
Dean's Directive No. 5/2021

Title:	Conditions for granting and taking creative leave at the Faculty of Humanities of Charles University	
To implement:	§ Section 76 of Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Additions to Other Acts (Act on Higher Education Institutions), as amended	
Date of effect:	1 April 2021	
Annexes:	<u>Annex 1</u>	Application for creative leave <i>(only in Czech)</i>

Conditions for granting and taking creative leave at the Faculty of Humanities of Charles University

Article 1: Introductory provisions

1. This directive follows the provisions of Section 76 of Act No.111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to Other Acts (the Higher Education Act), as amended (hereinafter referred to as the "Higher Education Act").
2. This directive regulates the conditions for granting and taking creative leave by academic staff of the Faculty of Humanities of Charles University (hereinafter referred to as "the Faculty").

Article 2: Conditions for granting creative leave

1. Any academic staff member of the faculty may apply for creative leave.
2. In accordance with the relevant directive of the Rector of Charles University, a faculty employee who is employed at the faculty and whose employment contract or job description includes both teaching and creative activities is considered an academic employee.
3. In accordance with the Higher Education Act, an academic staff member may be granted creative leave of six months once every seven years, unless serious circumstances relating to the fulfilment of the faculty's educational tasks or other serious circumstances arising from the employment relationship prevent this.
4. During the period of sabbatical leave, the academic staff member is entitled to a salary equal to the sum of the salary scale and the personal allowance as awarded in the salary scale prior to the commencement of the sabbatical leave.
5. The granting of creative leave is conditional on the provision of teaching or administrative activities, if the staff member has been entrusted with such activities, in the department of the faculty to which the academic staff member is assigned.
6. Creative leave is granted either for a period of
 - a. from 1 February to 31 July of the year in question - the application shall be submitted on the prescribed form no later than 1 December of the preceding calendar year;
 - b. or from 1 August to 31 January of that year - the application shall be submitted on the prescribed form no later than 1 June of that calendar year.
7. The staff member is obliged to ensure that the pedagogical tasks from the previous period and the tasks due during the creative leave (e.g. resulting from participation in grant competitions, etc.) are fulfilled.
8. A period of creative leave does not affect a faculty member's obligation to take sabbatical leave.

Article 3: Procedure for submitting and processing a request for creative leave

1. The academic staff member submits a request for creative leave on the prescribed form to¹ the Dean through the Department of Science and Research.
2. The application for creative leave includes a list of the outputs of creative activity that the academic staff member undertakes to produce during the creative leave, indicating what types of outputs they are, at what stage of development they will be at the end of the creative leave, and in what proportion they will be dedicated to the faculty.

¹ Annex to Directive 1

3. The Vice Dean for Science and Research, the head of the applicant's department and the Secretary of the Faculty shall comment on the request for creative leave, taking into account the following:
 - a. The Vice Dean for Science and Research comments on the specification of the scientific outputs listed in the application. He/she assesses their relevance, e.g. whether they correspond to the scientific profile of the department; whether they are results whose scope/quality is an appropriate assessment of the creative leave granted, etc.
 - b. The Head of the Department shall comment in particular on the academic staff member's current teaching commitments; whether and how it will be possible to replace the academic staff member during the period of sabbatical leave; whether it is possible to grant sabbatical leave to the academic staff member in view of the current situation of the Department.
 - c. The Secretary of the Faculty comments on the financial aspect of providing creative leave.
4. The granting of creative leave is decided by the Dean of the Faculty on the basis of the opinion of the Vice-Dean for Science and Research, the head of the applicant's department and the Secretary of the Faculty.

Article 4: Characteristics of creative leave

An academic staff member taking creative leave is obliged to perform the work tasks specified in the decision to grant creative leave.

Article 5: Evaluation of the creative leave

1. The employee shall report the results of his/her work during the creative leave with the opinion of the head of the department to the dean of the faculty no later than 30 days after the end of the creative leave.
2. The request for sabbatical leave and the report on the results of the sabbatical leave shall be filed in the staff member's personal file.
3. Checks on the fulfilment of the work tasks specified by the academic staff member in the application for creative leave are carried out by the Science and Research Department. Failure to do so may be considered a gross breach of professional discipline.

Article 6: Final provisions

1. The application form for creative leave is attached as Annex 1 to this directive.
2. This directive shall enter into force on the date of signature.
3. This directive shall enter into force on 1 April 2021.
4. This directive repeals the directive of the Dean of the Faculty No. 11/2011 as of the date of its entry into force.

Prague, 24 March 2021

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Dean