

*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 professors and associate professors in order to obtain faculty research leave. Status as an assistant professor or tenure track assistant professor does not establish a right to faculty research leave.

## **Article 2      Objective**

<sup>1</sup> Faculty research leave enables professors to complete, or acquire, any professional skills necessary for their teaching and/or research domain.

<sup>2</sup> Faculty research leave may also, in certain circumstances, be granted to professors who have been assigned new teaching and research domains.

## **Article 3      Conditions**

<sup>1</sup> The Vice President for Academic Affairs may grant one semester or one year of faculty research leave to a professor per seven-year period beginning with the date the professor takes up her or his position as a professor at EPFL. As a general rule, faculty research leave may be taken after six (6) years of activity as a professor at EPFL or six (6) years after the previous faculty research leave and normally occurs over one or two academic semesters. Faculty research leave must end no later than 4 years before the legal or agreed retirement age.

<sup>2</sup> Faculty research leave is carried out in one or several universities of applied sciences, institutes, universities or industry.

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

<sup>4</sup> During faculty 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 faculty research leave**

The application for faculty research leave is submitted in writing to the "Faculty Affairs" unit of the Vice Presidency for Academic Affairs at least six (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<sup>1</sup> and Section Directors concerned;
2. the professor's proposal concerning his or her replacement for courses, examinations and PhD candidate supervision;
3. the professor's proposal concerning his or her replacement in the institute or unit she or he directs;
4. programme of activities to be conducted during the faculty research leave, including its objectives;
5. a statement of the unit's budgetary and third-party funding plus a 12-month (twelve-month) projection.

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<sup>1</sup> The term Dean refers to both School Deans and Directors of Colleges.

## **Article 5 Reimbursement of expenses**

The rules concerning the reimbursement of expenses incurred in the course of faculty research leave are as follows:

1. No external earmarked funding. Only the round-trip (EPFL – place of faculty research leave) travel expenses of the person on leave (plane and train) are reimbursed.
2. Earmarked funding (e.g. FNS Scientific Exchanges). The following expenses are considered professional expenses and are reimbursed: round-trip (EPFL – place of faculty research leave) travel expenses (plane and train), lodging expenses limited to the person on faculty research leave. All other expenses covered by the funding source (e.g. children's travel expenses and associated childcare costs, travel expenses of the professor's spouse, etc.) are considered personal expenses and are reimbursed together with the professor's salary on the basis of supporting documents and subject to the applicable legal restrictions.
3. Other business travel (e.g. conference-related) from the place of research leave is reimbursed according to the principles defined in LEX 5.6.1.

## **Article 6 Obligation to contribute to Swiss social security**

The person on faculty research leave remains obligated to contribute to Swiss social security. Social security charges (AVS/AI, unemployment insurance, accident insurance, pension fund, etc.) remain unchanged and continue to be withheld from the professor's compensation during faculty research leave. However, they are adjusted proportionally in the event of reduction of compensation from 100% to 50%.

## **Article 7 Reporting**

<sup>1</sup> Faculty research leave does not constitute a suspension of the employment contract. Professors remain subject to EPFL rules and regulations, governing in particular intellectual property, publications and ancillary activities.

<sup>2</sup> The Vice President for Academic Affairs may request a report on activities regarding the period of faculty research leave.

## **Article 8 Entry into force**

This Directive entered into force on 1<sup>st</sup> March 2007 and was revised on 15<sup>th</sup> March 2021 (version 2.3), on 15<sup>th</sup> May 2023 (version 2.4), on 15<sup>th</sup> May 2024 (version 2.5) and on 1<sup>st</sup> August 2024 (version 2.6).

On behalf of the EPFL Direction:

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President

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