



Guarantor: Rector's Department

No.: REK000386/2023-UPA/225

Košice 01.03.2023

Rector's Decision No. 3/2023,

issuing the principles and procedure for granting sabbatical leave to university teachers at Pavol Jozef Šafárik University in Košice

In accordance with the provisions of Section 77(9) of Act no. 131/2002 on Higher Education and on Amendments to Certain Acts (the "HE Act") and in accordance with the provisions of Part C) par. 13 of the Working Regulations of Pavol Jozef Šafárik University in Košice ("UPJŠ") and after prior discussion with the Regional Office of the Trade Union for Employees of Education and Science at the Rectorate of the UPJŠ on 13.02.2023

I issue

this decision regulating the principles and procedure for releasing a university teacher from teaching tasks ("release" or "sabbatical leave") at faculties and workplaces of the UPJŠ in Košice.

Article 1 Sabbatical leave

1. Sabbatical leave applies to UPJŠ employees who are university teachers in the position of professor, associate professor, or assistant professor.
2. Sabbatical leave is a temporary release from teaching tasks at UPJŠ faculties and university workplaces and tasks arising from work in clinical and practical teaching in specialized teaching facilities of the UPJŠ Faculty of Arts.
3. The purpose of granting a sabbatical leave to a university teacher is to enable him/her to devote himself/herself only to scientific work or artistic work, including the possibility of performing scientific work or artistic work outside the territory of the Slovak Republic.
4. A university teacher may be granted sabbatical leave repeatedly, up to a maximum of 7 years.

Article 2 Procedure for granting sabbatical leave

1. A university teacher may be released in accordance with the provisions of Article 1 of this Decision by the Rector or the Dean if the university teacher is assigned to the faculty. The release is implemented through a decree on the granting of sabbatical leave for a specific period of time.
2. Sabbatical leave may be granted at the written request of a university teacher with the consent of the head of the workplace to which the university teacher is assigned. Upon request, the Rector or Dean shall issue a written opinion no later than 30 days after receipt

of the application or proposal. The request for granting sabbatical leave shall be granted by the Rector or Dean of the faculty after taking into account the impact on the operation of the workplace, if requested by university teachers who have held the positions of rector, vice-rector, dean, vice-dean no later than two years after the end of their mandate.

3. The period for which a university teacher can be released is a minimum of six months and a maximum of one year. A period of sabbatical leave may be granted in such a way that it does not exceed the duration of the employment relationship in the post of university teacher in question.
4. Working and employment conditions during a university teacher's sabbatical leave shall be agreed by the Rector or Dean in an agreement on the amendment of the employment contract.
5. The contract on the amendment of the employment contract shall be drawn up in writing and one copy of the amendment to the employment contract shall be issued to the employee no later than 14 days before the granting of sabbatical leave. At the same time, the direct superior determines in writing the obligations that the university teacher must observe before taking sabbatical leave in relation to their previous place of work.
6. In an agreement to amend the employment contract during the period of sabbatical leave, the agreed type of work remains unaffected. In the contract on the amendment of the employment contract, it is necessary to stipulate:
 - the commencement date and end date of the sabbatical leave,
 - place(s) (or several places) of work during sabbatical leave.
7. The contract on the amendment of the employment contract may also agree on other conditions for the performance of work during the sabbatical leave that the employer and the employee are interested in, such as working time reporting conditions, work performance reporting conditions or other material benefits, including meals.
8. The granting of sabbatical leave is without prejudice to the provisions of specific regulations on the remuneration of employees. The remuneration of released employees is governed by Act no. 553/2003 on the Remuneration of Certain Employees in the Performance of Work in the Public Interest and on Amendments to Certain Acts, as amended, the terms in the valid collective agreement for the relevant year and the Decision of the Rector No. 24/2018 issuing principles for determining the salary requirements of employees of UPJŠ in Košice. The Rector or Dean may adjust the salary requirements of a staff member, with the exception of his grade, if their award was linked to conditions which have changed during the period of posting.
9. The Rector or Dean of the faculty, if a university teacher is assigned to the faculty, may also grant the applicant for sabbatical leave a financial grant to obtain goals, which the applicant explicitly states in the annex to the application in the form of a scientific project using the UPJŠ Internal Scientific Grant Form. The Rector may also, based on the support of the Dean of the Faculty, award a financial grant from the Development Fund to a teacher assigned to the faculty. To assess the eligibility of a grant application, the Rector appoints an ad hoc committee (usually consisting of a representative of the university management,

a representative of the faculty management, a representative of the applicant's workplace and at least one expert in the field from an external institution).

10. In the event of the award of a financial grant to the applicant under Article 2(9), the teacher is obliged to submit to the Rector a final report on the benefit of the grant no later than 30 days after the end of the sabbatical leave.
11. At the end of the period of sabbatical leave, the Rector or Dean, based on the current conditions at the university workplace or faculty, concludes an agreement with the university teacher on the amendment of the employment contract, in which he determines his/her further job title in accordance with the agreed type of work, usually at the original place of work under the employment contract valid before the granting of the sabbatical leave, and the respective head issues an updated job description to the university teacher. The conditions for granting sabbatical leave and at the same time work assignment after the end of the period of release may also be agreed jointly in a single contract on the amendment of the employment contract, which is concluded before the granting of the sabbatical leave.

Article 3 **Sabbatical leave without compensation**

1. Sabbatical leave without compensation may be granted by the Rector to a university teacher in the post of professor, associate professor or researcher in category I for a period of at least three months and not more than one year. If a teacher or researcher is assigned to a faculty, a proposal for granting sabbatical leave under this article shall be submitted to the rector by the dean of the faculty. Sabbatical leave without pay may be granted only once.
2. The purpose of sabbatical leave without salary compensation is to enable a university teacher or researcher to engage in activities that will enable him/her to recover from burnout, recharge his/her batteries, including the opportunity to travel and visit contracted university workplaces for the implementation of study and research activities within or outside the territory of the Slovak Republic.
3. Sabbatical leave without salary compensation may be granted on the basis of a written request from a university teacher with the consent of the head of the workplace where the university teacher or researcher is assigned, and subsequently on the basis of a proposal from the Dean of the faculty if the teacher is assigned to the faculty. The request for granting sabbatical leave shall be granted by the Rector or Dean of the faculty after taking into account the impact on the operation of the workplace, if requested by university teachers who have held the positions of rector, vice-rector, dean, vice-dean no later than two years after the end of their mandate.
4. A period of sabbatical leave may be granted in such a way that it does not exceed the duration of the employment relationship in the post of university teacher in question.
5. Working and employment conditions after returning from a sabbatical leave of a university teacher or researcher shall be agreed by the Rector or Dean in an agreement on the amendment of the employment contract, which is attached to the documentation for the Rector's decision.
6. The contract on the amendment of the employment contract shall be drawn up in writing and one copy of the amendment to the employment contract shall be issued to the applicant no later than 14 days before the granting of sabbatical leave. At the same time, the direct superior determines in writing the obligations that the university teacher or

researcher must comply with before taking sabbatical leave in relation to their previous workplace.

Article 4
Final provisions

1. In other cases not specified in this Decision, the provisions of Act no. 311/2001 (Labour Code) and the provisions of the HE Act apply in full.
2. This Decision shall become valid and effective on 1 March 2023.

Prof. RNDr. Pavol Sovák, CSc.
Rector of UPJŠ