

**Directives of the Faculty of Pharmacy of Masaryk University**  
**No. 02/2020**

**Organisation and Records of Working Time**

*(As amended with effect from 10 October 2023)*

*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), I issue this Directive:*

Article 1

**Subject of the Directive**

1. The subject of this directive is to establish and supplement the conditions for the organisation and recording of working time of the employees of the Faculty of Pharmacy Masaryk University (hereinafter referred to as "FaF MU") in accordance with Act No. 262/2006 Coll., the Labour Code, as amended (hereinafter referred to as the "Labour Code"), the internal regulations of Masaryk University (in particular the current Masaryk University Directive No. 11/2013 Organisation of Working Hours) and the Collective Agreement.
2. For the purposes of these Regulations, the head of a workplace shall be the immediate superior of the senior employee according to the Organisational Regulations of the FaF MU.

Article 2

**General working time rules**

1. The FaF MU has a single-shift working regime.
2. The operating hours of the faculty's departments are determined by the Instruction No. 1/2020 Operating Regulations of FaF MU. The working hours of the employees are implemented within the operating hours.
3. The length of the shift for all employees shall be scheduled so as not to exceed 12 hours.
4. Night work between 10:00 pm and 6:00 am is not permitted, except in the event of accidents.
5. Employees perform their work during working hours at Masaryk University workplaces or at other agreed locations.

Article 3

**Flexible working hours**

1. The FaF MU employs flexible working hours.
2. Staff working hours are usually scheduled in a five-day working week from Monday to Friday. For shorter working hours, they are set individually by agreement with the relevant manager.

3. Flexible working time includes periods of basic and optional working time. The basic working hours are fixed, daily from 9.00 a.m. to 2.00 p.m. (until 1.00 p.m. on Fridays).
4. In the context of optional working time, the employee chooses the beginning and end of the working time himself, taking into account his work duties, so that the total length of the shift does not exceed 12 hours and the basic working time is respected. The start of the optional period shall be from 6.00 a.m. to 9.00 a.m. The end of the optional working time shall be from 14.00 to 22.00 on Mondays to Thursdays and from 13.00 to 22.00 on Fridays.
5. The average weekly working time must be completed within a compensation period of four consecutive calendar months. The compensatory periods shall be January to April, May to August and September to December. Within the compensation period, the employee shall be required to work all his working time. In exceptional cases where, due to an obstacle to work on the part of the employee, no working time will be worked during the compensation period, the difference will be made up without undue delay in the following compensation period after the obstacle to work on the part of the employee has ceased. Time worked in excess is not overtime.
6. For an employee who performs activities for a grant project as part of his/her working time, the compensation period is one calendar month. In each calendar month, the staff member must work at least the number of hours corresponding to the hours allocated to the project.
7. The positive difference between the reported hours of work for a given compensation period and the multiple of the employee's weekly working time and the number of weeks falling within the relevant compensation period shall be treated as voluntary time spent at the workplace other than in the performance of work, not as time worked, unless it is overtime. Overtime must be authorised by the relevant manager on the prescribed form.
8. For the security of extraordinary work tasks, the head of the workplace may decide not to apply flexible working hours and to impose fixed start and end times.
9. For employees with whom shorter working hours than 40 hours per week have been agreed and who work under a flexible working arrangement, the flexible working arrangements apply mutatis mutandis, as agreed with the relevant line manager

#### Article 4

##### **Special rules for the organisation of working time of academic staff**

1. The working hours of academic staff are governed by special rules, taking into account the specific context of their work.
2. Academic staff are required to work at the employer's workplace or at another agreed location at the times specified in the timetable.
3. Academic staff perform during working hours:
  - a. direct teaching activity,
  - b. work related to direct teaching activities (testing, consulting, etc.),
  - c. scientific, research, development, innovation and other creative activities.

4. Other cases in which academic staff are required to work at the employer's workplace and their working hours are scheduled are:
  - a. job counselling,
  - b. participation in training courses,
  - c. scientific work for projects,
  - d. attendance at meetings of bodies of which academic staff are members,
  - e. activities related to the performance of other scientific, research, development, innovation and creative tasks as assigned by the grant investigator or supervisor.

The activities referred to in Article 4(4) must be carried out in accordance with the decision of the senior staff member.

5. The employer shall schedule academic staff only for that part of the specified weekly working time during which the activities referred to in paragraphs 3 and 4 are carried out.) Under Article 4(4), only where required by internal standards and written decisions or by the project provider.
6. With regard to the remaining part of the working time of academic staff, it is assumed that the academic staff member schedules it himself/herself and the possibility of working from home has been agreed upon according to the rules set out in the Masaryk University Directive No. 11/2013 on the Organisation of Working Time, while a written form of agreement on home working is not a requirement in this case.
7. In the case of special conditions for recording or reporting the time worked required by the providers of specific projects, the rules for recording the time worked are set by the project promoter.

#### Article 5

##### **Obstacles at work**

1. Employees are required to provide written verification to prove eligibility for wage replacement for an employee's work-related hindrance. The employee shall provide proof of the impediment to the designated employee of the department.
2. The employee may make up the unpaid interruption in work in agreement with the head of the workplace. In this case, unpaid leave is not granted.

#### Article 6

##### **Records of working time**

1. Faculty departments record the presence and absence of employees through the electronic application "Attendance" in the INET information system.
2. Employees record their working time in the electronic application "Working Time Record" in the INET information system. In the records, the employee records in particular:
  - a) The beginning and the end of the work;
  - b) A meal and rest break provided;

- c) Other records – obstacles at work, interruption of work, work errands, work performance from home.
- 3. The employee is obliged to keep a record of working time and to confirm its accuracy by the first working day of the following month. The Head of Department must approve the records without undue delay.

#### Article 7

##### **Remote work**

1. Remote work is governed by the Masaryk University Directive No. 11/2013 Organisation of Working Hours.
2. For employees who are not academic staff, the decision on the possibility of working remotely is made by the Head of Department and the employee is responsible for their work.
3. Remote work may be arranged with the employee if the operating conditions of the workplace, the circumstances of the work and the type of work performed by the employee allow it, and if the employee has all the working and other facilities provided by the employer and does not incur any costs in connection with the performance of the work that would not otherwise be incurred if the employee did not work remotely.
4. Remote work is only possible for non-academic staff with the electronic agreement of the employer and the employee.
5. When working remotely, the employee schedules a certain part of his/her working time himself/herself at a location of his/her own choosing.

#### Article 8

##### **Final provisions**

1. The head of staff is responsible for determining the work schedule, the distribution of working time, the integrity of working time records and the submission of documents for the settlement of wage claims.  
  
Other rights and obligations of employees regarding working time are regulated in the current Masaryk University Directive No. 11/2013 on the Organisation of working time.
2. The Human Resources Department is responsible for interpreting the individual provisions of this Directive.
3. Compliance with this Directive shall be monitored by the Secretary.

4. This Directive repeals the Masaryk University Faculty of Pharmacy Directive No. 2/2020 "On the organisation of working time and recording of working time at the Faculty of Pharmacy", effective from 10 December 2020.
5. This Directive shall enter into force on the date of its publication.
6. This Directive shall enter into force on 10 October 2023.

Annexes:

- Annex No.1: Request for overtime payment

In Brno, 9 October 2023

prof. PharmDr. Mgr. David Vetchý, Ph.D.  
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signed electronically