

Based on Article 146 of the Law on Higher Education (Official Gazette of R. of Macedonia, number 35/08, 103/08, 26/09, 83/09, 99/09, 115/10 and 17/11) and Article 73 of the Statute of South East European University, the University Board, at its meeting held on 07.06.2011 approved the following:

RULE ON SABBATICAL LEAVE FOR ACADEMIC STAFF DEVELOPMENT

*Arti
cle 1*

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

*Arti
cle 2*

Short sabbatical leave can be used by academic staff for academic professional development such as scientific research, specialization, third cycle studies, or post-doctoral studies and can last up to one year.

*Arti
cle 3*

In the case of short sabbatical leave, the University shall pay the academic staff member 50% of base salary plus benefits for the agreed duration unless the leave is paid as part of a project or external funds.

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.

*Arti
cle 4*

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. This can last up to three years and up to four years for PhD studies only in the United States of America.

*Arti
cle 5*

In the case of long sabbatical leave, the academic member of staff does not receive monthly compensation or payment of benefits.

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.

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 Faculty/Institute/Centre.

Article 6

After short or long sabbatical leave, the academic staff member is obliged to work full-time at the University for at least the duration time of the sabbatical leave after his/her return.

If a member of staff chooses to leave University employment before the end of this period, the University will recoup costs.

Article 7

Academic staff may use their right for short sabbatical leave only once in five years. Academic staff may use their right for long sabbatical leave only once in ten years.

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 Report or Times Higher Education Supplement –World University Rankings.

Article 8

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 Faculty plans and needs.

Based on the proposal of the Dean/Director of the respective academic unit, the final decision is made by the Rector's Council.

*Arti
cle 9*

This Rule comes into force from 01.09.2011.