

## Masaryk University Language Centre Measure No. 1/2024

### WORKING HOURS ORGANIZATION AND REGISTRATION SYSTEM AT MASARYK UNIVERSITY LANGUAGE CENTRE

*(in the version effective from 1 February 2024)*

*Pursuant to Section 2 of Masaryk University Directive No. 11/2013, I issue the following Measure:*

#### Section 1

##### Introductory Provisions

The Measure regulates the rules of working hours organization and registration, rules for telework, planning and taking leaves for employees of Masaryk University Language Centre (hereinafter referred to as "MU LC") in accordance with Act No. 262/2006 Coll., Labour Code, as later amended, and in accordance with MU Directive No. 11/2013 – Organization of Working Hours at Masaryk University.

#### Section 2

##### Scheduling of Working Hours, Breaks, Rest Periods

- 1) MU LC has a single-shift work system. The hours of operation of MU LC units begin at 6 a.m. and end at 10 p.m. on working days (Monday to Friday).
- 2) The shift length is scheduled in the maximum duration of 12 hours, the rest between the end of one shift and beginning of another is at least 11 hours and an uninterrupted rest period of an MU LC employee is at least 35 hours per week.
- 3) Employees who have a contract for shorter working hours and employees working pursuant to agreements on work performed outside employment (agreements to complete a job / agreements to perform work) are scheduled the working hours by the MU LC management, their manager or immediate superior to working days (Monday to Friday). Saturday work may be scheduled upon approval by the MU LC management.
- 4) Night work from 10 p.m. to 6 a.m. is generally banned except for serious operational reasons and compulsory overtime.
- 5) Project activities in general are activities where the requirements for working hours registration or reporting the hours worked are determined by the MU LC management or by the project investigator pursuant to rules set by the funding body.

#### Section 3

##### Flexible Working Hours of Non-academic Staff of MU LC

- 1) All non-academic staff of MU LC have flexibly scheduled working hours. Flexible working hours mean that the employee chooses when to start and finish the working time, whereas it applies that the working time must begin no later than by 10 a.m. and end no sooner than at 2 p.m.
- 2) Work may exceptionally be scheduled for Saturday or Sunday provided the weekly workload (including Saturday or Sunday) does not exceed the stipulated working hours.
- 3) The sum of average weekly hours must be worked during the reference period of two months.
- 4) In case the working hours are not averaged during the reference period, e.g. due to obstacles on the part of the employee, the difference shall be averaged in the following

reference period.

- 5) Flexible working hours shall not apply
  - a) during a business trip,
  - b) if an urgent work task must be completed,
  - c) at the time of obstacles to work (sickness, family member care etc.)
  - d) where operational reasons do not allow.
- 6) Failure to comply with the working hours may be considered as unexcused absence with all legal consequences.

## Section 4

### Organization of Working Hours of Academic Staff of MU LC

- 1) Schedule of working hours of academic staff of MU LC is based on the nature of their work and is governed by special rules stipulated in MU Directive No. 11/2013 – Organization of Working Hours at Masaryk University.
- 2) Academic staff are obliged to perform work at the employer's workplace or at another agreed place at the time given by the timetable if it follows from the performance of their direct pedagogical work (in particular teaching, examining and providing consultations).
- 3) The MU LC management may specify other cases where academic staff are obliged to perform work at the employer's workplace or at another agreed place if there is a connection with immediate pedagogical work or scientific, research, creative or managerial activities. This may include participation in staff meetings, training sessions, conferences, cooperation with foreign institutions and visitors from abroad etc.
- 4) The remainder of the academic employee's working time is scheduled by the academic employee in the place and at the time of their own choice. Telework is, therefore, an option. Telework of academic staff need not be stipulated in writing.
- 5) The sum of average weekly hours must be worked during the academic semester.
- 6) The reference period for academic staff is one semester. In case the working hours are not averaged during the reference period, e.g. due to obstacles on the part of the employee, the difference shall be averaged in the following reference period.

