



January 2, 2025

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

**Subject: [Absence from the Technion – Reminder of Guidelines](#)**

As every year, we remind you of the guidelines concerning absences from the Technion, whether for vacations or work-related travel for academic staff.

**Vacations** – Academic staff are entitled to seven weeks of vacation per year. Vacation time must be coordinated with the head of the academic unit and requires their approval. If the vacation exceeds one week during the semester (including the exam period), a valid reason must be provided and, in addition to the approval from the head of the academic unit, approval from the Executive Vice President for Academic Affairs (EVPAA) is also required.

**Work Travel** – Participation in scientific conferences and involvement in research collaborations are crucial for academic work and professional growth. The general policy at the Technion is to encourage such travel and to approve it, provided that it does not interfere with teaching and advisory responsibilities. Any travel during the semester (including the exam period) requires approval from both the head of the academic unit and the EVPAA.

**Guidelines for Reporting on the Portal:**

These guidelines refer to absences that require reporting, for any purpose, and regardless of the funding source for expenses during the period of absence:

- A. **Submitting a Request** – Travel/vacation requests are to be submitted by completing the “Travel Form” on the portal, **at least one week before the date of absence**, and should include specific departure and return dates. Reimbursement for work-related travel expenses will not be granted for trips that were not approved.
- 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. For work travel, the purpose of the trip must be specified to ensure a clear sequence of travel purposes throughout the entire duration of the request. If the trip includes a vacation period within the professional travel, this must be noted, as it has implications for eligibility for per diem (daily allowance).
- C. **Teaching** – In general, absences should be avoided during lecture and exam periods, unless the travel is for a conference for which there is no flexibility in timing, and appropriate arrangements have been made. Faculty members with teaching obligations during their absence must specify their teaching, exam, and grade submission arrangements in their request.



- D. **Research Authority** – Before submitting a travel request, faculty members must ensure that they have submitted all required scientific reports on time, in accordance with the guidelines of the Research Authority. In cases of persistent delays in submitting reports, the Research Authority will send a notification, and subsequent travel requests will not be approved until the report has been submitted.

Sincerely,

Professor Naama Brenner

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Heads of Academic Units

Director of the Research Authority