

REGULATIONS ON VILNIUS UNIVERSITY EMPLOYEE WORK PLACEMENTS ABROAD

I. GENERAL PROVISIONS

1. The Regulations on Vilnius University Employee Work Placements Abroad (hereinafter the 'Regulations') govern the rules of departure, work placement, and return of Vilnius University employees who work in their main job position and are going to engage in research and/or pedagogical work or to improve their professional qualifications in foreign research and study institutions.
2. Work placement abroad is a method of developing employee qualification and scientific competency that includes participation in research or experiments in foreign research and study institutions in accordance with international agreements, grants, official invitations, projects, research, study, and training programmes.

II. PROCEDURE FOR SENDING TO WORK PLACEMENTS ABROAD

3. University employees wishing to go abroad for a work placement shall submit the following documents:
 - 3.1. a request addressed to the Rector. The request must include the place of the work placement, the name and address of the inviting institution, the objectives of the work placement, the sources of funding for the work placement expenses and the time limits. The request to go on a work placement abroad must be approved by the heads of the branch and core units confirming the consent to let the employee go on a work placement abroad.
 - 3.2. documents confirming the necessity (availability) of a work placement abroad – contracts with foreign partners, invitations, guarantee letters, or other official documents.
4. Vilnius University employees are sent to a work placement abroad if the costs of the work placement are paid at the expense of the inviting organisation, international support provider, core unit, or the outgoing employee.
5. Employees who are on a work placement abroad may be paid up to 100 per cent of the basic salary (without wage supplements and allowances, except for those paid from the part of the costs foreseen for the implementation of the projects), but not more than 12 months after the start of the work placement.
6. During the entire period of the work placement abroad, employees retain their position (workplace).
7. In the working timesheets, the days spent by the University employees on a work placement abroad shall be marked 'SŽ' (according to Article 143(1)(6) of the Labour Code of the Republic of Lithuania).
8. If employees went on a work placement abroad before Resolution of the Government of the Republic of Lithuania of 16 September 2004 "On the Repeal of Resolution of the Government of the Republic of Lithuania No. 661 of 9 September 1992 "On the Approval of the Regulations on Employee Work Placements Abroad" and Regulations Amending Thereof", the Rector shall have the right to extend their work placement period, but no

longer than 12 months from the date of completion of the previous work placement.

9. The term of office of employees who have gone on a work placement shall not be extended or shortened.

III. WORK PLACEMENT TIME LIMITS

10. The duration of a work placement shall not exceed 12 months, unless international agreements, project conditions, or the support provider rules establish otherwise.
11. Employees must return to work at the University no later than two months before the end of their term of office or fixed-term employment contract and must inform the University's Personnel Directorate thereof. Employees who do not return from a work placement abroad on time may be dismissed from office in accordance with the procedure established by law.

IV. FINAL PROVISIONS

12. Employees must comply with the internal rules of procedure of the work placement institution during the work placement abroad. The supervision of compliance with the rules of procedure for employee work placement abroad is carried out by the heads of the core units where the employees work.
13. The employee shall report on the results of their work placement abroad in accordance with the procedure established by the Council of the core unit.
14. These Regulations may be supplemented or amended by a resolution of the Senate commission.

The draftsman:
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