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 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 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 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 period\(^1\).

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 1\(^{st}\) March 2007 and was revised on 15\(^{th}\) March 2021 (version 2.3).

On behalf of the EPFL Direction:

President:  
Martin Vetterli

Director of Legal Affairs:  
Françoise Chardonnens

\(^1\) Article 32 of the Ordonnance sur le corps professoral du 18 septembre 2003. 