



Submission date:

## LEAVE REQUEST

I Please tick the type of leave you are applying for:

<b>PAID LEAVE</b> <input type="checkbox"/>	<b>UNPAID LEAVE</b> <input type="checkbox"/>
<b>ERASMUS EXCHANGE</b> <input type="checkbox"/>	

II This part is filled in by the employee

<b>Name and surname</b>	
<b>Faculty/administrative unit</b>	
<b>Work position</b>	
<b>Period of absence (working days)</b>	
<b>Period of absence</b>	
<b>Reason for absence</b>	

III This part is filled in by the immediate superior

<b>Date and signature of the dean/ immediate superior</b>	Date:
	Signature:
<b>Date and signature of the employee</b>	Date:
	Signature:

IV This part is filled in by the HR office

<b>Date of submission to the HR office</b>	
<b>Protocol number</b>	

V This part is filled in by the Rector

<b>Date of the Rector's approval</b>	
<b>Approved by the Rector (signature)</b>	



### ERASMUS EXCHANGE

Academic and administrative staff can participate in exchange programs (with or without an inter-institutional agreement) in the duration defined in each case separately based on the decision made by the Rector with prior consent given by the Dean and the Secretary General respectively, taking into consideration his/her academic/administrative responsibilities. Academic staff can participate in up to one exchange mobility program per semester or two exchange programs within one academic year.

While on exchange, IUS staff have the status of „employee on professional development program“, and have right to the salary payment and benefit for transportation, except when participating in the exchange programs for the second time within one academic year.

Unless otherwise directed by the Rector, IUS staff participating in the exchange program for the second time within one academic year must use either annual leave days or unpaid leave for the time spent on the exchange program.

After the employee is given approval and finished all the necessary procedure with the IR Office, he/ she is to file a request at least 7 days before to HR office on the Form F 121, with the necessary approval given by the dean.

Upon an approval of the paid leave by the Rector (by signing it), the employee may begin using the paid leave.

The employee is entitled to this absence in terms of this instruction exclusively after the approval from the Rector.

### PAID LEAVE

Employees are entitled to have paid leave along with their salary for up to seven days in one calendar year when:

- a) an employee gets married,
- b) the wife of an employee gives birth to a child,
- c) there is a case of a terminal illness or death in an employee's family or household (as stated or defined by the law),
- d) an employee moves house,
- e) there are natural disasters putting the life or property of the employee at risk,
- f) if other similar cases occur, which will be individually decided upon by the Rector.

An employee is entitled to paid leave during his / her education or professional development as stated in Article 12 of this Rule book as well as any education for the purposes of syndicate work, and for the payment which is to be decided by the Board of Trustees.

An employee who donates blood on a voluntary basis is entitled to at least one paid day off after each blood donation.

In the period of one year, an employee is entitled to four days off to fulfill his / her religious needs, the two of which are regarded as paid leave and the other two are regarded as unpaid leave.

When applying for paid leave, the employee will fill out form F121 and take it to his/her superior (dean, office manager or secretary general) to be approved and signed.

The signed form is taken to HR office by the employee afterwards seven days before the day of starting the requested leave, except in justified cases (such as the death of a close family member, the birth of a child).

Upon an approval of the paid leave by the Rector (by signing it), the employee may begin using the paid leave.

The employee is entitled to this absence in terms of this instruction exclusively after the approval from the Rector.

### UNPAID LEAVE

When applying for unpaid leave, the employee will fill out form F121 and take it to his superior (dean, office manager or secretary general) to be approved and signed.

At an employee's request, he / she can be granted unpaid leave by the University, during which all the rights and duties defined and stated by the labor contract are frozen, unless stipulated otherwise by the law.

Unpaid leave defined by paragraph 1 of this article can be awarded as follows:

- a) for any public service,
- b) when an employee needs to care for a family member,
- c) for medical treatments or therapies, and
- d) in other cases which are decided upon on an individual basis.

All decisions on unpaid leave mentioned in paragraph 2 of this article are to be made by the Rector taking into consideration the fact that the employee's absence will not interfere with work processes.

If the Employee is taking unpaid leave for the duration of more than one semester, he/ she must clear his/her workstation from his/her personal belongings.

If the employee doesn't proceed accordingly, the employer will not be responsible for the personal belongings of the employee.

The employee is entitled to this absence in terms of this instruction exclusively after the approval from the Rector.