



In Pilsen, on April 9, 2020  
Ref.: UKLFP/120500/2020

## DEAN'S DIRECTIVE NO. 5/2020 RULES FOR TAKING HOLIDAY OF FACULTY EMPLOYEES

The rights and responsibilities of employees in terms of holiday taking is regulated by Sections 211 to 223 of Act No. 262/2006 Coll. Labour Code, as amended. In relation to the above mentioned Sections of the Labour Code, I determine the following rules for taking holiday of the Faculty employees:

1. The length of annual leave shall be 40 days for academic employees and 25 days for other employees.
2. Remaining unused days of holiday carried over to the following calendar year shall be taken preferentially, i.e. by 30 June of the respective year.
3. Employees are obliged to use their holiday by the end of the calendar year in which the entitlement thereto has arisen.
4. Employees take their holiday according to the written schedules of taking holiday, for which heads of departments, heads of clinics, heads of the Dean's office departments and heads of other departments of the Faculty are responsible. The written schedules of taking holiday shall be handed over to the Personnel and Payroll Department by 30 April of the respective year.
5. The written schedule of taking holiday is to be found in Attachment 1. The Personnel and Payroll Department will update it by 31 January of the respective year.
6. In the period from 1 May until 31 August of the respective year, the particular groups of employees shall take holiday as follows:
  - Academic employees take holiday of at least six weeks. It is possible to take these six weeks of holiday in the period until 30 September, on the condition that the pedagogical functioning of the department is fully covered and with the consent of the head of the department.
  - Non-academic employees take holiday of at least three weeks.
7. While creating the written schedule of taking holiday it is necessary to ensure smooth and efficient running of departments in respect of their tasks in the period in question.
8. Making changes in the written schedules of taking holiday depending on the current needs of the departments lie within the authority of the department heads. Such changes need to be made with regard to the fact that employees should use their holiday fully by the end of the respective calendar year, as stated in the point 3 of this Directive.
9. If an employee is given holiday in several parts, the minimum length of at least one of the parts shall be two weeks continuously.
10. Heads of departments, heads of clinics, heads of the Dean's office departments and heads of other departments of the Faculty are responsible for respecting the above mentioned rules.
11. This Directive comes into force and becomes effective on the day of the Dean's signature.
12. The Dean's Directive No. 4/2017 is hereby repealed.

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Dean of the Faculty of Medicine in Pilsen