

SHORT-TERM SABBATICAL LEAVE REGULATIONS

YOU ARE HIRED THROUGH INTERNATIONAL RECRUITING OR HAVE A 3D LEVEL BONUS AT THE ACADEMIC FUND

THE NEED FOR A SHORT-TERM SABBATICAL

THE APPROVAL

THE APPLICATION



● A short-term sabbatical is a paid leave, which pursues scientific research as its goal. During a sabbatical leave at HSE one can work in other scientific and educational institutions.

●● You need to get the approval for a short-term sabbatical leave from the head of the structural subdivision you work at. (For faculty staff that's the Dean of the Department, for a researcher – the CAS Director, if you work in a lab – the Laboratory Head). If you work at several subdivisions you have to get the approval of ALL the people in charge.

●●● Fill in the [application form](#) and file it to the HR department. Make sure the filled in and signed application is in the HR AT LEAST 2 WEEKS before the planned beginning of the leave. Ask your coordinator for assistance in paper work shall you have any troubles.

●●●● A short-term sabbatical should not exceed 28 days a calendar year. At the discretion of the International Recruitment Committee the short-term sabbatical may be prolonged to 56 days per calendar year.

●●●●● File a report WITHIN 2 WEEKS after your return. You may find a template of the reporting form [here](#).

THE SHORT-TERM SABBATICAL



THE REPORT



Shall you have any questions, please contact your Dean or your coordinator.