
Dean's Directive No. 7/2022

Title:	Determination of the obligation to take leave for academic staff and other employees of the Faculty of Humanities of Charles University for the calendar year 2022
To implement:	§ 211 - 223 of Act No. 262/2006 Coll. (Labour Code)
Date of effect:	12 May 2022

Determination of the obligation to take leave for academic staff and other employees of the Faculty of Humanities of Charles University for the calendar year 2022

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 2022 calendar year

- 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:
 - Academic staff** will take a minimum of **6 weeks leave by 30 September 2022 and the remaining leave by 31 December 2022.**
 - Other staff** will take a minimum of **3 weeks leave by 30 September 2022 and the remaining leave by 31 December 2022.**
 - Leave carried over from the previous year** must be taken in full by **30 June 2022 at the latest.** Carry-over of leave entitlement to the following calendar year is possible for all staff within 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.
- Faculty members whose **employment is for a fixed term and will end during the calendar year 2022** are required to take leave so that all leave is exhausted by the date of termination.
- 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 2022 calendar year

- Researchers and all other staff who have employment contracts in the current calendar year in **science and research projects funded by external providers** are hereby obliged to take leave as follows:
 - Research staff and all other staff** shall exhaust the entire leave pool for the current calendar year by **31 August 2022.**
 - Leave **may not be carried over** to the following calendar year.
- Researchers and all other staff whose employment in **research projects funded by external donors ends earlier than 31 August 2022** will take their leave by the date of termination.
- The above-mentioned obligations apply to employees involved in the projects of GA ČR, TA ČR, AZV ČR, the so-called Norway Grants 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 12 May 2022.
3. This directive repeals Dean's Measure No. 9/2021 as of its effective date.

Prague, 12 May 2022

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