

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 § 36 Section 1 of Higher Education Act (RT I, 19.03.2019 , 12) and Statutes of Tallinn Health Care College (RT I, 07.01.2015, 5) § 14 Clause 22, § 28 Section 2, § 11 Section 4.

1. The member of the ordinary teaching staff of Tallinn Health Care College is 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.) for a fixed period, is entitled to use a sabbatical semester, free of all duties (20 weeks) 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:
 31. they hold an ordinary position among the teaching staff;
 32. they have at least 0.75 work load at the College during the time of the application;
 33. they have been working at the College for at least three academic years;
 34. the sabbatical semester is applied for creative activities (PhD thesis, research papers, applied research, writing a book etc.), apprenticeship and/or additional training both nationally or 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 suggestion for approval or disapproval of application submitted for a sabbatical semester is decided by a committee formed by the Rector.
6. Rector will inform the applicant of the decision in writing, no later than 1 month after the date of submission.
7. An ordinary member of the teaching staff who is appointed to an administrative position for a fixed period, is eligible to use a sabbatical semester if:
 71. they have been appointed to an administrative position where they have been working for the last 5 years;
 72. they have been appointed to a position of an ordinary member of teaching staff (professor, researcher, senior lecturer) without a term or their right for the restoration of their qualification results from a legal act;
 73. they have had at least 1.0 work load at the College for the last 5 years;
 74. the sabbatical semester is used for restoring qualifications in order to carry out the duties of a lecturer.
8. In order to use the sabbatical semester (20 weeks) after the end of the term of their employment for a fixed period, the ordinary member of teaching staff must submit an application to the Rector at the last day of their employment the latest.
9. The sabbatical semester is formalised with an agreement between the member of the teaching staff and the College.
10. In exceptional cases, the sabbatical semester can also be applied for in parts, with one part being no shorter than one calendar month.
11. Salary pursuant to their employment contract will be maintained within the sabbatical

semester.

12. By the end of the sabbatical semester, the member of the teaching staff will submit a report of restoring their qualification, creative activity or apprenticeship pursuant to the agreement between them and the College, accessible to all members of the Council of the College. The report will be submitted in the document management system.