

Directive of the Faculty of Arts of Masaryk University No. 2/2024

**ORGANIZATION AND RECORDING OF WORKING HOURS
AT THE FACULTY OF ARTS OF MASARYK UNIVERSITY**

(effective as of 17 January 2024)

In accordance with § 28, Paragraph 1 of Act No. 111/1998 Coll., on Higher Education Institutions and on Modification and Amendment of Other Acts (Higher Education Act), as amended (hereinafter referred to as "the Act"), I issue the following Directive:

Section 1

Subject Matter

- (1) This Directive regulates the organization and recording of working hours and sets out the rules for planning, taking leave and working from home of employees of the Faculty of Arts MU (hereinafter referred to as the "FF MU") in accordance with Act No. 262/2006 Coll., the Labour Code, as amended (hereinafter referred to as "LC"), Directive MU No. 11/2013 Working Time Organisation at Masaryk University and the Collective Agreement of MU.
- (2) This Directive also applies mutatis mutandis to employees with whom shorter working hours have been agreed and to employees performing work under agreements to perform a job and agreements to complete a job.
- (3) For the purposes of simplifying the text of this Directive, a role or function referred to in the form of a generic masculine means a role or function performed by persons of different gender.

Section 2

General Provisions

- (1) A single-shift, two-shift or continuous work applies at the FF MU. The distribution of employees' working hours can be flexible, even or uneven.
- (2) The statutory working hours are 40 hours a week (Sec. 79 (1) LC) except for the employees in two-shift work, for whom it is 38.75 hours a week (Sec.79 (2)(c) LC) and employees in continuous work for whom it is 37.5 hours a week (Sec. 79 (2)(b)).
- (3) Night work is work performed at any time between 10 PM and 6 AM. Night work is prohibited at the FF MU except for units with continuous work.
- (4) The work may be scheduled on Saturdays in exceptional cases (following the timetable if the academics are concerned) as long as the employee in question agrees and the weekly distribution of working hours (including the Saturday work) does not exceed the negotiated working hours.
- (5) The employer schedules the working hours of an employee working under the agreement to perform or complete a job that is outside the scope of an employment relationship (hereinafter referred to as the "APW" or "ACJ") no later than one day before the start of their work performance. The work must not exceed 12 hours per day (within 24 consecutive hours), even in the case of concurrent employment under a APW or ACJ.

- (6) Exceptions for individuals from the set distribution of working hours are to be authorised by the Dean or the Bursar of the FF MU upon a written application of an employee and upon assessment of the head of the unit.
- (7) An employee performing work at a unit other than one of the FF MU's is subject to the working regime which the organisation in question stipulates for these units.
- (8) Failure to comply with the stipulated working hours may be considered an unexcused absence, bearing all legal consequences.

Section 3
Single-Shift Work

- (1) The statutory working hours are 40 hours a week for employees in single-shift work.
- (2) The working hours of the employees in the single-shift work are distributed over 5 working days from Monday to Friday. The work may be distributed over 7 working days from Monday to Sunday in units in which essential utility services are to be secured.
- (3) The working hours are distributed so that the length of a shift does not exceed 12 hours per day (Sec. 83 LC) and the uninterrupted daily rest period is at least 11 hours. The working hours are also distributed so that the employee is entitled to at least 24 hours of uninterrupted rest per week, together with uninterrupted daily rest, which must follow immediately; the total duration of these rest periods is at least 35 hours of uninterrupted rest per week. In the case of a working trip, the period of uninterrupted daily rest is calculated from the time of the employee's return from the working trip to their place of residence.
- (4) The hours of operation start at 6 AM and end at 10 PM for these employees at the units of the FF MU.

