

## PROCEDURES ON TYPES AND MEANS OF USING LEAVES FOR *ACADEMIC STAFF* AT THE INTERNATIONAL UNIVERSITY OF SARAJEVO

### INTRODUCTION

This guidance document provides clarification for members of the academic staff at the International University of Sarajevo (IUS) on the university's expectations regarding the sundry leaves delineated herein. For the purpose of this document, in all cases the place of work named in an employee's contract is the International University of Sarajevo. Therefore, the obligation is placed on employees to maintain substantial presence at their contractual place of work. Even when an academic staff is not physically present on campus, consistent with an implied agreement with his or her program head, whether Dean or Manager, as may be the case, there is a general expectation that the academic staff should be readily available for work during periods he or she is contracted to be at work. So as not to create additional work or unnecessary burden for colleagues on site, the academic staff should be reachable during the normal working day. This is not to make light of those emergency instances—such as annual leave, absence due to ill-health, and the like—when, consistent with the law and university policies, an academic staff becomes unavoidably absent from the university campus.

### **Benefits of attendance**

IUS is committed to fostering a positive learning, research, and general working environment for academic staff and students. To be sure, the physical presence of staff on campus is not the only way of achieving this positive atmosphere. Instead, non-physical avenues, such as phone conference, emails, and social media like Skype communications can also promote enriching educational environment. However, unwarranted absence of academic personnel from campus makes it harder for students to access support, advice, and guidance when they need them, while denying colleagues, more so new or early-career staff, an invaluable opportunity to exchange ideas and gain experience.

### **FLEXIBLE WORKING HOURS**

1. An IUS academic staff must spend at least **140 hours of work per month** on IUS campus. To facilitate this process, the university has introduced **flexible working hours that will run from 7 a.m. until 10 p.m.** The idea is to afford IUS academic staff the flexible timeframe they need to conduct their teaching responsibilities, keep their office hours, and attend to other duties assigned to them. Under the new setup, academic staff would (a) still maintain obligatory presence during substantial daily teaching and office hours, (b) have broader possibility, not available under current practice, of counting working hours when teaching after 5 p.m., and (c) be afforded the opportunity for heightened self-organization in going about their research, mentoring, and class preparation activities. Additional assignments will still be kept as obligatory presence (upon the time mandated by the Rector or Dean).
2. Deans will keep track of the working hours by examining the gate records on a monthly basis.
3. These working hours records are to be revised on a monthly basis by the Dean and upon the Dean's warning, the HR Office.
4. By signing the time sheet (ših tarica), at the end of each month, each academic staff vouches for the veracity of the information contained in the time sheet for which that staff is held personally responsible in the case of any inaccuracy.
5. **To respect the integrity of his or her agreement with students, an academic staff may not unilaterally change the time of the classes, nor office hours, whether verbally or in writing.**
6. An academic staff may not make up or work the 140 hours during the weekend. As a corollary, in calculating the weekly hours, only figures for work performed during week days and non-holidays will be used for the calculation.

7. **The 140 hours minimum of on-campus work is created with the aim of providing the academic staff with the freedom to organize their work day accordingly. This means that the academic staff may not be absent from the on-campus work station for the duration of a complete working day, under any circumstances. In the event of an absence from campus in the duration of one working day, the other types of leaves, stated below, are to be used.**
8. In the light of the rules stipulated in this section relating to flexible working hours, academic personnel no longer need to complete any slip records to memorialize their absences. Nevertheless, each academic staff must still inform his or her respective program coordinators of any absence from work that does not fall under the definitions provided in the text below. Other leaves, where appropriate, can be used under among the categories delineated in this document.

