
OD 6/2023

Title:	Provision of a meal allowance for staff of the Faculty of Humanities of Charles University
To implement:	-
Date of effect:	1 April 2023

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

Article 1: Introductory provisions

This directive establishes the conditions for providing an 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 "employer").

Article 2: Scope of binding measures

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

Article 3: Form and amount of the meal allowance

1. The employer provides the employee with a meal allowance in the form of a lump sum allowance, the value of which is added to the net wage.
2. In accordance with Article 2 of this directive, the daily value of the lump sum meal allowance is CZK 55.

Article 4: Grant and payment of the boarding 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 basis for the assessment of entitlement to the employer's contribution to meals for days worked is the timesheet (attendance record).
3. 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.
4. The head of the workplace or the employee authorised by him/her is responsible for the correctness and timely submission of the timesheet to the payroll office.

Article 5: Final provisions

1. This measure shall enter into force on the date of signature.
2. This measure shall enter into force on 1 April 2023.
3. This directive repeals the Directive of the dean of the faculty No. 15/2022 as of the date of its entry into force.

Prague, 31 March 2023

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