Section 4
Two-Shift Work

- (1) The statutory working hours are 38.75 hours a week for employees in two-shift work.
- (2) The working hours of the employees in the two-shift work are distributed over 7 working days from Monday to Sunday.
- (3) The working hours are distributed so that the length of the shift does not exceed 12 hours per day (Sec. 83 LC) and the uninterrupted daily rest period is at least 11 hours. The working hours are also distributed so that the employee is entitled to at least 24 hours of uninterrupted rest per week. In specific cases (Sec. 90 (2) LC) where it is not possible to give the employee, the uninterrupted daily rest to its full extent at the same time, the subsequent uninterrupted rest period in the week is extended by the time for which their preceding rest period was reduced, so that the employee's uninterrupted rest is at least 70 hours over a two-week period.
- (4) The hours of operation start at 6 AM and end at 10 PM for these employees at the units of the FF MU.

Section 5
Continuous Work

- (1) The statutory working hours are 37.5 hours a week for employees in continuous work.
- (2) The working hours of the employees in the continuous work are distributed over 7 working days from Monday to Sunday.

- (3) The working hours are distributed so that the length of the shift does not exceed 12 hours per day (Sec. 83 LC) and the uninterrupted daily rest period is at least 11 hours. The working hours are also distributed so that the employee is entitled to at least 24 hours of uninterrupted rest per week. In specific cases (Sec. 90 (2) LC) where it is not possible to give the employee the uninterrupted daily rest in its full extent at the same time, the following subsequent uninterrupted rest period in the week is extended by the time for which their preceding rest period was reduced so that the employee's continuous rest is at least 70 hours over a period of 2 weeks.

Section 6

Rules Regulating Flexible Working Hours

- (1) Flexible distribution of working hours applies to employees on a single-shift work, except for employees providing essential utility services.
- (2) The flexible distribution of working schedule consists of the core working hours and flexible working hours. The core working hours are from 9 AM to 2 PM from Monday to Friday. The flexible working hours start from 6 AM to 9 AM Monday to Friday and end from 2 PM to 10 PM Monday to Friday.
- (3) Employees to whom the flexible working hours apply may choose the beginning and the end of their working day within the prescribed periods of the flexible working hours. The length of a shift must not exceed 12 hours (Sec. 85(3) LC). The employee must be present at the unit in the core working hours.
- (4) Proper operation of all units including abiding by the office hours (secured by the alternation of employees if needed) must be secured while flexible working hours apply.
- (5) The head of the unit sets an individualised written schedule for employees working part-time.
- (6) The average weekly working hours must be met within the balancing period of a calendar quarter. The employee must work all his/her working hours within the balancing period. An exception is, if the required number of working hours cannot be met in the balancing period due to an obstacle to work at the employee's side, any difference shall be compensated in the following balancing period. The extra hours worked in a balancing period in order to make up for such a difference do not constitute overtime.
- (7) Obstacles to work on the employee's side qualify as work only to the extent to which they interfere with the core working hours. Obstacles to work that interfere with the flexible working hours qualify as excused ones but do not qualify as work and a compensatory wage shall not be provided for such time. Any time lost due to an obstacle to work interfering with the flexible working hours may be made up for by working additional hours within the flexible working hours on another day within the same week. A time period of one day is deemed to be a time period equal to the average length of an employee's shift as per the negotiated working hours for the purposes of obstacles to work defined by the exact length of the required time for which the employee is entitled to a leave of absence (such as wedding ceremony), for the purposes of statutory leave, short-term incapacity for work and family member care.
- (8) Obstacles to work on the employer's side qualify as work in the scope of the average length of the shift if they interfere with the employee's shift. A time period equal to the average length of the shift per day as per the statutory working hours or the negotiated part-time working hours (if applicable) is deemed to be a shift for those purposes.
- (9) Overtime work in the flexible working hours is always determined as work when exceeding the fixed weekly working hours and the core working hours that is

performed based on instruction or with the consent of the head of the unit. No overtime is drawn if the employee is required to work a shift to meet an obligation.