#### **EXCUSED ABSENCE APPROVED BY THE DEAN**

1. An employee can use **one day** of absence with no need for a valid doctor's report (doznake) for **no more than once a month, or no more than eleven days a year.**
2. An employee using this type of absence from work must inform his or her Dean of the situation and **receive a written approval** by mail from the Dean on the day the employee will not be at work. The Dean in question must be informed about the absence before the start of working hours and must extend the approval for the absence as soon as possible and before the end of working hours.
3. Upon return to work, the employee must fill out a form on the stated absence, signed by the Dean, to memorialize the approved absence.
4. The decision as to whether to approve a leave is one left to the discretion of the Dean who must make that decision timely and give or withhold his or her consent as soon as possible. Where the Dean fails to approve an absence, the employee may bring a valid doctor's report for the date he or she was absent from work, or may count it as one day of annual leave.
5. Because this type of absence is treated as a paid leave, food allowance will be deducted for this day by the Finance office.
6. Records of these kinds of absences are held by faculty secretaries who must submit a final report in the form of a excel table as well as in hard copies to HR Office by the end of the current month.
7. If the day of this leave coincides with the schedule of any exam or lesson, the academic staff must timely adjust the dates of the exam/lesson and immediately notify his or her Dean and affected students of that change.

#### **PAID, UNPAID, AND RELIGIOUS LEAVES APPROVED BY THE RECTOR**

These leaves are stipulated by the law and Rulebook on Labor Relations of the International University of Sarajevo

##### **Paid Leave**

An employee is entitled to paid leave along with salary for up to **seven working days in one calendar year** when any of the following life events take place:

- (a) the employee gets married,
- (b) the employee's spouse gives birth to a child,
- (c) contraction of a terminal illness or death in the employee's family or household (as stated or defined by law),
- (d) the employee moves house,
- (e) occurrence of a natural disaster that puts the life or property of the employee at risk,
- (f) any other emergency, subject to the discretion and sound judgment of the Rector.

An employee is entitled to paid leave during the employee's education or professional development as stated in Article 12 of this Rule Book, as well as for education for 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.

An employee is entitled to paid leave **in other cases** and times defined and regulated by the rules and regulations of the Canton or the company level agreement.

### **Unpaid Leave**

1. When applying for unpaid leave, an academic staff must fill out Form F121 and take it to his/her Dean for approval and signature.
2. At the instance of an academic staff, indicated through a proper request, IUS will grant an unpaid leave, during which all the rights and duties defined and stated by the labor contract are frozen, unless stipulated otherwise by the law.
3. Unpaid leave defined by paragraph 1 of this article can be awarded under any of the following circumstances or events:
  - (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 scenarios, case by case.
4. All decisions on unpaid leave mentioned in paragraph 2 of this article are to be made by the Rector taking into consideration various factors, including that the employee's absence will not interfere with work processes.
5. If an academic staff is taking unpaid leave for the duration of more than one semester, the university reserves the right to request the employee to clear his/her work station free of any personal belongings, failing which the university will not be responsible for those personal effects, should they become lost.
6. Under the foregoing rules, the absence of an academic staff becomes authorized only after the Rector approves.

### **Religious Holiday Leave**

In the period of one year, an academic staff is **entitled to four days off to fulfill his or her religious obligations, two of which are paid leave and the other two unpaid.**

For practical and economic reasons involved in planning and creating curricula and syllabi for the period of religious holidays, and bearing in mind that both students and academicians are of multicultural and international backgrounds, all the four days mentioned in paragraph 1 of this article can be given as paid leave if the Rector consents.

### **Procedure**

1. When applying for paid leave, an academic staff must fill out Form F121 and take it to his or her Dean for approval and signature.
2. The academic staff applying for paid leave must submit the signed form to HR Office at least **seven days before** starting the requested leave, except in situations of exceptional emergencies, such as the death of a close family member, or the birth of a child.
3. Upon approval and signature of the paid leave request by the Rector, an academic staff may proceed on paid leave.
4. Consistent with the foregoing rules, the absence of an academic staff becomes authorized only after the Rector approves.

## ANNUAL LEAVE

The rules for annual leave conform with the current Law on Labor of FBiH and the Rulebook on Labor of the International University of Sarajevo. The logic behind these rules is to succinctly delineate in one compact space all necessary information related to the exercise of this benefit.

