

REGULATIONS GOVERNING HOLIDAYS, LEAVE AND PERMITS OF TEACHING AND RESEARCH STAFF OF THE UNIVERSITY OF ZARAGOZA

In the light of Organic Law 6/2001 of 21 December 2001 on Universities; Decree 84/2003 of 29 April 2003 of the Government of Aragon ("Official Gazette of Aragon" No 60 of 19 May) regulating the legal and remuneration regime of teaching and research staff employed at the University of Zaragoza; and, in particular, of Articles 155 and 156 of the Statutes of this University, approved by Decree 1/2004, of 13 January, of the Government of Aragon ("Official Gazette of Aragon" No 8 of January 19), and in application of Article 41 of those Statutes, the Governing Council of the University of Zaragoza approves the following legislation.

Article 1 Applicable rules.

Without prejudice to the provisions of the following articles, the teaching and research staff of the University of Zaragoza shall enjoy the holidays, licences and permits, including permits for particular matters, which recognise, in respect of each sector, the general regulations of civil servants and the labour legislation or collective agreement. The general regulations of civil servants will also apply to professors linked to the University through an administrative contract.

Article 2. Sabbatical licences.

1. The Governing Council may grant sabbatical leave for a maximum period of one year to the teaching and research staff belonging to the university teaching bodies or with an indefinite contract, on the proposal of the Department to which it is attached and at the request of the interested party. The licensee shall be deemed to be in active service for all purposes.
2. Obtaining the sabbatical license will require:
 - a) the applicant has served more than five years as a professor of university teaching bodies or with an indefinite contract at the University of Zaragoza;
 - b) in the last **six** years, the applicant has not benefited from another sabbatical licence or the licences referred to in Article 4 of these rules for a period of more than 18 months; Y
(as amended by Governing Council Agreement of 4 July 2007)
 - c) that the teaching assignment of the area of knowledge is covered with the teaching capacity of the rest of the teachers when there is sufficient slack in the area of knowledge or with the hiring of a substitute in charge of the specific budgetary availabilities for this action.
3. Interested parties will process the corresponding application in the department to which they are attached, justifying the conditions indicated and the acceptance, where appropriate, of the centre(s) of destination.

In any case, in order to obtain this benefit, it will be mandatory to present the project of the activities that are planned to be carried out during the sabbatical period, as well as the commitment to present a report of the activities.

The application will be made during the **second** phase of the planning of the first academic year to which it affects it.

As amended by the Governing Council Agreement of 4 July 2007

4. The Department will refer to the Governing Council the proposal for sabbatical leave, together with the teaching management plan that allows the teacher concerned to be exempted from teaching obligations.

This proposal will also be communicated to the centre(s) concerned for a report.

5. The University will try to ensure that the possibilities of enjoying the sabbatical year are similar for all professors, regardless of the centers or departments in which they carry out their professional activity.

To this end, when the teaching assignment of the area of knowledge is not covered by the teaching capacity of the rest of the teachers, the department may increase the teaching obligations of other teachers on a full-time basis, without in any case being able to exceed three teaching hours per week, subject to the express consent of the teachers involved.

6. Where there are several applications for sabbatical leave, the department, if necessary, may establish an order of priority in them, taking into account the study licenses enjoyed by the interested parties and the merits thereof.

7. The sabbatical license will be agreed by the Governing Council of the University of Zaragoza.

8. From the moment you begin to enjoy the sabbatical license, the beneficiary of it will cease in all their academic and representational positions.

9. During the sabbatical leave the teacher will enjoy the remuneration authorised by the provisions in force.

10. Upon completion of the leave, the teacher will draw up a report on the activities carried out during the leave, which will be transferred to the Department and Center or Institute to which it is attached.

11.

Article 3 Other licenses and permits for teaching and research purposes.

Depending on its budgetary availability, the University of Zaragoza may grant other licenses for studies to its professors to carry out teaching or research activities linked to a University, Institution or Center, national or foreign, in accordance with the requirements and the duration established in the Statutes of the University of Zaragoza and in the following articles.

Article 4 Paid licenses for teaching and research purposes.

1. The teaching and research staff of the University of Zaragoza may improve or supplement their training, in another university or academic or scientific institution, with maintenance of remuneration, provided that the department guarantees the fulfillment of their teaching tasks. Such licences may be taken for periods of time which are less than six months during one year and 18 months for seven years, the licensee shall be considered to be in active service for all purposes.