- (10) Flexible working hours do not apply:
- in case of a business trip,
 - if performance of an urgent work task must be done,
 - in the time of severe obstacles to work (such as illness or family member care),
 - if it is impossible due to operational reasons.

Working hours shall be distributed in a fixed manner evenly over 5 working days from Monday to Friday from 8 AM to 4.30 PM (including the meal and rest break) in such cases unless specified otherwise.

Section 7

Even Distribution of Working Hours

- (1) Even distribution of working hours applies to the employees in single-shift work who provide essential utility services. The head of the unit decides on assigning an employee into this category.
- (2) The head of the unit evenly schedules the negotiated working hours in the even distribution of working hours over individual days, taking the operational needs into consideration.

Section 8

Uneven Distribution of Working Hours

- (1) Uneven distribution of working hours applies to the employees about whom the head of the unit has made a decision in order to ensure proper provision of essential utility services within the unit.
- (2) The head of the unit schedules the working hours in the uneven distribution of working hours unevenly over individual weeks. The average weekly number of working hours within a balancing period of 52 consecutive weeks must not exceed the statutory working hours.
- (3) A working time schedule for the full balancing period and any changes thereto shall be made available to the employees at least 2 weeks before its commencement unless agreed otherwise.

Section 9

Specific Provisions of the Organisation of Working Hours of the Academics

- (1) Distribution of working hours of the academics follows the nature of their work and is subject to specific rules with regard to the specific circumstances under which their work is performed. Those rules are provided for by the Directive MU No. 11/2013 Directive on Working Time Organisation at Masaryk University.
- (2) The academics must perform their work at the employer's unit in the time specified by the timetable if this involves their teaching activities (especially lecturing, examinations and consultations) and in further cases specified by their supervisor (participation in meetings, seminars, performing further scientific, research and creative tasks etc.).
- (3) The working hours of the academics are divided into shifts only in the part of the statutory weekly working hours in which they perform activities as per subsection 2 of this article. This part of working hours is also subject to record keeping.
- (4) Any work other than that specified in subsection 2 of this article is performed by the academic in a time that the academic chooses him/herself. Any costs the academic incurs exclusively in connection with the performance of work at another

place than at the employer's unit as per the first sentence do not qualify as dependent-work-related costs and will be borne by the academic. This part of working hours is not subject to record keeping.

- (5) Project activities are generally activities that MU does not schedule in accordance with Sec. 70a (2) LC. In the case of special conditions for the recording or reporting of time worked required by the providers of specific projects, special rules for the record keeping of time worked on projects are set by the chief manager/director of the project in the case of university-wide projects and by the project investigator in the case of other projects.

Section 10

Breaks in Work and Overtime Work

- (1) A rest and meal break (Sec. 88 LC) of minimum of 30 minutes in length is provided to the employee after 6 hours of uninterrupted work at the latest. This break does not qualify as work and may not be provided at the beginning or at the end of the shift. It may be taken in the time period between 11 AM and 2 PM. The rest and meal break is not provided to the employees whose shift is shorter than 4 hours. A rest and meal break must be provided after 4.5 hours of uninterrupted work at the latest to a minor employee.
- (2) Employees at workplaces where the work cannot be interrupted (workplaces staffed by a single employee such as reception) must be provided with reasonable time for a meal and rest. This time qualifies as work (Sec. 88 (1) LC).
- (3) Overtime work (Sec. 93 LC) is not part of the shift schedule. Overtime work is exceptional. Overtime work is performed upon instruction or with the consent of the supervisor (head of the unit) who is responsible for its recording and for compliance with the limits of overtime work provided for by the LC and collective agreement. Overtime work is primarily compensated by the compensatory time off if it is possible with regard to the operational conditions of the unit and if agreed on with the employee. The compensatory time off shall be provided by the end of the calendar month in which the overtime work was performed or at other times as agreed on.
- (4) The employer shall disregard any work performed above the statutory weekly working hours unless this is overtime work. Overtime is not drawn if an employee works above the set weekly working hours to make up for time off which was provided to him/her by the employer upon his/her own request.