## Section 5

### Telework – Non-academic Staff of MU LC

- 1) In case the nature of the work and job description allow, it may be agreed that an employee schedules and works a certain part of their working hours at the place of their own choice (telework).
- 2) A written Telework Agreement may be concluded with a non-academic employee for this purpose.
- 3) A non-academic employee applies for approval of concrete days of telework with their manager or immediate superior through an INET MU application. The manager or immediate superior is entitled to reject the request upon due justification.
- 4) The provisions on the scheduling of working hours shall not apply to telework; in this case, the work is scheduled by the employees themselves. In telework mode, employees shall not schedule the working hours for Saturdays and Sundays, state and other official holidays and night time.
- 5) Those teleworking are not entitled to wages or compensatory time off for overtime work nor to wage compensation or a premium for overtime work.
- 6) During the performance of telework, an employee is obliged to be available through a business e-mail and telephone, which is arranged by forwarding the landline to the number at which they can be reached, or through a mobile phone if provided by the employer.
- 7) In connection with telework, an employee is not entitled to travel expense reimbursement (work performance at the place chosen by the employee is not a business trip under the relevant provisions of the Labour Code).

#### Section 6

##### Working Conditions of Employees Taking Care of Children and Other Persons, and Overtime Work

- 1) Rules of working conditions of employees taking care of children and other persons, and overtime work are stipulated by MU Directive No. 11/2013 – Organization of Working Hours at Masaryk University.

#### Section 7

##### Registration of Working Hours of Academic and Non-academic Staff

- 1) Non-academic staff of MU LC register their working hours in the INET application called "Working Hours Records".
- 2) The application shows the start and end of working time on working days, the start and end of meal and rest breaks and the time of absence from the workplace, including the reason (doctor, holiday, business trip, etc.).
- 3) Employees must confirm the accuracy of the details and refer the records for further processing on the first working day following the end of the previous month.
- 4) Duly filled-in records of working hours are archived for the period of 10 years.
- 5) MU LC keeps records of working hours of academic staff in the scope specified in Section 4.
- 6) Project activities in general are activities not scheduled by MU or MU LC. In the case of special requirements for the registration or reporting of hours worked, required by funding bodies of concrete projects, individual employees are required to report the hours worked on a particular project in accordance with the instructions of the project investigator.

#### Section 8

##### Scheduling and Taking Leave

- 1) MU LC employees are obliged to plan their leaves in the INET electronic application called "Planned Absences, Leave Schedule".
- 2) Each employee plans their leave individually in the first quarter of the calendar year. The leave schedule is approved by their manager or immediate superior.
- 3) The leave schedule is made for the whole calendar year so as to:
  - a) take all the days of leave to which the employee is entitled pursuant to their contract, including leave carried over from the previous year upon request,
  - b) not to expect that a part of the leave is carried over to the next calendar year.
- 4) MU LC employees apply for the leave on the basis of the leave schedule. The leave for the whole calendar year is planned, but is not automatically approved. Before taking the leave, the employee must make a request in the INET application called "Leave and Telework Submissions".
- 5) MU LC does not insist that leave is taken strictly in accordance with the leave schedule as long as a change in the dates of the leave does not affect the employee's duty to take all the statutory leave for the calendar year in the year concerned and a change in the dates of the leave does not affect the smooth course of the academic year.
- 6) An employee may apply for a certain part of the leave to be carried over to the next year at the MU LC director only on the grounds of obstacles to work on the part of the employee (long-term sickness, parental leave, sabbatical) or due to urgent operational reasons (meeting project or research tasks etc.).

#### Section 9

##### Final Provisions

- 1) This Measure shall apply accordingly to employees who have shorter working hours and to employees who work pursuant to agreements to complete a job, and agreements to perform work.
- 2) I authorize the head of the HR Department of MU LC to interpret the individual provisions hereof.
- 3) I authorize the head of the HR Department in cooperation with the head accountant and management of MU LC to update this Measure on an ongoing basis.
- 4) The compliance with this Measure shall be inspected by the MU LC management and HR Department.
- 5) This Measure shall enter into force as of the day of its publication.
- 6) This Measure shall enter into effect on 1 February 2024.

Brno, 26 January 2024

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