

Dean's Directive No. 3/2022:

Conditions for granting and taking creative leave at the FFA BUT

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Issued by:	Dean of FFA BUT
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Attachments/ Annexes:	1 (Request for creative leave)
Divider:	all Faculty Units

Article 1

Subject of amendment

- (1) This Directive regulates the conditions for granting and taking creative leave by the academic staff of the Faculty of Fine Arts of the BUT (hereinafter referred to as the Faculty or FFA BUT).
- (2) On granting creative leave pursuant to Paragraph 76 of Act No. 111/1998 Coll., on Universities and Amendments and Supplements to other acts (Higher Education Act), the Dean decides within the scope of his/her competence after the Rector has expressed his/her opinion.

Article 2

Prerequisites for granting creative leave

- (1) On the basis of a written request, an academic staff member may be granted creative leave provided that his/her activities during the period of creative leave will benefit the Faculty and the Brno University of Technology.

- (2) When assessing an academic staff member's request for creative leave, the Dean shall take into account whether the granting of creative leave is prevented by serious circumstances related to the performance of educational tasks or the operation of the department (studio, cabinet, chair) or the Faculty.
- (3) During the period of creative leave, the academic staff member performs work in accordance with his/her employment contract and his/her specific job description, with the exception of teaching activities, from which he/she is exempt for the period of creative leave, unless the decision to grant the creative leave provides otherwise.
- (4) For employment law and social security purposes, the period of creative leave is treated as a period of work and the worker is entitled to wages. The wage conditions of an academic staff member during the period of creative leave are regulated by the Wage Rules of the Brno University of Technology.

Article 3

Conditions for granting creative leave

- (1) In accordance with Higher Education Act, a Faculty academic staff member may be granted a creative leave of six months once every seven years unless serious circumstances related to the fulfilment of the Faculty's educational tasks or other serious circumstances arising from the employment relationship prevent it.
- (2) The applicant may be granted the creative leave provided that his/her employment relationship with the Brno University of Technology in the job classification of academic employee lasted for a total of at least four years on the date of taking creative leave.
- (3) Creative leave can only be granted as a whole and for a maximum of six months.
- (4) The granting of creative leave is conditional on the provision of educational and scientific research tasks of the Faculty Unit to which the academic staff member is assigned to, where the creative leave of the academic staff member must not jeopardize the fulfilment of grant or subsidy conditions, in particular. These facts shall be certified by the approval of the head of the relevant Faculty Unit.
- (5) Creative leave is usually granted for a period:
 - a) from 1 February to 31 July - the application shall be submitted on the prescribed form no later than 1 December of the preceding calendar year;
 - b) or from 1 August to 31 January - the application shall be submitted on the prescribed form no later than 1 June of the calendar year in question.
- (6) The staff member is obliged to ensure that the pedagogical tasks from the previous period and the time-bound tasks during the creative leave (e.g. resulting from participation in grant competitions, etc.) are fulfilled.

Article 4

Procedure for submitting and processing a request for creative leave

- (1) An academic staff member submits a request for creative leave on a prescribed form to the Dean of the Faculty via the Dean's Secretariat.

- (2) The application for creative leave includes a list of creative outputs that the academic staff member undertakes to produce during the creative leave, indicating the types of outputs involved, at what stage of development they will be at the end of the sabbatical and what proportion will be dedicated to the Faculty.
- (3) In addition to the Dean and the Rector, the applicant's direct supervisor (Head of the relevant Faculty Unit) and the Chief Financial Officer shall comment on the request for creative leave, taking into account the following:
 - a) The Head of the Unit (or the Dean in the case of a request for creative leave for the Head of the Unit) comments in particular on the current teaching commitments of the academic staff member; whether and how it will be possible to replace him/her during the period of creative leave; whether it is possible to grant creative leave to the academic staff member considering the current situation of the department; and also assesses the relevance of the planned outputs of creative activity, e.g. whether they are relevant to the focus of the workplace and whether they are outputs which scope and/or quality is an appropriate assessment of the creative leave granted.
 - b) The Chief Financial Officer comments on the financial aspect of providing creative leave.
- (4) The granting of creative leave is decided by the Dean of the Faculty on the basis of the opinion of the Head of the applicant's workplace and the Chief Financial Officer of the Faculty, after the opinion of the Rector of the University.

Article 5

Course of creative leave

- (1) An academic staff member taking creative leave is obliged to perform the work tasks specified in the resolution to grant creative leave.
- (2) An academic staff member who has been granted creative leave is entitled to use the Faculty's working facilities, but is not obliged to attend his/her workplace and schedules his/her own work within fixed weekly working dates on the basis of the tasks specified in the resolution to grant creative leave.
- (3) An academic staff member who has been granted creative leave may carry out teaching activities only to a scale proposed by him/her in his/her application and specified in creative leave.
- (4) The performance of other activities, especially of an administrative nature, shall be agreed between the Head of the Faculty Unit and the academic staff member who has been granted creative leave, so that the operation of the Faculty Unit is not disrupted and the purpose of the creative leave is maintained.
- (5) During a sabbatical leave, an academic staff member may only be sent on a sabbatical-related business trip at the request of the academic staff member. Such secondment shall only be possible if the costs of such a business trip can be covered by the budgetary funds for the relevant Faculty Unit or non-Faculty sources.
- (6) Early termination of the sabbatical leave is only possible at the request of the academic staff member, and a shorter sabbatical leave may be specified in the application for sabbatical leave itself. In such a case, the entitlement to the remaining part of the sabbatical leave shall cease.
- (7) The interruption of sabbatical leave at the request of an academic staff member is possible in exceptional justified cases where circumstances prevent the achievement of the purpose of the sabbatical leave (in particular due to

prolonged obstacles to work on the part of the employee). In such a case, the Dean will decide on a date for granting the remaining part of the sabbatical leave.

- (8) Interruption of creative leave by the Faculty is possible either with or without the consent of the academic staff member in exceptional justified cases related to the fulfilment of the educational tasks of the Faculty. In such a case, the Dean will decide on a date for granting the remaining part of the creative sabbatical.

Article 6

Evaluation of creative leave

- (1) The academic staff member is obliged to submit a final report to the Dean of the Faculty via the Dean's Secretariat within 30 days of the end of the sabbatical leave, where he/she evaluates his/her activities during the creative leave, the completion of the work tasks specified the resolution to grant the creative leave to which the final output or its documentation is attached. Failure to submit the final report may be considered as a serious breach of employment obligations.
- (2) The request for sabbatical leave and the report of the results of the sabbatical leave shall be placed in the staff member's personal file.

Article 7

Final Provisions

- (1) The form of Request for creative leave is annexed to this Directive.
- (2) This internal standard shall come into force on 1 May 2022.

In Brno, 1 May 2022

Associate professor MgA.
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Dean of FFA BUT

Attachment/ annex: Application for creative leave (PDF form).