the CYS count, which begins again at the end of the period:
 - (a) A semester or longer: applies to all faculty members other than hospital staff.
 - (b) Two months or longer: applies to hospital staff on the regular track.



(c) One month or longer: applies to hospital staff on the clinical track.

At the end of the sabbatical or EFT period, as specified above, benefit accumulation begins again. Unpaid leave does not reset the CYS count.

5.3. Despite the foregoing in Sub-Sections 5.1 and 5.2, the Sabbatical Committee may approve continued accumulation of a faculty member's benefits, even if the CYS period as specified above has passed. This is done in special cases and for limited periods of time, if the faculty member's application presents arguments that are found to warrant such treatment.

6. Applying for Sabbatical Leave

6.1. Timelines for submitting applications:

- (a) For sabbaticals beginning at the start of the winter semester, no later than the 1st of the preceding January.
- (b) For sabbaticals beginning at the start of the spring semester, no later than the 1st of the preceding May.
- (c) For sabbaticals beginning at the start of the summer semester, no later than the 1st of the preceding March.

6.2. Application Content

Sabbatical applications must be submitted to the department head and include the following information:

- (a) Sabbatical duration and dates.
- (b) Short description and purpose of the academic work planned for the sabbatical, including the countries and scientific centers the faculty member intends to stay at while on sabbatical (these details can be completed at a later date).
- (c) Arrangements regarding studies and grants and teaching and advising duties (these details can be completed after submitting the application).
- (d) Any additional details specified on the sabbatical application and other details that can help the authorized body deliberate and decide whether to approve the application.



6.3. The Application Approval Process

- (a) The head of the faculty member's academic department submits a recommendation as to whether the application should be approved.
- (b) The EVPAA reviews the application according to these Regulations, taking the department head's recommendation into account along with the Technion's needs, and particularly the faculty's teaching needs, other applications in for review, and the faculty member's previous amount and frequency of absence (sabbatical, EFT, or unpaid leave).
- (c) The EVPAA has the power to approve in principle sabbatical applications that meet the requirements of these Regulations, provided the approvals specified in Sub-Section 6.3(e) below have been obtained.
- (d) If the EVPAA finds that an application deviates from the provisions of these Regulations, or there are other sound reasons for denying it, it will transfer the application along with its recommendation to the Sabbatical Committee so it can rule on the matter, according to the provisions of Section 6.4 below.
- (e) Sabbatical applications must be approved by the dean of the Graduate School (teaching and advising arrangements) and the executive vice president for research (research matters). Prior to going on sabbatical, faculty members must make all the necessary arrangements in regard to their teaching, advising, and research duties.
- (f) Approval of an application of a faculty member from the Faculty of Medicine is contingent upon their Technion appointment remaining in effect for at least one semester after their return from sabbatical, other than in the case specified in Section 7 below ("Short Sabbatical during an Appointment Extension Period after Retirement").
- (g) After all the approvals have been obtained and the sabbatical work plan has been finalized, including start and end dates approved by the department head, the sabbatical plan is submitted for final approval by the EVPAA. In this final stage the EVPAA can impose special conditions for approval.



6.4. The Sabbatical Committee

- (a) The Sabbatical Committee operates as a sub-committee of the Senate's Coordinating Committee. It is authorized to deliberate on sabbatical applications and issue preliminary approvals as specified in these Regulations (hereinafter: "the Committee" or "the Sabbatical Committee"). The Committee is headed by the EVPAA and its members include the EVPR, the dean of the Graduate School, and another one of the Coordinating Committee's elected members who is appointed by the president. The additional committee member's appointment remains in effect for as long as they are a member of the Coordinating Committee, unless the president has set a shorter appointment period.
- (b) The Sabbatical Committee deliberates on applications submitted to it by the EVPAA under Section 6.3(d). The Sabbatical Committee has the power to approve sabbatical applications in principle even if they deviate from the terms of these Regulations, if it finds that the circumstances warrant doing so, while taking into account all the considerations specified in Section 6.3 above.
- (c) The Committee may deny a sabbatical application even if the faculty member is entitled to sabbatical leave based on the time that has passed and the terms of these Regulations have been met, if it believes the Technion's teaching needs or other needs may be adversely affected, and taking into account the other preceding applications for review.
- (d) The Committee is entitled, with the approval of the Coordinating Committee, to condition the approval of a sabbatical on a faculty member's undertaking to work for the Technion for a minimum period after returning from sabbatical.
- (e) The Sabbatical Committee's approval is an approval in principle and is subject to the other approvals specified in Section 6.3 above, including final approval of the sabbatical program by the EVPAA.
- (f) If a faculty member wishes to appeal the Sabbatical Committee's decision or the conditions for the approval [as aforementioned in Section 6.3(f)] they must submit their response along with the dean's response within ten work days. The



Sabbatical Committee may accept the appeal or transfer it to the Coordinating Committee, which will deliberate on the matter and issue a final ruling. The dean will be invited to attend the deliberation held by the Coordinating Committee.

