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# Sabbatical

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## Organisation

§ 76 paragraph 1 and 2 of **Act no. 111/1998 Sb.**, Act On Higher Education Institutions and Amending and Supplementing Other Acts states the following:

- "Upon request, academic staff of a higher education institution shall be granted creative leave for a period of six months once every seven years, unless serious circumstances concerning the fulfilment of the educational tasks of the higher education institution prevent it"
- "During creative leave, academic staff shall be entitled to their salary"

Sabbatical at FHS UK is regulated by **Dean's Directive No. 5/2021**, Conditions for granting and taking creative leave at the Faculty of Humanities of Charles University, which adds the following to Act no. 111/1998 Sb. in Article 2, paragraphs 5, 7 and 8:

- "The granting of creative leave is conditional on the provision of teaching or administrative activities, if the staff member has been entrusted with such activities, in the department of the faculty to which the academic staff member is assigned"
- "The staff member is obliged to ensure that the pedagogical tasks from the previous period and the tasks due during the creative leave (e.g. resulting from participation in grant competitions, etc.) are fulfilled"
- "A period of creative leave does not affect a faculty member's obligation to take sabbatical leave"

## Procedure for Sabbatical

### Application Submission:

- an academic staff submits an application on the prescribed form to the Dean of the faculty via Research Administration Office
- the application includes an overview of the outputs of creative activities that the applicant undertakes to implement during the sabbatical
- the overview contains the expected stage of development at the end of the sabbatical and indicates the proportion of publications that will be dedicated to the faculty

### Application Processing:

- an application is commented by the **Vice-Dean for Science and Research, Head of the Department of the applicant** and the **Bursar of the faculty**
- the Vice-Dean for Science and Research comments to an overview of the applicant's outputs and assesses their relevance, among other things, with regard to the scientific profile of the department
- the Head of the Department comments the applicant's current teaching commitments, i.e. whether and how he/she can be replaced during the period of sabbatical taking into account the situation of the Department
- the Bursar of the Faculty comments on the financial aspect of providing sabbatical
- Based on the opinion of these three persons, the Dean of the Faculty decides on granting sabbatical

Sabbatical is granted for a period of:

- **from 1 February to 31 July** of the year in question, the application shall be submitted on the prescribed form no later than **1 December** of the preceding calendar year
- **from 1 August to 31 January** of the year in question, the application shall be submitted on the prescribed form no later than **1 June** of that calendar year.
- no later than **thirty days after the end of the sabbatical**, the applicant shall submit a report on the results of their work during the sabbatical, including a statement from the Head of the Department

## Important Documents and Faculty Contacts

**Form:** Žádost o poskytnutí tvůrčího volna (in Czech)

Act no. 111/1998 Sb., Act On Higher Education Institutions and Amending and Supplementing Other Acts

Dean's Directive No. 5/2021, Conditions for granting and taking creative leave at the Faculty of Humanities of Charles University

Please send the completed form to the Research Administration Office: [veda@fhs.cuni.cz](mailto:veda@fhs.cuni.cz) . If you have any additional questions or comments, please do not hesitate to contact us at [martin.misur@fhs.cuni.cz](mailto:martin.misur@fhs.cuni.cz) .