

The Direction of the Ecole Polytechnique Fédérale de Lausanne,
based on article 23 of the *Ordonnance sur le corps professoral* of 18 September 2003,
hereby adopts the following:

Article 1 Subject

These Directives stipulate the procedure to be followed by full, associate and tenure track assistant professors in order to obtain research leave.

Article 2 Objective

¹ Research leave enables professors to complete, or acquire, any professional skills necessary in their teaching and research domain.

² Research leave may also, in certain circumstances, be granted to professors who have been assigned new teaching and research domains.

Article 3 Conditions

¹ Research leave may be granted by the President, as a rule after 7 years of activity or 7 years following the end of the previous research leave. Research leave must be completed by the professor's 61st birthday.

² In principle, research leave is carried out in one or several universities of applied sciences, institutes, universities or industry.

³ The decision to grant research leave depends particularly on the professor's performance and the possibility of finding a suitable replacement.

⁴ During research leave, professors receive 100% of their salary for the first 6 months of absence, then 50% of their salary for the following months.

Article 4 Application for research leave

The application for research leave is submitted in writing to the President, at least 6 months prior to the anticipated starting date of the leave; it must include the following documents:

1. the preliminary opinions of the School Dean and Section Directors concerned;
2. the professor's proposal concerning his replacement for courses, examinations and PhD candidate supervision;
3. the professor's proposal concerning his replacement in the institute or unit he/she directs;
4. programme of activities for the research leave including its objectives;
5. a statement of third-party funding plus 12-month projection.

Article 5 Reimbursement of expenses

¹ Only travel expenses connected with professional activities carried out during the leave on behalf of EPFL can be reimbursed in accordance with [LEX 5.6.1 - Directive concerning professional travel and the reimbursement of expenses](#).

² No compensation will be provided for other expenses.

Article 6 Pension fund

Pension fund contributions are deducted in their entirety throughout the research leave period¹.

Article 7 Reporting

¹ Research leave does not constitute a suspension of the employment contract. Professors remain subject to EPFL rules and regulations, governing in particular intellectual property and publications.

² The President may request a report regarding research results, publications and patents filed during the research leave.

Article 8 Entry into force

This Directive enters into force on 1st March 2007. Version 2.2, status as at 1st January 2017.

On behalf of the EPFL Direction:

Acting President:
Philippe Gillet

General Counsel:
Susan Killias

¹ Article 32 of the [Ordonnance sur le corps professoral du 18 septembre 2003](#).