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## **Directives concerning Sabbaticals and Unpaid Leave for Professors of ETH Zurich**

from 12 October 2009 (valid from 1 February 2021<sup>1</sup>)

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The President issues the following directives, based on Art. 2 Abs. 2 of the Ordinance of the ETH Board for professors at the Federal Institutes of Technology (ETH Professorial Ordinance) «Professorenverordnung ETH» of 18 September 2003<sup>2</sup>:

### **1. Sabbaticals**

- 1.1. The Professor is entitled to a six-month fully paid or a one-year partially paid sabbatical<sup>3</sup> in seven years of office. Generally, this sabbatical may be taken after six years in office or six years after the last sabbatical leave.
- 1.2. The decision on whether a sabbatical leave is granted is based on the Professor's achievements in teaching and research.
- 1.3. A qualified replacement for teaching, examinations, and the supervision of doctoral students must be ensured.
- 1.4. The sabbatical should be spent, at least partially, at a university abroad or in industry. This does not represent a paid vacation.
- 1.5. After the sabbatical, the respective Professor should continue to work at ETH Zurich for at least three semesters.
- 1.6. Before submitting an application, the Professor must obtain the approval by the Department Head. The Department Head will consult with the Director of Studies<sup>4</sup>.
- 1.7. Applications must be submitted in good time, i.e., at least one semester before the planned start of the sabbatical to the Vice President for Personnel Development and Leadership.

The application should provide information on:

- a) the duration of the sabbatical or the number of semesters affected and therefore, whether the semester(s) should be fully paid or only partially;
- b) the funding of expenses, such as costs for outgoing and return journey, as well as other conceivable official travel during the sabbatical;

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<sup>1</sup> Editorial adjustments due to assumption of duties of the President by the Vice President for Personnel Development and Leadership as of 1 February 2021, effective 1 December 2022.

<sup>2</sup> Translation from the original German document «Professorenverordnung ETH»; SR 172.220 113.40

<sup>3</sup> Art. 23 Ordinance of the ETH Board for professors at the Federal Institutes of Technology (ETH Professorial Ordinance) «Professorenverordnung ETH»

<sup>4</sup> Effective 1 June 2016

- i. without further explanation, the application can contain coverage of outgoing and return flights, travel by train, as well as expenses in connection with official duties. The above-mentioned costs are billed to the ETH funds of the professorship;
  - ii. upon a well-founded request the Vice President for Personnel Development and Leadership may approve the use of ETH funds of the professorship for accommodation and other expenses;
  - iii. all other expenses (meals, rental and private cars, public transportation, representation expenses, travel and accommodation for family members) are not covered by ETH funds of the professorship<sup>5</sup>;
- c) the place where the sabbatical will be spent;
  - d) the activity/function during the sabbatical;
  - e) the teaching replacement including the name of the professor who will be teaching the basic courses;
  - f) the replacement responsible for the supervision of diploma and doctoral students;
  - g) the signed approval by the Department Head;
  - h) income (salary, compensation, cost sharing by host institution) during the sabbatical<sup>6</sup>.
- 1.8. When in doubt, the Vice President for Personnel Development and Leadership confers with the President, the Rector, the Vice President for Research, the Vice President for Knowledge Transfer and Corporate Relations as well as with the Head of the corresponding Department.
- 1.9. After the decision of the Vice President for Personnel Development and Leadership, approval is granted by means of a letter from the Consulting for Professors unit. Any negative decision will be communicated by means of a decree (Verfügung).

## **2. Additional Sabbaticals, representing a Performance-Oriented Salary Measure**

- 2.1. In addition to the regular sabbaticals in accordance with paragraph 1, the Vice President for Personnel Development and Leadership can grant a sabbatical leave outside the seven-year cycle in recognition of an outstanding performance under the terms of Art. 3 Bst. c of the «Richtlinien des Präsidenten zu den leistungsorientierten Lohnmassnahmen für die Professorinnen und Professoren der ETH Zürich» of 21 April 2009<sup>7</sup>.
- 2.2. Applications for an additional sabbatical term are submitted to the Vice President for Personnel Development and Leadership by the responsible Department Head.
- 2.3. In addition, the provisions for sabbaticals apply in accordance with paragraph 1.

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<sup>5</sup> Effective 1 June 2016

<sup>6</sup> Effective 1 August 2012

<sup>7</sup> RSEHZ 509

### **3. Sabbaticals used for stays at the Collegium Helveticum**

- 3.1. Professors who wish to stay at the Collegium Helveticum can apply for an additional half-year or, in exceptional cases, a one-year fully funded sabbatical. This sabbatical does not affect the claim for a regular sabbatical leave.
- 3.2. A sabbatical used for a stay at the Collegium Helveticum can only be taken once.
- 3.3. In addition, the provisions for sabbaticals apply in accordance with paragraph 1.

### **4. Unpaid Leave**

- 4.1. The Vice President for Personnel Development and Leadership may grant the Professor an unpaid leave, provided that this is not contrary to the interests of ETH<sup>8</sup>.
- 4.2. A qualified replacement for teaching, examinations, and the supervision of doctoral students must be ensured.
- 4.3. Before submitting an application, the Professor must obtain the approval by the Department Head. The Department Head will consult with the Director of Studies<sup>9</sup>.
- 4.4. Applications must be addressed to the Vice President for Personnel Development and Leadership in good time, i.e., at least one semester before the planned start of the leave, or as soon as possible.

The application must provide information about:

- a) the reason for the unpaid leave of absence;
- b) the duration;
- c) the replacement responsible for the teaching duties as well as the supervision of diploma and doctoral students;
- d) a signed approval by the Department Head.

### **5. Final Clauses**

- 5.1. The «Weisungen der Schulleitung betreffend Urlaube von Professorinnen und Professoren der ETH Zürich» vom 23. August 1999<sup>10</sup> are overruled retroactively as of 1 August 2009 and replaced with the directives at hand.
- 5.2. The directives at hand become operative retroactively as of 1 August 2009.

Zurich, 12 October 2009

The President:  
Ralph Eichler

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<sup>8</sup> Art. 24 Ordinance of the ETH Board for professors at the Federal Institutes of Technology (ETH Professorial Ordinance) «Professorenverordnung ETH»

<sup>9</sup> Effective 1 June 2016

<sup>10</sup> RSETHZ 510.10