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# Dean's Directive No. 15/2022

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Title:	Amendment to Dean's Directive No. 20/2019: Provision of a meal allowance for staff of the Faculty of Humanities of Charles University
To implement:	-
Date of effect:	1 January 2023

## Amendment to Dean's Directive No. 20/2019: Provision of a meal allowance for staff of the Faculty of Humanities of Charles University

### Article 1: Subject matter of the directive

This Dean's Directive No. 15/2022 amends and supplements Dean's Directive No. 20/2019 of 6 December 2019.

### Article 2: Specific Amendments and Additions to Dean's Directive No. 20/2019

Article 3(3) is amended as follows:

„3. The nominal value of the e-voucher shall be CZK 100, with the employee paying CZK 45 per e-voucher.”

### Article 3: Final Provisions

1. This directive shall enter into force on the date of signature.
2. This directive shall enter into force on 1 January 2023.

Prague, 21 November 2022

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

\*\*\*\*\* FULL TEXT \*\*\*\*\*

## Full text of Dean's Directive No. 20/2019 as amended by Dean's Directive No. 15/2022: Provision of a meal allowance for staff of the Faculty of Humanities of Charles University

Title:	Provision of a meal allowance for staff of the Faculty of Humanities of Charles University
To implement:	-
Date of effect:	1 January 2020 (Dean's Directive No. 20/2019 as amended by Dean's Directive No. 15/2022 takes effect on 1 January 2023.)

## Provision of a meal allowance for staff of the Faculty of Humanities of Charles University

### Article 1: Introductory provisions

This directive sets out the conditions for the provision of the employee benefit of a meal allowance as part of the care of employees employed at the Faculty of Humanities of Charles University (hereinafter referred to as "the Faculty").

## **Article 2: Scope of binding directive**

1. The employer's contribution for meals is due to a faculty employee who is employed at least 0.5 full-time if:
  - a. worked continuously for at least 4 hours on the relevant working day;
  - b. he/she participates in training for the purpose of deepening his/her qualifications (i.e. performance of work), he/she is not entitled to meal allowances under Act No. 262/2006 Coll., as amended, or his/her employer has not provided him/her with free meals during the training.
2. The employee is not entitled to the allowance if he or she has been sent on a business trip, for periods of vacation, sick leave, leave without pay, holidays, leave granted for other acts in the general interest, or for periods of other obstacles to work on the part of the employer.

## **Article 3: Form and amount of the meal allowance**

1. The employer provides the employee with a meal allowance in the form of an electronic meal voucher (hereinafter referred to as "e-voucher"), the value of which is credited to an addressable electronic payment card issued to the employee.
2. The amount of the employer's contribution is 55% of the value of the meals and is always determined in whole crowns. Rounding shall be carried out so that the contribution does not exceed the above percentage in any individual case.
3. The nominal value of the e-voucher is CZK 100, with the employee paying CZK 45 per e-voucher.
4. The employer no longer provides printed paper meal vouchers.

## **Article 4: Grant and payment of the meal allowance**

1. The employee shall submit a written claim for the meal allowance to the Human Resources and Payroll Department either upon commencement of employment or at any time during the employment relationship. The claim shall be processed in accordance with this directive from the calendar month in which it is made.
2. The portion of the value of the meal voucher that is paid for by the employee is paid for by payroll deductions.
3. The basis for the assessment of entitlement to the employer's meal allowance for days worked is the timesheet (attendance record).
4. A correctly completed timesheet, signed by the Head of Department, must be submitted to the payroll office on the last day of each calendar month.
5. The head of the workplace or his/her designated employee is responsible for the accuracy and timely submission of the timesheet to the payroll office.

## **Article 5: Final provisions**

1. This directive shall enter into force on the date of signature.
2. This directive shall enter into force on 1 January 2020.
3. This directive repeals the directive of the Dean of the Faculty No. 7/2017 on the date of its entry into force.

Prague, 6 December 2019

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

*The first full text is effective from 1 January 2023.*