

Sabbatical

for employees in management, staff and support roles
and permanent scientific employees
at ETH Zurich

Information sheet

ETH Zurich enables employees to take a sabbatical at another national or international institution, thus contributing significantly toward ensuring employability.

Definition/eligible persons

- A sabbatical is intended to aid professional and personal development and benefit continued employment at ETH Zurich and the ETH subject area.
- The employee is released from their usual activities as per their job description during the sabbatical.
- Exclusively language school courses do not count as sabbaticals.
- Eligible individuals are employees in management, staff and support roles, and permanent scientific employees.

Requirements

- Permanent employment contract
- At least seven years at ETH
- Independent of function level and level of employment
- Excellent qualifications and performance
- Relevance to the professional environment at ETH Zurich and for professional development
- Stay at another national or international university, industrial company or service company, Swissnex, etc.
- Support from supervisor; no general entitlement.

Framework conditions

- Duration: at least two months to a maximum of six months; continuous
- Expense limit: maximum of CHF 10,000
The following costs can be accounted for through expense receipts:
 - Outward and return journey
 - Accommodation
- No overtime can be claimed

Legal aspects

- The basis is the sabbatical regulations for employees in management, staff and support roles, and permanent scientific employees (RSETHZ 610, developing version 2019).
- Employment at ETH Zurich continues uninterrupted during the sabbatical according to the currently valid contract, with all rights and obligations unchanged.

Compensation from the host country

Any financial compensation or business expenses from the local institution or host country are not permitted for tax reasons.

Work permit

The employee must ensure that the local institution requests and acquires the necessary stay and work permits.

Process

Request

Following an agreement with the supervisor, a written request must be submitted through the official channels to the head of department or the responsible Executive Board member in the central areas.

The "Sabbatical request" form is provided as an aid.

www.hr.ethz.ch/downloads →

Decision

The head of department or the responsible Executive Board member will make the final decision on granting of the sabbatical.

Cost reimbursement

- After their return from the sabbatical, the employee must submit a one-time ETHIS expense report with the corresponding documents to be balanced by the PSP element 1-001973-001 (belonging to the cost centre 18077).
- Permanent scientific employees must clarify reimbursement of costs with their supervisor.
- Payments with company credit cards are not permitted.

Knowledge transfer/reflection

- The employee must prepare a detailed report on the knowledge acquired within 30 days of their return from the sabbatical and submit this to the heads of professorships and department heads or heads of administrative departments and the responsible Executive Board member.
- The employee will convey the knowledge acquired within their own specialist group.

Time recording

The sabbatical stay (according to agreement) must be recorded in ETHIS as absence type «Education / Training» .

Insurance protection

Accident

SUVA is responsible for any hospital and medical costs (worldwide, general department).

Illness

Must be insured via private health insurance.

Verification of international coverage with your private health insurance is advisable.

Continued pay

Personnel Ordinance of the ETH Domain applies in the event of accident or illness