

Guidelines for the use of a sabbatical year at the Faculty of Economics and Business of the Josip Juraj Strossmayer University of Osijek

I. GENERAL PROVISIONS

Article 1

(Subject of the Guidelines)

These Guidelines describe the manner, conditions and procedure of using a sabbatical year (hereinafter: sabbatical) for teachers at the Faculty of Economics and Business in Osijek (hereinafter: the Faculty). Any terms used in this document that have a gender-specific meaning are used neutrally and apply equally to both the masculine and feminine gender.

Article 2

(Purpose of the sabbatical)

The sabbatical year is primarily intended for:

1. scientific and/or professional work,
2. participation in or management of scientific research and professional projects, unless otherwise defined by the project,
3. the acquisition of new scientific and professional knowledge and skills,
4. the development and innovation of teaching and study programmes, and
5. strengthening international cooperation and the mobility of teachers.

Activities during the sabbatical should be aligned with the strategic goals of the Faculty and the University.

Article 3

(Competent Authorities)

The Dean, the Faculty Council and the relevant departments are responsible for the implementation of these Guidelines at the Faculty, each within the scope of their standard authorities. The Faculty Council provides an opinion on the requirements, and the Dean issues individual decisions.

II. ENTITLEMENT TO A SABBATICAL YEAR

Article 4

(Eligibility)

The entitlement to a sabbatical year is provided for teachers of the Faculty in scientific-teaching or teaching positions employed on a permanent basis.

Article 5

(Use of sabbatical)

A teacher in a scientific-teaching position is entitled to take a sabbatical year after six (6) years of service in a scientific-teaching position at the University or Faculty.

Article 6

(Effective service)

Periods during which a teacher did not fulfil their contractual obligations for longer than three (3) months for justified reasons are not included in effective service, particularly:

1. sick leave,
2. maternity, parental or adoption leave,
3. performance of public service or duties,
4. unpaid leave, and
5. other justified cases of a comparable nature.

Article 7

(Other prerequisites)

The entitlement to a sabbatical year is provided for teachers who regularly fulfil their obligations under their employment contracts, collective agreements, and general acts of the University and Faculty, along with demonstrating appropriate scientific and professional work and institutional contribution in the preceding period.

Article 8

(Restrictions)

- (1) As a rule, it is not recommended to grant a sabbatical in the year preceding retirement.
- (2) Teachers appointed to fixed-term management positions (for example, heads of departments or members of the faculty management) shall not take a sabbatical year during their mandate, but may submit a request to take one after the end of their mandate, provided that they meet the requirements of these Guidelines.

III. DURATION, NUMBER OF USERS, AND SALARY

Article 9

(Duration)

(1) The sabbatical year is governed by the academic calendar and may last for:

1. one semester, or
2. two semesters,

provided that the commencement of the sabbatical year always coincides with the start of a semester or the academic year.

(2) Regardless of the chosen duration, a teacher is considered to have exercised their right to a sabbatical once in a six (6) year period.

Article 10

(Number of users per academic year)

(1) In one academic year, a maximum of two (2) teachers in scientific-teaching positions at the Faculty may take a sabbatical, provided that they are not members of the same department and that the normal delivery of courses is ensured.

(2) If multiple teachers apply for a sabbatical within the same academic year, priority is given to the teacher who:

- has not used a sabbatical to date,
- holds a higher scientific-teaching position,
- has a clearly outlined scientific work plan for the duration of sabbatical year,
- includes the establishment of international cooperation in their work plan, to be realised through a stay at a foreign higher education institution for a period of at least one month,
- plans to produce a publication in collaboration with international partner(s) as part of their scientific work plan during the sabbatical year.

The decision on granting the sabbatical is made by the Faculty Council.

Article 11

(Salary and financial conditions)

(1) During the approved sabbatical year, the teacher is entitled to salary compensation, as regulated by the collective agreement, in the amount of the average salary paid to the employee in the preceding three months.

IV. APPLICATION AND APPROVAL PROCEDURE

Article 12

(Submission of application)

(1) The application for the use of a sabbatical year is submitted to the Faculty Council via the parent department, as a rule, no later than six (6) months before the planned commencement of the sabbatical year.

