



DEAN'S DIRECTIVE No. 22/2020

ARRANGEMENT OF EMPLOYEES' WORKING HOURS

Article 1

Introductory Provisions

- 1.1. This directive determines the arrangement and organization of working hours at the Faculty of Medicine in Pilsen Charles University (further referred to as "Faculty") according to Act No. 262/2006 Coll., Labour Code, as amended, (further referred to as "Labour Code").

Article 2

Arrangement of Working Hours

- 2.1. The length of the weekly working hours in a single-shift pattern of work is 40 hours per week.
- 2.2. The working hours are distributed over five working days, unless scheduled otherwise on individual basis.
- 2.3. Unless scheduled otherwise on individual basis, the working hours of employees are flexible.
- 2.4. The working hours at the departments taking care of experimental and laboratory animals are distributed over 7 working days in a single-shift pattern of work with the working week lasting 40 hours.
- 2.5. Unless agreed otherwise, the calendar months represent the settlement period during which an employee is obliged to fulfill the arranged weekly working hours.

Article 3

Scheme of Flexible Working Hours

- 3.1. The scheme of the flexible working hours consists of bands of core and flexible working hours.
- 3.2. The core time band at the Faculty starts at 9:00 am and ends at 2:00 pm.
- 3.3. The flexible time band precedes and follows the core working hours in the extent of 6:00 am to 8:59 am and 2:01 pm to 8:00 pm.
- 3.4. In case of experimental scientific work which cannot be done within the time band of 6:00 am to 8:00 pm (for example experiments lasting more than 16 hours), the immediate superior may allow work outside the above-mentioned limits.
- 3.5. Within the flexible working hours employees choose the start and the end of their working hours in the particular working days in a way that the total length of the shift does not exceed 12 hours.
- 3.6. The same rules of the flexible working hours of employees who work in the weekly working hours pattern apply to the working hours of employees who have agreed with the employer on part-time work and have flexible working hours.
- 3.7. During the core working hours an employee may leave the workplace only at his immediate superior's command or with his consent.

- 3.8. In the case when the scheme of the flexible working hours under section 85 (5) of Labour Code is not applied, the working hours are distributed in a way that the daily shifts last from 8:00 am to 4:30 pm (including a work break for meal and rest) and the working week lasts 40 hours and is equally distributed over 5 days in the single-shift work pattern. Different beginning and end of the shift may be determined on individual basis.
- 3.9. The distribution of the flexible working hours is not applicable in the case when the employee is sent on a business trip; the provision of 3.8 is applied.
- 3.10. Other important personal obstacles to work (according to the Government Regulation No. 590/2006 Coll., on the range and extent of other important obstacles to work) on the employee's part are in case of the flexible working hours considered as performing work only if they intervene in the working hours (e.g. medical examination, treatment). This does not apply to obstacles defined as the necessary period of time during which the employee is entitled to leave (e.g. leave for own wedding or moving house), or to activities of employee representatives when the whole period is considered as performing work. For these purposes one working day means the average length of the employee's shift given by the standard weekly working hours or arranged part-time working hours.

Article 4

Home Office

- 4.1. If the type and tasks of the employee's work make it possible, the employee and the employer may agree that the employee organizes a part of his working hours by himself and performs it on a place chosen by himself (home office). The home office of academic staff is specified in Article 10.6.
- 4.2. The employee makes a request for home office personally or by means of distant communication. The superior agrees with the employee on the period and extent of home office.
- 4.3. After his consent the superior informs the Personnel and Payroll Department who concludes an amendment to the employment contract with the employee specifying the conditions of home office or a separate Home Office Agreement.
- 4.4. Home office is governed by the provisions of section 317 of Labour Code.
- 4.5. The regulation of the distribution of working hours, idle time or work interruptions due to unfavourable climatic conditions does not apply to home office.
- 4.6. In case of other important personal obstacles to work (e.g. medical examination or treatment, accompaniment to doctor's office) an employee is not entitled to compensatory wage or salary, unless an implementing decree provides for otherwise (applicable e.g. for weddings, funerals).
- 4.7. The employee shall neither be entitled to compensatory wage or salary or compensatory time off in lieu of overtime work, nor to compensatory wage or salary or overtime premium for work on public holidays.
- 4.8. The employer has the right to withdraw from the working contract or to shorten the period agreed for home office through an amendment to the employment contract.
- 4.9. In case of home office the employee is not entitled to the reimbursement of travel expenses (work performed on a place determined by the employee is not a business trip in terms of the respective provisions of the Labour Code).
- 4.10. The employee's immediate superior who approved the home office is obliged to:
- Give tasks and direct the employee's work from home;
 - Control and approve the documents recording the working hours which the employee performs at home.

