Executive Vice President for Academic Affairs
משנה לנשיא לענייני אקדמיים

January 18, 2023

To: Academic Staff Members

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

Re: Absence from Work on Duty and Leaves - Guidance Refreshing

Even these days, absence from the workplace, on duty or private leave, requires the approval of superiors.

A staff member is entitled to seven weeks off a year. Going on leave will be done in coordination with and approval of the head of the academic unit; A leave longer than a week during a study period (including exams period), requires the approval of the Head of the department and also that of the Executive Vice President for Academic Affairs (a request for leave during a study period should be submitted by filling out a travel form in the portal; in "travel purpose", choose "vacation").

As for participation in scientific conferences and collaborations, the policy is to approve these trips as much as possible, provided that the teaching and research activity at the Technion is not harmed.

The following guidelines relate to all travel requests, for any purpose and regardless of the source of expenditure funding during the absence period:

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.

Tel: +972-4-8292594 :טל'
Fax: +972-4-8292424 :פקס
Email: manla@tx.technion.ac.il :דוא"ל

Technion City, Haifa 3200003, Israel
קרית הטכניון, חיפה 3200003
www.technion.ac.il

Kind Regards,

Prof. Naama Brenner

Copies: Heads of Academic Units

תיקיית מנל"א/היעדרות מהעבודה – ריענון - 2019/שמ/אא

Tel: +972-4-8292594 :טל'
Fax: +972-4-8292424 :פקס
Email: manla@tx.technion.ac.il :דוא"ל

Technion City, Haifa 3200003, Israel
קרית הטכניון, חיפה 3200003
www.technion.ac.il