

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 Vice President for Academic Affairs, as a rule after 7 years of activity or 7 years following the end of the previous research leave. Research leave must end no later than 4 years before the legal or agreed retirement age.

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 Vice President for Academic Affairs, 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 she or he 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 Vice President for Academic Affairs may request a report regarding research results, publications and patents filed during the research leave.

Article 8 Entry into force

This Directive entered into force on 1st March 2007 and was revised on 15th March 2021 (version 2.3) and on 15th May 2023 (version 2.4)

On behalf of the EPFL Direction:

President:
Martin Vetterli

Director of Legal Affairs:
Françoise Chardonens

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