2. Interested parties will process the corresponding application in the department to which they are attached, justifying the conditions indicated and the acceptance, where appropriate, of the centre(s) of destination.

3. The Department will bring the proposal for a license to the Rector's consideration, together with a report justifying the coverage of the teaching assignment of the area of knowledge of the teacher concerned.

This proposal will also be communicated to the centre(s) concerned for information.

4. The license will be agreed by the Rector of the University of Zaragoza.

5. During the leave, the teacher shall enjoy the remuneration authorised by the provisions in force, in the light of in particular Article 156 of the Statutes of this University.

6. Upon completion of the leave, the teacher will draw up a report on the activities carried out during the leave, which will be transferred to the Department and Center or Institute to which it is attached.

Article 5 Unpaid leave for teaching and research purposes.

1. Teachers belonging to university teaching bodies or with an indefinite contract may obtain unpaid leave for a maximum of two years. The permit beneficiary shall be deemed to be in active service for all purposes.
2. It is guaranteed that during this period the teaching will be served from the budget credit corresponding to the position occupied by the teacher applying for the permit.
3. The interested parties will process the corresponding request addressed to the Rector, justifying the conditions indicated, transferring the same communication to the department and center or institute to which it is attached.
4. The permit shall be agreed by the Rector.
5. Teaching and research staff who cannot benefit from these permits may obtain, in similar circumstances, the temporary suspension of their contract, without the suspension time changing the date of termination of the contract or the total duration of the contract.

Article 6 Paid licenses and unpaid leave in order to comply with the legal requirements of stay in other Universities or centers or disengagement from the University

The University will facilitate in particular the granting of paid licenses and unpaid permits so that teaching and research staff can comply with the legal requirements of stay in other Universities or centers or disengagement of the University of Zaragoza that may require the current provisions in the field of university teachers.

Article 7 Permits for teaching and research purposes of less than fifteen days.

1. The teaching and research staff of the University of Zaragoza may in any case enjoy permits for periods of time that are added annually are less than fifteen days, for the performance of teaching and research activities, including those for which secondment is requested.
2. Permission shall be granted by the Dean or Director of the Centre, with the approval of the department director, upon request of the interested party.
3. Where the leave does not affect the teaching tasks of the teacher, the relevant period or part of the period shall not count for the purposes of the maximum of 15 days referred to in paragraph 1 of this Article, without prejudice to the completion of the application.

Article 7a. Particular matters.

Teaching and research staff, throughout the year, shall have the right to enjoy the days regulated by the applicable legislation of paid leave for particular matters, which may not be added to the periods of annual leave, and may be distributed as appropriate to the interested party, subject to the authorisation of the Dean or Director of the Centre or Institute to which he belongs, always respecting the needs of the service, in particular, the teaching obligations of the teacher, and which may not, in any case, coincide with dates of examination.

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Article 8 Secondments to be part of Enabling Commissions, Commissions of competitions for the provision of faculty places, to be part of doctoral thesis courts and diploma of advanced studies and to be part of opposition courts and other situations.

The University of Zaragoza will grant the corresponding service commissions that are necessary to be part of Enabling Commissions, Commissions of competitions for the provision of faculty places, to be part of doctoral thesis courts and diploma of advanced studies and to be part of opposition courts and other situations.

Article 9 Permissions of research staff

1. Staff hired as a researcher by the University of Zaragoza, from both calls from other bodies and from the University itself, may apply for permits to carry out stays in other research centers, Spanish or foreign, in accordance with the regulations established in the original call for contracts. The Rector shall authorise these requests to be informed by the researcher responsible for the project to which the applicant is assigned and by the Vice-Rector for Research.
2. In case these permits are not regulated in the relevant call, the Rector may authorise them, at the request of the interested party, informed by the researcher responsible for the project to which the applicant is assigned and with the approval of the Vice-Rector for Research. The duration of the permit may not exceed six months and successive permits may be authorised provided that they do not exceed this duration. The investigator shall maintain all his/her remuneration.

Derogatory provision

These provisions are repealed:

- Resolution recasting the various agreements on licensing and permitting to professors at the University of Zaragoza. Resolution of the Governing Board of 9 July 1991 (Normative of the University of Zaragoza 1996, § 153)
- Resolution on sabbatical leave for permanent teachers with full-time dedication, in order to expand or improve their knowledge in national centres or foreigners. Resolution of the Governing Board of 9 July 1991 (Normative of the University of Zaragoza 1996, § 160)

Final provision

These regulations shall enter into force the day after their publication in the Official Gazette of the University of Zaragoza.