

Based on Article 186 of the Law on Higher Education (Official Gazette of R. of Macedonia, number 82/18) and Article 27, paragraph 1 item 6 and Article 110 of the Statute of South East European University, the University Board, at its meeting held on 09.09.2019 approved the following:

RULE ON SABBATICAL LEAVE

I. Subject of Regulation

Article 1

All full time academic staff having a teaching-scientific title; scientific title who are employed for more than one year with contract; or staff with a collaborator or professional title who are employed for more than three years with contract, are entitled to apply for short sabbatical leave, from one month up to one year, or for long sabbatical leave.

II. Length of sabbatical leave

Article 2

Short sabbatical leave lasting more than a week and less than a month can be used by academic staff for short-term academic professional development, short-term visiting lectures at universities abroad or participation in international co-operation.

III. Financial provisions

Article 3

- (1) In the case of short sabbatical leave, the University shall pay the academic staff member 70% net from base salary plus benefits for the agreed duration unless the leave is paid as part of a project or external funds.
- (2) The number of academic staff, across academic units, who may benefit from this provision in one academic year, is planned in accordance with budgetary limitations.

Article 4

Academic staff can also apply for short sabbatical leave for academic professional development such as scientific research, specialization, third cycle studies, or post-doctoral studies and this can last from one month up to one year.

IV. Ways of using sabbatical leave

Article 5

- (1) In the case of short sabbatical leave, the University shall pay the academic staff member 1/3 net of base salary plus benefits for the agreed duration unless the leave is paid as part of a project or external funds.
- (2) In the case of short sabbatical leave in the Fulbright programmes, the University shall pay the academic staff member 50% net of base salary plus benefits for the agreed duration unless the leave is paid as part of a project or external funds.
- (3) The number of academic staff, across academic units, who may benefit from this provision in one academic year, is planned in accordance with budgetary limitations.

Article 6

Academic staff can also apply for long sabbatical leave for academic professional development such as scientific research, specialization, third cycle studies, or post-doctoral studies that can last up to three years and up to four years for PhD studies only in the United States of America.

Article 7

- (1) In the case of long sabbatical leave up to three years, the academic member of staff does not receive monthly compensation or payment of benefits.
- (2) The University guarantees the reinstatement of the employment relation after the long sabbatical leave has ended, though this may not be with the same specific duties or position.
- (3) The number of academic staff across academic units benefitting from this provision is not limited but consideration is given to the effective function of the academic units.

Article 8

- (1) After short or long sabbatical leave, the academic staff member is obliged to work full-time at the University for at least 5 years.
- (2) If a member of staff chooses to leave University employment before the end of this period, the University will recoup costs.

Article 9

- (1) Academic staff may use their right for short sabbatical leave only once in five years.
- (2) Academic staff may use their right for long sabbatical leave – three years only once in ten years.
- (3) Exceptions to paragraphs one and two of this article are cases of academic staff who attend academic professional development such as scientific research, specialization, third cycle studies, or post-doctoral studies at one of the top 100 Universities according to the ranking of Universities from Jiao Tong University or US News and World Report or The Times Higher Education Supplement – World University Rankings.

Article 10

- (1) The preliminary selection from the requests submitted by academic staff in a Faculty is made by the Dean/Director of the respective academic unit in accordance with the plans and needs of the academic units.
- (2) Based on the proposal of the Dean/Director of the respective academic unit, the final decision is made by the Rector's Directorate.
- (3) For the operation of this Rule, the University shall establish a special procedure with concrete steps for sabbatical leave.

V. Final provisions

Article 11

This Rule enters into force on 01.10.2019.