Article 5

Work Breaks

- 5.1. A work break for meal and rest lasting at least 30 minutes is set after minimum 3 hours and maximum 6 hours of the employee's continuous work. An adolescent employee must always be given a break for meal and rest after maximum 4 hours of continuous work. Such break shall not be counted into working hours.
- 5.2. Work at the receptions of the Faculty premises is considered as work that cannot be interrupted and during which the employee does not have time for rest and meal, but only a reasonable time for rest and meal which is counted into the working hours (under section 88 (1) second sentence of Labour Code) and the employee has the right to salary. The conditions are defined individually in the employment contract or its amendment.
- 5.3. Uninterrupted rest period between two shifts (section 90 of Labour Code) during business trip is counted from the employee's return from the business trip to the place of his home address.

- 5.4. The break for rest and meal cannot be taken at the beginning and the end of the working hours.

Article 6

Records of Working Hours

- 6.1. The records of working hours of employees of the Faculty are kept by means of an electronic application in the information system WhoIs or by means of records in Excel table in case of employees who do not have access to the system WhoIs.
- 6.2. The immediate superior – manager - is responsible for correctness, completeness and provability of the records of working hours.

Article 7

Taking Holiday

- 7.1. The rights and responsibilities of employees in terms of holiday taking is regulated by sections 211 to 223 of Act No. 262/2006 Coll. Labour Code, as amended.
- 7.2. The employer determines the employee's taking holiday.
- 7.3. The length of annual leave shall be 8 weeks for academic employees and 5 weeks for other employees. The employees' entitlement to taking holiday is expressed in hours.
- 7.4. Employees are obliged to use their holiday by the end of the calendar year in which the entitlement thereto has arisen. In respect of the legitimate rights of the employees, it is possible to carry over a part of the annual leave exceeding 4 weeks and 6 weeks for pedagogical and academic employees from the calendar year, in which the entitlement thereto has arisen, to the subsequent calendar year on the basis of the employee's written request.
- 7.5. Where holiday cannot be taken due to obstacles on part of the employee (e.g. long-term inability to work or taking maternity or parental leave) or due to urgent operational reasons of the employer, the head of department shall determine the dates of taking holiday so that it is used by 30 June of the subsequent year.
- 7.6. Remaining unused days of holiday carried over to the subsequent calendar year shall be taken preferentially.
- 7.7. The employee shall make a written schedule of taking holiday, hand it over to the head of department who ensures its delivery to the Personnel and Payroll Department by 15 April of the current year.
- 7.8. Together with his schedule of taking holiday the manager shall deliver the name of the substitute who will replace him during holiday.
- 7.9. Based on the schedule of taking holiday the employee makes a request to his manager in the system WhoIs for each part of his holiday.
- 7.10. Holiday may be taken differently than recorded in the written schedule only after the manager's approval of the employee's request in the system WhoIs. In this case the written schedule of taking holiday does not have to be modified. The approved request for holiday in WhoIs has priority over the annual schedule of taking holiday with respect to the current personal and professional situation of the employee or the department.
- 7.11. During the summer holidays, i.e. from 1 July until 31 August of the respective year, the particular groups of employees shall take holiday as follows:
- Academic employees take holiday lasting at least five weeks. It is possible to take these five weeks of holiday in the period until 30 September on the condition that the pedagogical functioning of the department is fully covered and the head of the department gives his consent.
 - Non-academic employees take holiday of at least two weeks.
- 7.12. The written schedule of taking holiday should reflect that holiday is taken mainly during July and August. While creating the written schedule of taking holiday it is necessary to ensure smooth and efficient running of departments in respect of their tasks in the period in question.
- 7.13. If an employee is given holiday in several parts, the minimum length of at least one of the parts shall be two weeks continuously.
- 7.14. The managers of the Faculty departments, i.e. heads of departments, heads of clinics, heads of the Dean's office departments and heads of other departments of the Faculty are responsible for respecting the above-mentioned rules.
- 7.15. The schedules of taking holiday are sent to the respective trade union for approval.
- 7.16. The Personnel and Payroll Department monitors the compliance with the provisions on scheduling and taking holiday.