Article 13

(Content of the application)

The application for a sabbatical year must contain the following elements:

1. a rationale and activity plan for the duration of the sabbatical year (objectives, expected results),
2. a rationale regarding the organisation of teaching and other obligations during the period of absence (proposed substitutions, distribution of workload, etc.),
3. information on projects in which the teacher is participating and the planned contribution to these projects during the sabbatical year,
4. other elements that the teacher considers useful for the decision-making process.

The application shall be submitted in writing.

Article 14

(Opinion of the department, decision of the Faculty Council and the Dean)

(1) The parent department reviews the teacher's application for the approval of a sabbatical year and provides an opinion on the justification of the proposed work programme and the organisation of classes.

(2) The department forwards its opinion to the Dean, and the Dean places the application on the agenda of the Faculty Council.

(3) The Faculty Council shall issue a decision on the approval or rejection of the sabbatical year.

(4) The decision shall be delivered to the teacher in writing.

V. STATUS AND OBLIGATIONS OF TEACHERS DURING A SABBATICAL YEAR

Article 15

(Organisation of classes)

- (1) During a sabbatical year, the Faculty organises classes in a manner that ensures continuity in the delivery of teaching, the programme of study, and student learning.
- (2) Exceptionally, if it is not possible to ensure an appropriate substitute, the teacher may deliver a portion of their classes modularly, condensed into a shorter period than the full semester, subject to the prior consent of the department and the Dean.

Article 16

(Participation in projects)

During a sabbatical year, a teacher may continue working on scientific or professional projects for which they undertook obligations prior to the commencement of the sabbatical year, provided that the project goals are aligned with the objectives and activity plan specified in the sabbatical year application.

Article 17

(Business travel and mobility)

- (1) During a sabbatical year, a teacher may be sent on a business trip for the purposes of professional development, research or the dissemination of results, and may exercise the associated rights:
 - at the expense of a project in which they participate as a lead or associate, or
 - at the expense of the funds held by the University and/or the Faculty for scientific research activities, in accordance with the applicable rules.
- (2) Rights to travel orders, per diems, and other reimbursements are exercised in accordance with the general acts of the University and the Faculty, as well as the rules of the projects in which the teacher participates.

Article 18

(Participation in committees)

Subject to their consent, a teacher may be appointed as a reviewer or a member of committees (e.g. for the evaluation of a doctoral thesis, appointment to academic titles, etc.) during a sabbatical year, provided that this does not jeopardise the planned activities of the sabbatical year.

Article 19

(Faculty working bodies)

If a teacher is a member of the permanent working bodies of the Faculty (e.g. Committee for Teaching and Students) during a sabbatical year, the Faculty shall appoint a substitute to take over their duties during the period of absence.

Article 20

(Report)

- (1) Upon completion of the sabbatical year, the teacher shall, within 30 days, submit a written report on the activities carried out and the results achieved (e.g. published papers, project applications, new collaborations, proposals for the development of teaching).
- (2) Upon returning from the sabbatical year, the teacher shall present the results at a meeting of the department and, in agreement with the faculty management, at a session of the Faculty Council.

VI. INTERRUPTION AND POSTPONEMENT OF A SABBATICAL YEAR

Article 21

(Interruption and postponement)

- (1) The use of a sabbatical year that has already commenced may be interrupted for justified reasons, upon a written and reasoned request.
- (2) In the cases referred to in paragraph 1 of this Article, the commenced sabbatical year shall be considered as used, unless the Dean, with the consent of the competent bodies, decides otherwise.
- (3) If extraordinary circumstances arise during or immediately before the start of the sabbatical academic year (e.g. prolonged sick leave, maternity or parental leave, obligations related to the performance of public duties, or other objective circumstances), the teacher and the Dean may agree on the interruption, reduction, or postponement of the sabbatical year.
- (4) In the event of a serious breach of official duties or a significant deviation from the approved work programme, the sabbatical year may be terminated prematurely by a decision of the Dean, with the consent of the Faculty Council following a submission from the department.

VII. FINAL PROVISIONS

- (1) These Guidelines shall be applied from the date of adoption by the Faculty Council.

(2) The Faculty shall regularly review and, if necessary, update the provisions of these Guidelines. The guidelines are applied together with the provisions of the Statute of the University and the Faculty, the applicable Acts and the Collective Agreement for Science and Higher Education and other applicable regulations. In the event of discrepancies, higher legal acts shall prevail.

(3) The guidelines were developed with the support of AI tools used for language design and technical refinement of the text, and are based on the analysis and comparison of good practices of world and Croatian universities and institutions.