6.5. Extending a Sabbatical

- (a) The EVPAA is authorized to extend a sabbatical after consulting with the head of the academic department, if there are special circumstances that justify the extension. Decisions to extend a sabbatical are subject to the provisions of Section 6, with the necessary changes.
- (b) Applications to extend a sabbatical by one semester must be submitted by the faculty member no later than three months prior to the end of their sabbatical.
- (c) Applications to extend a sabbatical by one year or more must be submitted no later than six months prior to the end of the sabbatical.

7. Short Sabbaticals during an Appointment Extension Period after Retirement

Despite the foregoing in Section 6.3(e), the EVPAA has the power to approve a short sabbatical for a hospital staff member whose appointment has been extended after their retirement from a Technion-affiliated hospital (under Section 38.6 of the Academic Regulations) also during the extension period, subject to the following conditions:

- (a) When the appointment is extended to a year, the sabbatical period shall be no longer than four months.
- (b) When the appointment is extended to a semester, the sabbatical period shall be no longer than two months.
- (c) The number of grants that can be used for a short sabbatical as mentioned shall not exceed the number of actual sabbatical months.

The EVPAA's approval is subject to the faculty member obtaining the approvals required under Section 6.3(e).



8. Sabbatical while Filling a Role

- 8.1. Sabbatical applications of those holding special roles are submitted and processed according to the provisions of Section 6 above, and in addition, the following provisions apply:
- 8.2. Those whose role appears in **Appendix A** of these Regulations are entitled to one summer sabbatical for every three years of service in the role.
- 8.3. In special cases only, an application by such a position holder for a sabbatical of one semester may be approved by the Coordinating Committee, if compelling reasons have been presented.
- 8.4. Such a position holder can go on sabbatical only if they have appointed a substitute to fill their position during their absence, as specified below:
- (a) A substitute for a department head on sabbatical is appointed by a simple majority vote of the Departmental Preparatory Committee and approved by the Coordinating Committee. A report regarding the Departmental Preparatory Committee session during which the appointment was approved must be attached to the sabbatical application.
 - (b) Substitutes for different position holders appointed by the Coordinating Committee, the Senate, or the Managing Committee, are appointed by the Coordinating Committee, provided there is no other binding provision.

9. Sabbatical Close to Retirement

- 9.1. In the five years prior to a faculty member's retirement, the EVPAA has the power to approve a sabbatical even if the required period as specified in Section 4 above ("Minimum Work Period") has not passed since the faculty member's previous sabbatical, provided at least one semester has passed between one sabbatical and the next.
- 9.2. A faculty member taking a final sabbatical before retiring due to age, whose planned return date falls within the five years prior to the age of retirement, can apply to use the sabbatical benefits they are meant to accumulate up to their retirement in advance. A faculty member who wishes to use their sabbatical benefits in advance, undertakes to return any sabbatical grants they receive



beyond those they have accumulated, if their service ends before the intended retirement date, other than in cases of death.

9.3. If a faculty member cannot go on sabbatical due to the demands of a role appearing in **Appendix A** of these Regulations, they will have the right to go on sabbatical after leaving the role, even if part or all of the sabbatical period takes place after the date of retirement due to age, subject to the following conditions:

- (a) The option of going on sabbatical after retirement has been preapproved in writing by the Sabbatical Committee.
- (b) The faculty member's term ends no more than one semester prior to their retirement date.
- (c) The sabbatical after retirement is no longer than 12 months long and begins no later than the faculty member's date of retirement.
- (d) The number of grants used during the sabbatical after retirement does not exceed the number of actual sabbatical months. In this context, a sabbatical that starts before the retirement date and continues after it is considered to have been taken in its entirety after the age of retirement.

10. Failure to Return from Sabbatical

If a faculty member does not return to their role at the Technion at the end of their approved sabbatical and does not obtain approval in advance to extend their absence as aforementioned in Section 6.5, they will be seen as having resigned from their position at the Technion, unless the EVPAA has been convinced, based on a well-reasoned appeal by the faculty member submitted no later than 30 days after the end of the sabbatical, that the absence that was not pre-approved was justified under the circumstances.



Part 2: Exemption from Teaching

11. The Nature of Exemptions from Teaching (EFT)

- 11.1. During the EFT period, faculty members are exempt from teaching duties while continuing to conduct their ongoing work at the Technion. This is intended to allow them to focus on and advance their research.
- 11.2. During the EFT period, faculty members are subject to the full terms of employment at the Technion, including the provisions regarding approval of external work.
- 11.3. EFT may include exemption from administrative duties, at the request of the faculty member and subject to the approval of the department head.

