

# Sabbatical request

**Employee details**

Name \_\_\_\_\_ First name \_\_\_\_\_  
Contract number \_\_\_\_\_ (Adm.)Department \_\_\_\_\_  
Role \_\_\_\_\_ at ETH since \_\_\_\_\_  
Supervisor \_\_\_\_\_

**Sabbatical details**

Duration from \_\_\_\_\_ until \_\_\_\_\_  
Institution \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Aim of the sabbatical**

**Activities during this period**

**Practical relevance, benefit to ETH Zurich**

**Estimated costs (in CHF)**

Outward and return journey CHF \_\_\_\_\_  
 Accommodation CHF \_\_\_\_\_  
 ..... CHF \_\_\_\_\_  
**Total CHF \_\_\_\_\_**

**Substitution arrangement****Signatures***Requesting individual*

Name \_\_\_\_\_ First name \_\_\_\_\_  
 Date \_\_\_\_\_ Signature \_\_\_\_\_

*Supervisor*

Name \_\_\_\_\_ First name \_\_\_\_\_  
 Date \_\_\_\_\_ Signature \_\_\_\_\_

*Head of professorship/department*

Name \_\_\_\_\_ First name \_\_\_\_\_  
 Date \_\_\_\_\_ Signature \_\_\_\_\_

**Request approval***Member of Executive Board / head of department*

Name \_\_\_\_\_ First name \_\_\_\_\_  
 Date \_\_\_\_\_ Signature \_\_\_\_\_

**Budget approval** (separate regulations apply to permanent scientific employees)*Head of HR*

Name \_\_\_\_\_ First name \_\_\_\_\_  
 Date \_\_\_\_\_ Signature \_\_\_\_\_

Cc: Employee  
 HR Partner for storage in the e-dossier and follow-up scheduling

ETH Zurich  
 Vice-Presidency for Personnel Development and Leadership  
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