1. In every calendar year, an academic staff has the right to annual leave up to the limit of the number of days specified in the employee's employment contract.
2. An academic staff employed for the first time or who has a termination between two employments longer than 15 days acquires the right to annual leave after 6 months of uninterrupted work. This translates into one day of annual leave for every completed month of work.
3. Calculation of annual leave does not include time periods of temporary work incapacity, non-working holidays and other periods of absence included in the employee's pensionable service. In the same vein, working hours are divided into 5 working days, excluding Saturdays and Sundays.
4. Academic personnel may take their entire leave or break up into multiple parts. Where the latter is the case, the academic staff must take at least 12 working days within the current calendar year, and the rest by 30 June of the following year at the latest.
5. To transfer the annual leave into the next calendar year, an academic staff must start to use the annual leave in the current year.
6. An academic staff has the right to use one day of his or her annual leave whenever the employee wants, but must notify his or her employer (i.e., immediate supervisor) at least three days beforehand.
7. Academic personnel are advised to plan their annual leave timely, taking care to ensure that their absence does not disrupt the work process.
8. Academic personnel planning to use their annual leave in a time period longer than one day must submit their annual leave request to HR Office. The request must be signed by their Dean and submitted at least **seven days beforehand**.
9. Academic staff planning to go on annual leave may download the form they must complete from the following link: <https://hr.ius.edu.ba/hr-document-templates>.
10. When filling out his or her annual leave request, an academic staff should take a protocol number by calling 957-107, and next, after his or her Dean approves the request (including by appending his or her signature), bring it to HR Office to complete the procedure.
11. An academic staff shall not take his or her annual leave during the semester. Academicians should take into consideration the fact that the summer period afford the most congenial environment to consummate their leaves because of the environment, relatively free from teaching, examination, and related curricular obligations, that this period affords.
12. In the exceptional case where an academic staff has to take his or her annual leave during the semester, the staff should indicate whether or not lectures and tutorials were scheduled during the period of the leave. In that case, the academic staff should include in their leave request, a written clarification on arrangements for made up of missed assignments.
13. HR office will do their best to process the annual leave request of an academic staff within 48 hours from the time of submission to HR Office and deliver the result to the academic staff's e-mail address.

## CONFERENCES

### Purpose

Conference leaves are undertaken by academic staff members to broaden their own knowledge and improve their teaching, research and, where applicable, clinical skills, while promoting the mission of IUS. These leaves aim to increase teaching staff members' contributions to the university's general growth, including teaching and research programs. The values of these conference leaves are measured by their usefulness to the university's teaching and research, the individual's professional development and their contribution to the wider community. Conference leave may allow staff members to undertake study and research of a kind or to an extent that cannot be pursued during the course of their normal day-to-day employment. Conference leaves are also an opportunity for members of the academic staff to develop and maintain contacts with the wider academic and research community. Conference leave is therefore normally made available to staff members so that they may undertake research and study in association with people in the same field with whom face-to-face contact is not normally possible otherwise and who may help provide access to information, equipment or other developments not normally available. Such contacts give staff members a stocktaking chance to assess themselves, their research and their teaching against the highest international standards while benefitting both the academic staff and the university alike.

### Conditions

1. A member of the academic staff will not undertake an academic conference that coincides with critical periods in the academic calendar during the semester, such as the first and last weeks of classes, registration period and final exam week. An exception to this rule shall be unforeseen or extenuating circumstances, such as engagement in university assignment, subject to the discretion of the Rector.
2. A member of academic staff is limited to two international conferences, one per semester, paid by the university or organizers of the conference.

