



September 23, 2020

To: Academic Staff Members

From: Prof. Shimon Marom, 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 the superiors.

A staff member is entitled to seven weeks off a year. Going on leave will be done in coordination with and under the approval of the head of the academic unit; A leave during a study period also requires the approval of the Executive Vice President for Research.

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 each trip request, for any purpose and regardless of the source of funding for expenditure during the absence period:

Request submission - Request for absence will be submitted by filling out a "trip form" on the portal, at least one week before the date of absence. Expenses for unconfirmed trips will not be reimbursed.

The trip plan – Departure and return dates must be detailed in the request, as well as the trip goals, so that there is a sequence of trip goals throughout the entire trip period. A change in the trip plan will be made by changing a form in the portal.

Teaching – One should aspire 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 request the teaching arrangements, exams and submission of grades during the absence period. In general, absence during lectures and exams will be approved for travels to conferences whose schedules are inflexible.

The Research Authority - Before submitting a trip request, the staff member must ensure that he submits on time all scientific reports he must submit according to the guidelines of the Research Authority.



Kind Regards,
Shimon Marom

Prof. Shimon Marom

Copies: Heads of Academic Units

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