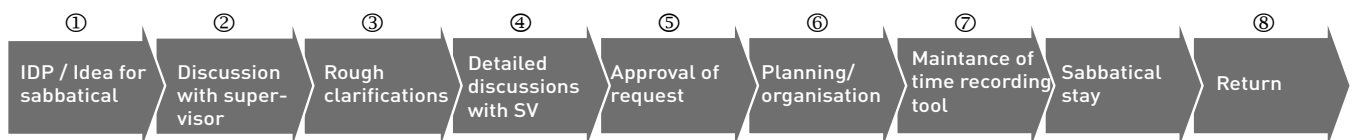


Sabbatical

Discussion guide for supervisors and employees

Discussion guide

This guide is for the use of supervisors and employees in the planning and implementation of a sabbatical.



Process

Comments/notes

1. Personal development plan / idea for sabbatical

- Resources for determining of the status quo and professional and personal development opportunities
- Resulting sabbatical idea

Individual development plan IDP →

2. Discussion with supervisor

- The employee and supervisor discuss an idea and options for the sabbatical
- General support yes/no

3. Rough clarifications

- Timeframe
- Definition of professional topic
- Objectives
- Benefits
- Knowledge transfer
- Institution
- Exact time period / duration
 - Possible combination of sabbatical/holiday
 - The sabbatical must be carried out in a single stretch
- Cost clarifications relating to transport and accommodation
 - No absorption of costs for family/dependants
 - Financial compensation or business expenses from the local institution or host country are not permitted
- Substitution (involve Human Resources if needed)
 - Full release of daily tasks
- Request preparation

Comments/notes

4. Detailed discussion with supervisor*(basis: written request)*

Verification/finalisation of the request

- Acquire a work permit where necessary (check with the local institution)
- Clear definition of limitation of holiday, compensation, service allowances/sabbatical
- Working hours are 41 hours per week at 100% employment level, or according to the valid employment contract
- Establish substitution arrangement
- Verify cost allocation: In principle, the full amount of CHF 10,000 should be invested for the sabbatical period. If a substitution is to be financed, Human Resources recommends use of at least two thirds of the costs for the sabbatical stay and one third of the costs for the replacement
- Business expense report
 - A sabbatical is not a business trip, so business expenses do not apply
 - Company credit card invoices are not permitted
 - Economy class flights only
 - Expenses for food and drink are paid by the employee (invitations to business meals must be approved by the supervisor in advance)
- Final account after return

5. Approval of the request**6. Detailed planning/organisation****7. Maintenance of the time recording tool**

In ETHIS as absence type «Education / Training»

<https://ethis.ethz.ch> →**8. Return**

- Returning meeting with supervisor
 - Reporting
 - Ensure the transfer into the department
 - Review possible development possibilities arising from the sabbatical with the employee
- Business expense final account

More information about the sabbatical can be found in the [regulations](#) →, the [information sheet](#) → and the [request form](#) →, or at

www.hr.ethz.ch/downloads →