

Instruction by the Faculty of Economics and Administration of Masaryk University No. 2/2023

**on the use of holidays by employees of the Faculty of Economics
and Administration of Masaryk University**

(as amended and effective as of 18 March 2024)

Pursuant to Section 28(1) of Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to Other Acts (the Higher Education Act), as amended (hereinafter referred to as the "Higher Education Act") and in accordance with Section 217 of Act No. 262/2006 Coll., the Labour Code, as amended by subsequent provisions (hereinafter referred to as the "Labour Code") and in accordance with the Collective Agreement currently in force, I am hereby issuing the following instruction:

Article 1

Definition of the subject of the instruction

- (1) Heads of Departments and other workplaces shall ensure the preparation of the holiday schedule for the respective calendar year:

always by 15 April of that calendar

The holiday schedule will be processed electronically in the "Absence Planning" app at https://inet.muni.cz/app/dochazka/plan_neprit?app.setlang=EN. Employees shall be obliged to enter their holiday schedule for themselves or through employees authorised to enter attendance data (Department secretaries and staff responsible in other workplaces). The employee shall then confirm the holiday schedule electronically. The aggregate holiday schedules for the individual workplaces shall be approved electronically by the heads of the respective workplaces after they have been confirmed by the employees, no later than 30 April of **the respective calendar year in the "Approval of Holiday Schedules" app on** https://inet.muni.cz/app/dochazka/plan_schval?app.setlang=EN.

- (2) When scheduling holidays, please observe the following principles:
- a. the full extent of the right to holiday shall be scheduled, i.e. the balance from the previous year and the right for the respective ongoing calendar year;
 - b. legitimate interests of employees shall be taken into account;
 - c. the possibility of carrying over holiday days to the following calendar year shall not be considered in the holiday schedule;
 - d. for senior staff (Vice-Deans, heads of departments and heads of other workplaces), a substitute will be appointed during their holiday.
- (3) Employees shall be obliged to take a substantial part of their holiday during the main school holiday period between 1 July and 31 August, and during the Christmas holiday period so that the smooth operation of the Faculty during the academic year is not disrupted. The head of the workplace is authorised to grant an exception to this rule. If an exception to this rule is granted, the head of the workplace shall be obliged to agree with the employee the time of taking holiday leave during a different period and to determine the work tasks that the employee shall perform during the holiday.
- (4) On the basis of the holiday schedule, the employee shall be obliged to ask his/her manager to determine the use of holiday leave, unless otherwise agreed between them. The manager may also decide on the duration of the holiday leave on the basis of the schedule and order the employee to take a holiday leave.
- (5) The full extent of the holiday leave must be taken in the year in which the right to the holiday leave is earned.

- (6) The transfer of holiday leave to the next calendar year is only possible due to obstacles at work on the part of the employee or for urgent operational reasons.
- (7) A request for transfer of holiday leave days to the next calendar year shall be submitted by the employee, including the reasons, to the manager no later than 30 November. A summary of the holiday leave days transfer requests approved by the manager shall be emailed to the H on a one-off basis for the whole department by 5 December. The Personnel Office informs the Dean (academic staff) or the Secretary (non-academic staff) of the requested holiday leave transfers and the respective reasons.
- (8) Unless prevented for serious reasons, members of staff shall be obliged to use the leave transferred to the following year by 31 January of the following year.

Article 2 Final Provisions

- (1) I am entrusting the interpretation of this Instruction and its updates to the Head of the Personnel Office.
- (2) Compliance with the instruction shall be monitored by the Head of the Personnel Office.
- (3) This Instruction cancels the Instruction No. 2/2023 on the use of leave by ESF MU staff dated 3 April 2023.
- (4) This Instruction shall enter into force on the date of its signing.
- (5) This instruction shall take effect on 18 March 2024.

Brno, 18 March 2024

prof. Mgr. Jiří Špalek, Ph.D. in his own hand
Dean

This Instruction was discussed and approved
by the Basic Trade Union Organisation of the ESF
on 14 March 2024

RNDr. Luboš Bauer, CSc. in his own hand