

Instructions of the Director of CEITEC MU No. 1/2013 for the Employees of CEITEC MU to Take a Holiday in 2013

According to S 217 of the Act No. 262/2006 Sb., Labour Code, as amended (hereinafter referred to as the "Labour Code"), I give the following instructions.

Article 1 Defining the subject-matter of the instructions

1. Leaders of research groups and other workplaces shall provide their holiday plan for 2013 until **31st May 2013**

The holiday plan shall be made electronically through "absence planning" application found on https://inet.muni.cz/app/dochazka/plan_neprit. Each employee shall input their holiday plan therein by themselves or through attendance recorders (i.e. workplace secretaries and managerial employees in charge of other workplaces). Summary holiday plans for respective workplaces, signed by the head of each workplace, are to be handed in until 30th April 2013 at the Personnel Division of CEITEC MU.
2. When creating holiday plans, the following principles must be observed:
 - a) a holiday shall be planned to its whole rightful extent, i.e. the rest from 2012 together with the given holiday of 2013;
 - b) justified interests of employees shall be taken into account;
 - c) a holiday plan shall not include the possibility of transferring a holiday into the following calendar year;
3. To ensure smooth operation of CEITEC MU during the whole academic year, I determine taking a holiday for respective categories of employees during the main holidays, i.e. 1st July 2013 – 31st August 2013, as follows:
 - a) academic workers are obliged to take a holiday of no less than four weeks.
 - b) other employees are obliged to take a holiday of no less than two weeks.
4. During Christmas holidays, from 27th December 2013 to 31st December 2013, when the operation in university buildings will be limited to its necessary minimum (Finance Division, maintenance of buildings, etc.), all the employees are obliged to take their holidays.
5. According to their holiday plans and unless arranged otherwise, employees are bound to ask their managers to determine their taking a holiday. The term of taking a holiday can be decided upon by the manager himself on the basis of the holiday plan.
6. The entire right to a holiday must be exploited by an employee within the year during which such right to a holiday arose unless a part of a holiday is transferred into the following calendar year. If a part of a holiday is transferred into the year 2014, an employee is obliged to take it no later than until the end of June 2014.
7. A holiday is transferred into the next calendar year automatically when some obstacles to work, which prevent taking a holiday, arise on the part of an employee. Furthermore, transferring a holiday into the next calendar year can follow some urgent operational reasons of an employer if the existence of such reasons on the part of an employee is, in emergency and duly justified cases, decided upon by the director of CEITEC MU.

Article 2 Final provisions

1. Interpretation of the instructions hereof and their updating is entrusted to the head of the Personnel Division.
2. Abiding by the instructions hereof is supervised by assistants and the head of the Personnel Division.
3. According to the above mentioned principles and to the Labour Code, head workers of respective workplaces shall be responsible for taking a holiday at the workplaces within CEITEC MU.
4. The instructions hereof shall come into force on and after the day of their issue.

In Brno on 25.4.2013

Director of CEITEC MU