Article 8

Personal Development Days (PDD)

- 8.1. Pursuant to the Rector's Directive No. 1/2020 Rules for Granting and Using Personal Development Days at Charles University, personal development days are introduced at the Faculty of Medicine in Pilsen of Charles University in the extent and under conditions stipulated in the above-mentioned Rector's Directive.
- 8.2. A personal development day ("PDD") is a free working day, which may be used by an employee for personal development (to develop personal potential). The employee is paid for this leave in accordance with the Internal Wages Regulation of CU.
- 8.3. The granting of PDDs applies to all employees of the Faculty who have an employment contract for at least 0.5 FTE. PDDs may be granted in a maximum extent of 5 days per calendar year.
- 8.4. PDDs may be used as individual days or as a number of consecutive days. PDDs cannot be used during probation period, temporary work inability, caring of a family member, holiday.
- 8.5. In case when the employment started in the course of a calendar year or when the employment shall be terminated in a calendar year, the PDD may be granted in the extent of one day for every two months of the employment in the respective calendar year, while respecting the maximum extent of 5 days per calendar year.
- 8.6. An employee who does not fully or partially use PDDs within a given calendar year is entitled neither to transfer of the PDDs to the subsequent year nor to any form of compensation for the wages.
- 8.7. The employees may use PDDs only with the consent of their superior. Approval to use PDDs depends on the decision of the superior employee who must ensure the operation of the workplace and consider whether the employee complies with the annual plan of taking holiday.
- 8.8. At the Faculty the decision on the granting and using the PDDs by the individual employees is made by the heads of departments, heads of the Dean's office departments and heads of clinics. The decision on the granting and using the PDDs by the heads of departments is made by the Dean.
- 8.9. An employee always applies for the use of PDDs through the electronic system WhoIs well in advance. Before the installation of the records of PDD in WhoIs, the employees record their PDDs by noting it in the schedule of taking holiday of the respective month and the managers mark these dates in the Overview of taking holiday of the given month which they deliver to the Personnel and Payroll Department.
- 8.10. For PDDs used, the employee is entitled to financial compensation amounting to gross monthly wages that the employee would otherwise receive for work. The employer ensures that the mandatory financial levies are paid in the same way as in the case of wages for work.
- 8.11. For PDDs used, the employee is not entitled to meal allowance.

Article 9

Overtime Work

- 9.1. Only in exceptional cases the superior manager may order to an employee or approve overtime work and he is also responsible for its recording and observing the overtime work limits stipulated in the Labour Code.
- 9.2. As regards overtime work the employer gives to the employee preferentially compensatory time off, if the operational conditions of the workplace permit it and if this has been agreed with the employee. The compensatory time off shall be taken by the end of the third calendar month following the performed overtime work or at a different agreed time.

Article 10

Specific Rules of Arrangement of Working Hours of Academic Staff

- 10.1. The working hours of academic staff are regulated by specific rules as regards the specific aspects of the performance of their work.
- 10.2. The distribution of the working hours corresponds to the schedule of the pedagogical duties or to other times when the presence of academic staff at the workplace is required.
- 10.3. While carrying out the direct pedagogical activity (mainly teaching, examination and consultation activities) the academic employee is obliged to be present at the workplace of the employer or at another agreed place during the time determined in the schedule of his pedagogical activities.

- 10.4. Other times, when academic employees perform work at the workplace of the employer or at another agreed place and their working hours are distributed, are:
- a) Staff meetings;
 - b) Participation in trainings;
 - c) Business trips;
 - d) Scientific work on projects which require recording of working hours;
 - e) Participation in bodies of which the academic employees are the members;
 - f) Other activities depending on the decision of the superior / head of department, clinic or workplace;
 - g) Activities linked with other scientific, research, development, innovation and creative tasks according to the instructions of a grant researcher or superior;
 - h) Distant teaching of students.
- 10.5. Only those parts of the standard weekly working hours of the academic staff are distributed into shifts by the employer, during which the activities mentioned above are carried out.
- 10.6. It is presumed that the remaining parts of the working hours of the academic employees are scheduled by themselves, i.e. by using home office. In this case the written agreement on home office is not necessary.
- 10.7. The academic employee is obliged to take measures and proceed in a way that intellectual property rights, confidential and reserved information are protected and data safety ensured, to pay attention to safety and health aspects of work from the point of view of Occupational Safety and Health and fire protection and to observe rules of the arrangement of working hours and rest periods according to the Labour Code.
- 10.8. The academic employee is obliged to report his incapacity for work during home office to the employer, to send medical certificate and to immediately report any injury including the clarification of its cause and circumstances.
- 10.9. As regards the working hours of academic staff it is presumed that in the respective weeks they also perform work corresponding to the difference between the standard or arranged part-time working hours and the working hours distributed by the employer.
- 10.10. Such work does not have to be recorded in accordance with section 70a (2) of Act No 111/1998 Coll., the Higher Education Act, thus academic staff are not obliged to record dates and exact hours.
- 10.11. The academic staff may voluntarily record their working hours of the activities under 10.6.
- 10.12. The employees taking part in projects are informed by the Project and Investment Department and the Personnel and Payroll Department on the necessity and extent of recording the working hours.

Article 11

Final Provisions

- 11.1. The Dean's Directive No. 11/2019 Arrangement of Employees' Working Hours is hereby repealed.
- 11.2. This Directive comes into force on the day of the Dean's signature.
- 11.3. This Directive becomes effective on 1 January 2021.

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