REGULATIONS FOR GRANTING PAID PROFESSIONAL DEVELOPMENT RELEASE TIME

Adopted pursuant to clause 12 (2) 22) of the Statutes of the University of Tartu, adopted by the senate regulation no. 11 of 21 July 2014 and approved by the council resolution no. 18 of 29 July 2014, and on the basis of clause 12 (2) 13) of the Statutes of the University of Tartu.

1. The regulations for granting paid professional development release time (hereinafter ‘these regulations’) stipulate the entitlement of the rector, vice rectors, deans, heads of institutes, directors of colleges and directors of non-faculty institutions (hereinafter ‘official’) of the University of Tartu (hereinafter ‘the university’) upon the expiration of their term in office to a paid release time from work in order to refresh their professional academic competence (hereinafter, ‘paid professional development release time’) and the terms and conditions of using that entitlement.

2. The rector, vice rectors, deans, heads of institutes and directors of colleges are entitled to paid professional release time in relation to holding their respective offices. Heads of non-faculty institutions are entitled to paid professional release time if a prerequisite for holding the office of the head of the institution includes holding a PhD.

3. Officials of the university are entitled to paid professional development release time provided they continue to be employed by the university as members of teaching or research staff. The professional development release time commences immediately after the expiration of their term in office or exceptionally at the beginning of the next semester the latest if this is justified in view of the circumstances.

4. The official applying for paid professional development release time shall submit an action plan which presents how the official intends to refresh their professional qualification. The action plan is submitted for approval to the direct organiser of work of the position that granted the right for professional development leave and of the position of teaching or research staff.

5. The periods of paid professional development release time granted are as follows:

   5.1. for the rector and vice rectors, 12 months, including 56 calendar days of regular paid leave, per one term in office, or 24 months, including 112 calendar days of regular paid leave, per two or more terms in office;
   5.2. for deans, director of college and non-faculty institutions, 6 months, including 28 calendar days of regular paid leave, per one term in office, or 12 months, including 56 days of regular paid leave, per two or more terms in office.
   5.3. for head of institute, 3 months, including 14 calendar days of regular paid leave, for one term in office, or 6 months, including 28 calendar days of regular paid leave, for two or more terms in office.

6. If the actual period in office of an official is shorter than the full term stipulated in the university’s bylaws or if their term in office is terminated before its prescribed term, paid professional development release time is to be granted in proportion to the actual period in office and the period of professional development release time is to be calculated in full months. In calculating the period of professional development release time, if the number of
days exceeding full months is less than 15, they are excluded and if this number of days is more than 15, they are rounded to a full month.

7. If the official has consecutively held several positions which grant the right for professional development release time, the duration of the period given for professional development release time is not summarised and the period granted by the last position is taken into consideration.

8. During the period of paid professional development release time, officials retain the base salary of their position together with any additional remuneration paid for management duties (hereinafter, ‘the salary’), which the officials received whilst in the office which granted the right for professional development release time. The salary is calculated on the basis of the average base salary of the calendar month of the six months preceding the month when the need for calculation arises and on the basis of the average additional remuneration for management duties.

9. The salary is paid from the budget of the structural unit under which is the position which entitled the official to professional development release time.

10. Implementing provisions

10.1. For officials who as of 31 December 2015 perform the duties of head of institute as an additional task and continue to perform the tasks of head of institute in accordance with the implementing provisions of the statutes of the institute starting 1 January 2016 until the election of the head of institute, the duration of the period of professional development release time is calculated starting from 1 January 2016.

10.2. Officials who as of 31 December 2015 perform the duties of director of institution or dean of faculty and continue to perform the tasks of head of institute in accordance with the implementing provisions of the statutes of the institute starting 1 January 2016 until the election of the head of institute are entitled to professional development release time for a period stated in clause 5.2. of these regulations.

10.3. If an official is entitled to professional development release time pursuant to the regulations for granting paid professional development release time, adopted by the senate regulation no. 16 of 7 September 2012, but they have not used this right before these regulations take effect, they shall use this right in accordance with the terms set in these regulations.

11. The regulations for granting paid professional development time adopted by the senate regulation no. 16 of 7 September 2012 are hereby repealed.

12. These regulations take effect on 1 January 2016.