
Dean's Directive No. 7/2024

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 2024
To implement:	§ 211-223 of Act No. 262/2006 Coll. (Labour Code)
Date of effect:	17 June 2024

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 2024

Article 1: Introductory provisions

In accordance with Section 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 2024 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 2024** and the remaining leave by 31 December 2024.
 - Other staff** will take a **minimum of 3 weeks leave by 30 September 2024** and the remaining leave by 31 December 2024.
 - Leave carried over from the previous year** must be taken in full **no later than 30 June 2024**. Carry-over of leave entitlement to the following calendar year is for all staff, up to a maximum of one week, i.e. 40 working hours, and only in exceptional cases. The decision to carry over leave is taken by the Dean on the basis of a written request from the employee.
- Faculty employees whose **employment is for a fixed term and will end** during the calendar year 2024 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 external research projects for the calendar year 2024

- Employees who have employment contracts or **part-time positions in science and research projects funded by external providers** in the current calendar year are hereby obliged to take leave as follows:
 - Research staff and all other staff** shall take their full entitlement to leave for the current calendar year **by 31 August 2024**.
 - Leave **may not be carried over** to the following calendar year.
- Researchers and all other staff whose **employment in research projects** funded by external providers **will end before 31 August 2024** will take their leave by the date of termination.
- The above-mentioned obligations apply to employees involved in the projects of GA CR, AZV CR, Norway Grants and other projects with separate employment contracts.

Article 4: Rules for taking leave from performance of work agreement and work activity agreement

- When concluding a performance of work agreement and a work activity agreement, the employee is entitled to holiday if the relationship concluded by one of the agreements on work performed outside the employment relationship lasts **at least 4 weeks and the employee works at least 80 hours** in a calendar year.

2. The use of leave is not included in the limit of hours worked for work performance agreements, which is a maximum of 300 hours per calendar year. In the case of an employment contract, this maximum is set at 80 hours per month. The calculation is based on a notional working time of 20 hours per week and the formula: (weekly working hours) / 52 × weekly working hours × 25.

Article 5: Final provisions

1. This directive shall enter into force on the date of signature.
2. This directive shall enter into force on 17 May 2024.
3. This directive repeals Dean's Directive No. 7/2023 as of its effective date.

Prague, 14 May 2024

doc. Věra Sokolová, M.A., Ph.D.
Dean