12. Applying for EFT

- 12.1. A full-time senior faculty member on a regular track or teaching fellow track [Sections 3.1 (a) and (b) above] can apply for EFT.
- 12.2. The provisions of Section 6 above apply to the application and its approval, with the necessary changes, aside from the need to obtain approvals for fellows and studies.

13. The EFT Period

- 13.1. EFT is only given for full semesters, according to the acceptable academic periods specified in Sections 2.1 and 2.2.
- 13.2. The period consists of EFT months alone, or a combination of EFT months and a sabbatical period, provided the EFT is given for full calendar months, from the 1st of the month and for ongoing periods of at least two months.

14. Minimum Work Period

The minimum required work period prior to receiving EFT is as specified in Section 4 above, with the necessary changes.



Part 3: Unpaid Leave

15. The Nature of Unpaid Leave

- 15.1. Unpaid leave is not a vested right and is approved if justified under the circumstances.
- 15.2. While on unpaid leave, faculty members are not entitled to any rights stemming from the employer-employee relationship they have with the Technion.
- 15.3. While on unpaid leave, faculty members must refrain from violating Technion rules.

16. Applying for Unpaid Leave

- 16.1. A full- or part-time senior faculty member of any rank, aside from hospital staff, can apply for unpaid leave, even if they have not been tenured yet.
- 16.2. The provisions of Section 6 above apply to the submission and approval of the application, however the EVPAA has the power to approve an application for unpaid leave only if the accumulated absence period does not exceed one semester. Applications for unpaid leave for periods exceeding one semester will be transferred to the Sabbatical Committee for approval.

17. The Unpaid Leave Period

Unpaid leave will only be given for periods of full semesters or a full year, according to the acceptable academic periods specified in Sections 2.1 and 2.2 above, aside from in the following cases:

- 17.1. Unpaid leave combined with a sabbatical or EFT period.
- 17.2. Short unpaid leave for the purpose of teaching in the Technion's branch in China, for a period of two or four months.



18. Maximum Duration of Unpaid Leave

- 18.1. Unpaid leave for the purpose of filling a position in a public body such as a government ministry, the Knesset, etc. (to encourage involvement and influence in the public sphere in Israel) will generally be limited to four years.
- 18.2. Unpaid leave or lending for the purpose of filling a professional role in a public body such as a university or research institute in Israel or abroad and unpaid leave for the purpose of filling a role in a non-public professional body such as industrial plants in Israel or abroad, etc. will generally be limited to two years.
- 18.3. Unpaid leave for personal reasons such as childbirth, illness, etc. will generally be limited to one year.
- 18.4. Consecutive cumulative sabbatical and unpaid leave periods or periods of unpaid leave taken for more than one reason will generally be limited to two years for unpaid leave under Sections 18.2 and 18.3 above, and four years for unpaid leave under Section 18.1 above.
- 18.5. Special applications to extend unpaid leave beyond the periods specified above must be approved by the Coordinating Committee after being approved by the Sabbatical Committee.

19. Failure to Return from Unpaid Leave

The provisions of Section 10 above apply to faculty members who do not return to their position at the Technion at the end of their unpaid leave, with the necessary changes.



Part 4: General

20. Deviating from the Provisions

The Sabbatical Committee may permit deviations from the provisions of these Regulations in exceptional cases and for extraordinary reasons that justify doing so.

21. Reportage

Once a semester, the EVPAA's decisions under Sections 6.3(c) (approving sabbatical applications), 6.5 (extending a sabbatical), and 16.2 (applying for unpaid leave for a semester) and the Sabbatical Committee's decisions under Sections 5.3(c) (continued accumulation), 6.4 (applying for a sabbatical), 12.2 (applying for EFT), and 20 (deviating from the provisions) are reported in writing to the Senate's Coordinating Committee. Reports regarding decisions to deny applications and unusual decisions must be accompanied by a brief explanation of why the decision was made.

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Appendix A – Short List of Roles

Administration

President

Executive vice president

Executive vice president for academic affairs

Executive vice president for research

Executive vice president and CEO

Vice president for foreign relations and resource development

Technion Deans

Dean of the Graduate School

Dean of the Undergraduate School

Dean of Students

Dean of the Continuing Education and External Studies Unit

Academic Department Heads

Civil and Environmental Engineering

Mechanical Engineering

Electrical Engineering

Chemical Engineering

Biotechnology and Food Engineering

Aerospace Engineering



Industrial Management Engineering

Mathematics

Physics

Chemistry

Biology

Architecture and Town Planning

Education in Science and Technology

Computer Sciences

Medicine

Materials Science and Engineering

Humanities and Art

Biomedical Engineering