
Dean's Directive No. 5/2026

Title:	Stipulating the Obligation to Take Annual Leave for Members of Academic Staff and Other Employees of the Faculty of Humanities, Charles University, for the 2026 Calendar Year
Pursuant to:	Sections 211 to 223 of Act No. 262/2006 Coll., the Labour Code
Effective date:	15 June 2026

Stipulating the Obligation to Take Annual Leave for Members of Academic Staff and Other Employees of the Faculty of Humanities, Charles University, for the 2026 Calendar Year

Art. 1: Introductory Provisions

In accordance with Sections 211 to 223 of Act No. 262/2006 Coll., the Labour Code, as amended, I hereby issue this Directive.

Art. 2: General Rules for Taking Annual Leave for the 2026 Calendar Year

- I hereby stipulate the obligation for members of academic staff and all other employees of the Faculty of Humanities, Charles University (hereinafter the "Faculty") falling within the Dean's employment authority to take annual leave as follows:
 - Members of academic staff** shall take **at least 6 weeks of annual leave by 30 September 2026 and the remaining annual leave by 31 December 2026.**
 - Other employees** shall take **at least 3 weeks of annual leave by 30 September 2026 and the remaining annual leave by 31 December 2026.**
 - Annual leave carried over from the previous year** must be taken in full **no later than 30 June 2026.** The carry-over of annual leave entitlement to the following calendar year is possible for all employees to the extent of one week, i.e. 40 working hours, and only in exceptional cases. A request for the carry-over of annual leave shall be submitted via the employee's superior on the relevant form. The carry-over of annual leave shall be decided by the Dean on the basis of a written request.
 - The employee is obliged to plan the taking of annual leave so that, before the termination of employment, it is taken to the maximum extent possible.
- The taking of annual leave by an employee **on maternity or parental leave** shall be governed by the provisions of Section 217(5), Section 218(4), and Section 219(1) of Act No. 262/2006 Coll., the Labour Code.

Art. 3: Rules for Taking Annual Leave in Respect of Externally Funded Research Projects for the 2026 Calendar Year

- I hereby stipulate the obligation for employees who, in the current calendar year, have **employment contracts or parts of their working time allocation in research and development projects funded by external providers** to take annual leave as follows:
 - Researchers and all other employees** shall take their entire annual leave entitlement for the current calendar year **by 31 August 2026.** For employees referred to in Article III, the provisions of this Article shall apply in preference to other provisions.
 - Annual leave is to be taken by 31 August 2026. The carry-over of untaken annual leave is possible only in the cases provided for by the Labour Code.
- Researchers and all other employees whose **employment in research and development projects funded by external providers terminates earlier than 31 August 2026** shall take their annual leave by the date of termination of employment.

3. The obligations set out above apply to employees involved in projects of the Czech Science Foundation (GA ČR), the Czech Health Research Council (AZV ČR), the Norway Grants, and other projects with separate employment contracts.

Art. 4: Rules for Taking Annual Leave under DPP and DPČ Agreements

1. Upon the conclusion of an agreement to perform a job (DPP) and an agreement to perform work (DPČ), an entitlement to annual leave arises if the relationship established under one of the agreements on work performed outside an employment relationship lasts for **at least 4 weeks and the employee works at least 80 hours** in the calendar year.
2. The taking of annual leave is not included in the hours worked under agreements to perform a job, for which the maximum is 300 hours per calendar year. For an agreement to perform work, this maximum period is internally set at 80 hours per month. For the calculation of the annual leave entitlement under Section 213 of the Labour Code, a notional weekly working time of 20 hours and the following formula shall be used: $(\text{Number of full weeks worked} / 52) \times 20 \text{ hours} \times 5 \text{ weeks} = \text{annual leave entitlement in hours}$. For DPČ, the taking of annual leave is included in the limit for hours worked.
3. Upon the conclusion of an agreement to perform a job (DPP) and an agreement to perform work (DPČ), I stipulate the obligation to take annual leave so that, as of the date of termination of the DPP or DPČ, all annual leave has been taken. If annual leave is not taken during the term of the employment relationship established by the DPP/DPČ, it shall be paid to the employee upon termination of the employment relationship.

Art. 5: Final Provisions

1. This Directive becomes valid on the date of signature.
2. This Directive takes effect on 15 June 2026.
3. As of the date on which this Directive takes effect, Dean's Directive No. 2/2025 is hereby repealed.

Prague, 11 June 2026

doc. Věra Sokolová, M.A., Ph.D.
Dean