

Appendix 1  
to HSE Directive  
No. 6.18.1-01/2504-06  
dated April 25, 2013  
APPROVED  
by Academic Council of  
the National Research University  
Higher School of Economics  
Minutes No.44 dated March 01, 2013

**REGULATIONS**  
**on the Procedures and Conditions of Granting Short-Term Sabbatical Leaves**  
**to Academic Staff of the National Research University Higher School of**  
**Economics**

**1. GENERAL PROVISIONS**

1.1. The present Regulations stipulate the procedures and conditions of granting short-term sabbatical leaves to academic staff of the National Research University Higher School of Economics and its campuses (hereinafter, HSE).

1.2. A short-term sabbatical leave is an additional paid leave which, pursuant to Article 116 of the Labour Code of the Russian Federation, is granted to academic staff for the purposes of carrying out research activities defined in the HSE Charter.

1.3. During a short-term sabbatical leave, academic staff may work at other educational and research institutions, both in Russia and abroad.

**2. CONDITIONS OF GRANTING SHORT-TERM SABBATICAL LEAVES**

2.1. A short-term sabbatical leave can be granted to HSE academic staff for whom the university is the principal place of employment and who are:

- 2.1.1. hired by HSE through international recruiting process,
- 2.1.2. granted with the third level academic merit pay.

2.2. A short-term sabbatical leave may be granted once or several times within one calendar year. The total duration of all sabbatical leaves granted to one employee within one calendar year may not exceed 28 calendar days.

2.2.1. For employees hired through international recruiting process, the total duration of all sabbatical leaves granted within one calendar year may be extended to 56 calendar days. The HSE International Recruitment Committee decides on granting such leaves on a case-by-case basis taking into account each employee's expected academic results, pursuant to HSE bylaws.

2.3. A short-term sabbatical leave may be granted only for the period when the employee does not have scheduled classes or in-class procedures of interim or final assessment. For the period of a short-term sabbatical leave, the teaching load assigned to the employee is not redistributed to other employees.

**3. PROCEDURES OF GRANTING SHORT-TERM SABBATICAL LEAVES**



3.1. A short-term sabbatical leave can be granted to an academic staff member (hereinafter, the applicant) upon a written request addressed to the HSE Rector and submitted to the head of a subdivision where the applicant is employed no later than two weeks before the expected start date of a short-term sabbatical leave.

3.2. Such request shall specify

3.2.1. the purpose of the short-term sabbatical leave,

3.2.2. the duration of sabbatical leave,

3.2.3. the mode in which the outcome of the sabbatical leave will be presented.

3.3. The request shall be signed by the applicant's direct supervisor and the department head, if the given subdivision has departments. Requests from researchers who have teaching loads assigned to them shall be signed by the head of the relevant educational subdivision.

3.4. The decision on the submitted request is made by the head of a subdivision where the applicant's principal place of employment is (for faculty members – by the department head, dean, or head of the subdivision; for researchers who have teaching loads – by the head of the research subdivision; for employees of independent departments – by the vice rector coordinating the department's activity; for employees of subdivisions for continuing professional education – by the director for continuing professional education).

3.5. Sabbatical leaves are granted by HSE directives signed by the HSE official who, as per the HSE allocation of duties, holds the rights of an employer in relation to the applicant.

3.6. Within two weeks after the end of a short-term sabbatical leave, the applicant shall submit a short report on the results of the leave to the HSE official who had granted the said leave to the applicant.

#### 4. FINANCING SHORT-TERM SABBATICAL LEAVES

4.1. For the period of a short-term sabbatical leave, the employee shall receive the regular wages paid within the deadlines defined in HSE bylaws on payment of wages to HSE employees.

4.2. Short-term sabbatical leaves are financed by HSE at the expense of income from income-generating activities. For applicants whose principal place of employment is an HSE subdivision that is self-financed and self-sufficient, the short-term sabbatical leaves shall be financed by such subdivision.

4.3. The unused days of short-term sabbatical leave are not transferrable to the subsequent calendar year. A short-term sabbatical leave may not be replaced by monetary compensation or added to an annual paid leave.

#### 5. FINAL PROVISIONS

5.1. The present Regulations and any amendments hereto shall be approved by the HSE Academic Council.