

APPROVED
by the Council of the Tallinn Health Care College
Decision No 2.1 of 12 April 2016

Conditions and Procedure for the Application of a Sabbatical Semester for the Teaching Staff of Tallinn Health Care College

The present procedure is established pursuant to § 14 Clause 22, § 28 Section 2 and § 11 Section 4 of the [Statutes of Tallinn Health Care College](#).

1. The members of the ordinary teaching staff of Tallinn Health Care College (*hereinafter the College*) are entitled to apply for one sabbatical semester in five years in order to enhance their professional skills or for other creative activities pursuant to the conditions and procedure established by *the College's* Council
2. An ordinary member of the teaching staff of *the College* who is appointed to an administrative position (manager of a structural unit, Vice Rector, Rector etc.) is entitled to use a sabbatical semester for restoring their professional qualifications pursuant to the conditions and procedure established by the Council of *the College*, during the year after the end of the term of appointment.
3. An ordinary member of staff is entitled to apply for a sabbatical semester if:
 - 3.1. they hold an ordinary position as a Docent, Researcher, Lecturer or Assistant;
 - 3.2. they have at least a 0.75 work load during the time of the application;
 - 3.3. they have been working at *the College* for at least three academic years;
 - 3.4. the sabbatical semester is used for creative activities (Doctoral thesis, scientific articles, applied research, writing a book etc.), apprenticeship and additional training both nationally and internationally.
4. In order to apply for a sabbatical semester (20 weeks) for the following semester, the ordinary member of teaching staff will submit a reasoned request addressed to the Rector of *the College* by May 1, the latest (for the Autumn Semester) and December 1, the latest (for the Spring Semester).
5. The approval or disapproval of applications submitted for a sabbatical semester is decided by a committee formed by the Rector.
6. The committee will inform the applicant of their decision in writing, no later than 1 month after the date of submission.
7. The sabbatical semester is formalised with an agreement between the member of the teaching staff and *the College* after receiving a decision from the committee.
8. An ordinary member of teaching staff who is appointed to an administrative position for a specified term is eligible to use a sabbatical semester, if:
 - 8.1. they have been appointed to an administrative position where they have been working for the last 5 years;
 - 8.2. they have been appointed to a position of an ordinary member of teaching staff (Docent, Researcher, Lecturer or Assistant) without a term or their right for the restoration of their qualification derives from a legal act;
 - 8.3. they have had full-time (1.0) work load at *the College* for the last 5 years;
 - 8.4. the sabbatical semester is used for restoring qualifications in order to carry out the duties of a lecturer.
9. In order to use the sabbatical semester (20 weeks) after the end of the term of

their employment, the member of the teaching staff must submit an application to the Rector at the last day of their employment the latest.

10. The sabbatical semester is formalised with an agreement between the member of the teaching staff and *the College*.
11. In exceptional cases, the sabbatical semester can also be applied for in parts (with one part being no shorter than two months).
12. The approval/disapproval of reasoned requests (including cases differing from the present procedure) are decided by the committee formed by the Rector.
13. During the sabbatical semester, the member of the teaching staff will receive remuneration pursuant to their employment contract. If their employment has been terminated, they will receive the average remuneration for the previous three months.
14. By the end of the sabbatical semester, the member of the teaching staff will submit a creative activity or apprenticeship report pursuant to the agreement between them and *the College*, accessible to all member of the Council of *the College*.