

Pursuant to Article 90, paragraph 2 of the Statute of the University of Zagreb and Article 31 of the Statute of the Faculty of Veterinary Medicine, University of Zagreb, the Faculty Council at its 1<sup>st</sup> special session, held on 10 February 2012, adopted

## **SABBATICAL LEAVE REGULATIONS**

### **I GENERAL PROVISIONS**

#### **Article 1**

These Regulations define the conditions, manner and obligations of the teachers at the Faculty of Veterinary Medicine, the University of Zagreb (hereinafter: the Faculty) related to the granting of sabbatical leave (hereinafter: sabbatical).

#### **Article 2**

- (1) Employees elected to scientific titles of professional associate, senior professional associate and professional advisor in a corresponding employment position and those elected to scientific-educational title of assistant professor, associate professor and full professor in a corresponding employment position (hereinafter: teacher) may be granted a sabbatical for scientific, professional and educational development.
- (2) A right to sabbatical shall be reckoned to teachers from paragraph 1 of this article once in seven years, after six years of continuous work in scientific or scientific-educational title in the same institution.
- (3) Academic year begins in accordance with the beginning and end of academic year at the University of Zagreb.
- (4) Sabbatical shall not be granted to teachers in their final year of employment at the Faculty, before the retirement.
- (5) Persons from Article 1 of these Regulations cannot serve as Dean, vice-deans, heads of divisions and chairs of departments during sabbatical.
- (6) During the employment in science and higher education system the overall paid leave cannot be longer than five years.
- (7) Sabbatical may be used at an institution outside the University of Zagreb and the Faculty of Veterinary Medicine.

#### **Article 3**

- (1) Sabbatical may be granted in one academic year to:
  - one teacher if a department or clinic employs up to seven teachers;
  - two teachers if a department or clinic employs more than seven teachers.
- (2) If there are more applications from the same organizational unit in one year than the allotted number of grants in accordance with paragraph 1 of this article, the advantage has a teacher according to the following criteria listed in the order of importance:
  - teacher who has not used sabbatical,

- the one who has not used sabbatical for the longest period of time,
  - teacher from paragraph 1, article 2 in the higher position,
  - teacher from paragraph 1, article 2 with more seniority,
  - scientifically more productive teacher.
- (3) Teacher who has not been granted sabbatical shall have priority next academic year.

#### **Article 4**

A department/clinic shall ensure a continuous teaching process and the fulfilment of other obligations of the absent employee who has been granted sabbatical. Sabbatical shall be granted on the condition that continuous work on a scientific or professional project in which the teacher has been involved is ensured.

### **II CONDITIONS AND ACQUISITION OF RIGHTS**

#### **Article 5**

Sabbatical shall be granted provided a teacher regularly meets his/her obligations and other obligations under the Collective agreement.

#### **Article 6**

- (1) Application for sabbatical shall be submitted to the Dean 6 months before its commencement. Application shall be accompanied by a written explanation of the plan and program of the sabbatical and the approval of the majority of teachers signed by the head of department.
- (2) Sabbatical shall be granted by the Faculty council, at least 60 days before its commencement.
- (3) A teacher who has not been granted approval from paragraph 1 of this article or from the Faculty council, but meets the criteria, must be give a written explanation of such an unfavourable decision.

### **III RIGHTS AND OBLIGATIONS OF USERS**

#### **Article 7**

- (1) During sabbatical, a teacher shall exercise all rights under the statutory provisions, the right to compensation for transportation costs and other additional fees prescribed by the Collective agreement or the Faculty's enactment without the suspension of rights and obligations under the employment contract.
- (2) Within sixty days of the end date of sabbatical, a teacher shall submit through the head of the department a written report on the use of sabbatical and the fulfilment of the sabbatical plan of activities to the Dean, the Faculty council and the departmental/clinical board.
- (3) The Faculty council shall decide by vote on the acceptance of the report.

#### **Article 8**

- (1) Should an employee resign while on sabbatical leave, s/he shall reimburse the Faculty for the salaries he received during sabbatical.

- (2) In case a teacher does not meet his obligations, does not submit the report or the Faculty council does not accept his/her report, s/he shall reimburse the Faculty for the salaries he received during sabbatical.

#### **Article 9**

Sabbatical may be terminated by a teacher, provided s/he submits a written explanation to the Faculty council, and in that case sabbatical is considered as used.

#### **Article 10**

The Faculty council may, on the proposal of the board/clinic, decide on the termination of sabbatical.

In case from paragraph 1 of this article a teacher does not lose the right from article 2 of these Regulations.

#### **Article 11**

If a person from article 2 of these Regulations is not able due to force majeure, for a period longer than 90 days realize the sabbatical plan and program, sabbatical shall not be considered as used.

### **IV TRANSITIONAL AND CONCLUDING PROVISIONS**

#### **Article 12**

- (1) These Regulations enter into force on the day of their adoption by the Faculty council.
- (2) The Regulations shall be made public on the Faculty's website.
- (3) Procedures for granting sabbaticals started before these Regulations came into force, shall be concluded according to the previous regulations.
- (4) Upon the entry into force of these Regulations, the regulations of 21 March, 2007 cease to be valid.
- (5) Committee for the Statute is responsible for the interpretation of these Regulations.

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Dean:

Registration number: 251-61-01/139-12-1

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