### Procedure

1. These leaves are intended to be used for employees' personal and professional development.
2. The employee is to apply for these types of leaves within **2 months of the needed conference to the program coordinator and the dean**. Upon pre-approval obtained from the faculty dean, the employee will take the signed request to HR Office for processing as well as for signature and approval by the **Rector at least one month before** the start of the conference.
3. The request will be made on form F121 along with the supporting documentation showing the role of the academic staff on the conference and an invitation letter for that event.
4. Program coordinator will consult the academic calendar on the possibility of approving the absence in relation to the semester schedule and the possibility of an uninterrupted work flow at IUS.

## ERASMUS EXCHANGE PROGRAM

Erasmus Exchange Programs are leaves stipulated by Decision IUS/REC 01-1189/2018 of 30 May 2018. They are work absences a beneficiary, whether an academic or administrative staff, needs to participate in an Erasmus Exchange Program.

### Conditions

Academic and administrative staff can participate in exchange programs (with or without an inter-institutional agreement) for the duration defined in each case separately based on the decision made by the Rector with prior consent given by the Dean, taking into consideration his/her academic 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, an IUS staff has the status of “*employee on professional development program*,” and is entitled to 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, an IUS staff participating in an exchange program for the second time within one academic year must use either his or her days of annual leave or unpaid leave for the time spent on the exchange program.

### Procedure

1. After the employee is given approval and finished all the necessary procedure with the IR Office, the employee must file a request on Form F121, approved by the Dean, that is then submitted to HR Office no less than 7 days before the start of the program.
2. Upon approval and signature of the paid leave request by the Rector, an academic staff may proceed on paid leave. In other words, consistent with the foregoing rules, the absence of an academic staff becomes authorized only after the Rector approves.

### OFFICIAL SICK LEAVES

1. Sick leave is intended for unplanned absences during which an academic staff is unable to perform his or her duties, due to unforeseen illness or injury.
2. When taking this type of leave, the employee must inform his or her superior of the event on the day as soon as possible, by email, preferably before working hours begin.
3. These leaves must be supported by proper and verifiable documentation, such as a valid doctor's report for the period of absence, in original copy, submitted directly to HR Office by the end of the month the sick leave was taken.
4. These leaves can be taken for one or more days, depending on the doctor's opinion of the health condition of the academic staff.

### OFFICIAL BUSINESS LEAVES PER DEAN OR IMMEDIATE SUPERVISOR'S WARRANT

1. Official business leaves are set aside for business purposes as well as for facilitating the conduct of official business on behalf of the International University of Sarajevo.
2. These leaves are performed upon a warrant from the Dean or immediate supervisor during official working hours.



3. Official business leaves are to be memorialized on the form designed specifically for these leaves, attached as an appendix to these rules. A completed request embodies information necessary to process the request, including signature, reason for the leave, date, and periods of absence,
4. Official business leaves are kept by the person in charge of keeping the time sheets, as well as by Faculty Secretaries who are advised to register the leaves in Excel Microsoft table.
5. These forms are to be attached to the time sheets at the end of each month and submitted to the HR Office by Faculty Secretaries.



Datum predaje/ Date of submission:

**SLUŽBENI IZLAZ TOKOM RADNOG VREMENA**  
**OFFICIAL BUSINESS LEAVE PER WARRANT DURING WORK HOURS**

Po nalogu nadređenog:  
Per dean's/immediate  
supervisor's warrant:

\_\_\_\_\_  
Ime i prezime uposlenika/Name and Surname

Za radnika:  
Relating to the employee:

\_\_\_\_\_  
Ime i prezime uposlenika/Name and Surname

Datum izlaza / Date of leave: \_\_\_\_\_

Vrijeme izlaza / Time of leave: \_\_\_\_\_

Razlog odsustva/Reason of Absence:

*Ovaj obrazac se koristi za službene izlaze po nalogu dekana/ nadređenog u svrhu obavljanja službenih dužnosti vezanih za djelovanje Internacionalnog univerziteta u Sarajevu.*

*This form is used for all official leaves per dean's/immediate supervisor's warrant for the purpose of conducting business-related matters inuring to the benefit of the International University of Sarajevo.*