
Dean's Directive No. 9/2021

Title:	Determination of the obligation to take leave for academics and other staff Faculty of Humanities of Charles University for the calendar year 2021
To implement:	§ 211 - 223 of Act No. 262/2006 Coll. (Labour Code)
Date of effect:	17 June 2021

Determination of the obligation to take leave for academics and other staff Faculty of Humanities of Charles University for the calendar year 2021

Article 1: Introductory provisions

In accordance with Sections 211-223 of Act No. 262/2006 Coll. (Labour Code) as amended, I issue the following directive.

Article 2: General rules for taking leave for the 2021 calendar year

1. Academic and all other employees of the Faculty of Humanities of Charles University (hereinafter referred to as "the Faculty") under the employment jurisdiction of the Dean are hereby obliged to take leave as follows:
 - a. Academic staff will take a minimum of 6 weeks leave by 30 September 2021 and the remaining leave by 31 December 2021.
 - b. Other staff will take a minimum of 3 weeks leave by 30 September 2021 and the remaining leave by 31 December 2021.
 - c. Leave carried over from the previous year must be taken in full by 30 June 2021 at the latest. Carry-over of leave entitlement to the following calendar year is possible for all staff within the limit of one week, i.e. 40 working hours, and only in exceptional cases. The decision to carry over leave is made by the Dean on the basis of a written request from the employee.
2. Faculty members whose employment is for a fixed term and will end during the calendar year 2021 are required to take leave so that all leave is exhausted by the date of termination.
3. The use of leave by an employee on maternity or parental leave is governed by Sections 217(5), 218(4) and 219(1) of Act No. 262/2006 Coll. (Labour Code).

Article 3: Rules for taking leave from research projects with separate employment contracts for the calendar year 2021

1. For scientists and all other staff who have employment contracts in the current calendar year in science and research projects funded by external providers, I hereby stipulate the obligation to take leave as follows:
 - a. Research staff and all other staff shall use the entire leave pool for the current calendar year by 31 August 2021.
 - b. Leave may not be carried over to the following calendar year.
2. Researchers and all other staff whose employment in research projects funded by external donors ends before 31 August 2021 will take their leave by the date of termination.
3. The above mentioned obligations apply to employees involved in projects of GA CR, TA CR, AZV CR, the so-called Norwegian Funds and other projects with separate employment contracts.

Article 4: Final provisions

1. This directive shall enter into force on the date of signature.
2. This directive shall enter into force on 17 June 2021.
3. This directive repeals Dean's Directive No. 9/2020 on the date of its entry into force.

Prague, 17 June 2021

Ing. arch. Mgr. Marie Pětová, Ph.D.
Dean