Section 11

Working Hours Records

- (1) As per Sec. 96 LC, the employer must maintain records of the working hours (time sheets) of each employee (which record the actual working time rather than the total time the employee spends at the unit) showing the beginning and the end of each shift worked by the employee (Sec. 78 (1) (c) LC), overtime work (Sec. 78 (1)(i), Sec.93 LC) and night work (Sec. 94 LC).
- (2) The records of working hours are maintained by the individual units at the FF MU and shall be maintained for each employee individually.
- (3) The records of the working hours of the academics are subject to the principles set out in Section 9 of this Directive.
- (4) A superior employee is responsible for the accuracy and completeness of the records of working hours, as well as for the form and manner of the records so that they are clear, comprehensible and demonstrable, i.e. correspond to reality.
- (5) The records of working hours of individual employees are reported via the electronic application Working Time Records and Scheduled Part of Working Time

in the INET information system (at <https://inet.muni.cz/app/dochazka/epr>). The records of working hours of employees working on the basis of a APW or ACJ are reported via the electronic application Work agreement time sheets in the INET information system (at <https://inet.muni.cz/app/index.jsp?id=pers.doch.doh>).

- (6) An employee records the beginning and the end of the working hours, a meal and rest break, any time when he/she was absent from the unit including the reason for such an absence (such as medical appointment, incapacity for work, family member care, leave, business trip, unpaid leave, compensatory time off etc.) and further notes such as working from home, the beginning and the end of overtime work or the beginning and the end of night work. The employee shall submit any relevant documentation to the personnel office.
- (7) Any employee working under several concurrent employment relationships must maintain separate working time records for each employment relationship.
- (8) An employee must confirm the accuracy of the entered data electronically on the last day of the recorded time period and thereby pass the record to the employee authorised to maintain the attendance records in the INET MU information system for the whole unit.
- (9) Control over the keeping of working hours records of subordinate employees is carried out by the head of the unit.
- (10) The employee authorised to maintain the attendance records for the whole unit (department/institute/seminar/purpose-built facilities) checks the data on the last day of the recorded time period and electronically confirms the accuracy of the data by closing the monthly timesheet of the unit in the INET MU information system.
- (11) The personnel office checks the accuracy of the data in the attendance records/timesheets of the units relating to the FF MU Dean's Office and electronically confirms the accuracy of the data in the INET MU information system.
- (12) The reviewed monthly records are then approved electronically by the head of the unit.
- (13) The deadline for closing the data in the INET MU information system is the first working day following the end of the recorded period at the latest.

Section 12

Working from Home for Non-academic Staff Members

- (1) In case the circumstances of work performance and job description of the non-academic staff member allow, it may be agreed with the employee, at their request and with the agreement of their immediate supervisor, that a certain part of their working hours will be scheduled at a location of their choice (telework).
- (2) The telework agreement will be negotiated with employees in order to effectively coordinate activities and ensure internal agendas and to extend the employer's measures to support work-life balance, especially in cases of inability to perform work personally at the workplace due to medical indisposition or necessary care for a family member.
- (3) The telework agreement must be concluded in writing, and its preparation is ensured by the faculty's personnel office.
- (4) The employee's immediate superior is always responsible for monitoring compliance with the agreed conditions of telework.
- (5) Telework does not apply especially for scheduled meetings and other activities requiring the employee's personal presence at the workplace.

- (6) An employee with whom a telework agreement has been negotiated requests to telework on a day-to-day basis from a superior via the electronic application for Leave and telework submissions in the INET information system (at <https://inet.muni.cz/app/dochazka/zadosti>).
- (7) In this context, the employee's superior may decide on the need to provide the telework during the core working hours in accordance with Sec. 6 (2) of this Directive.

Section 13

Planning and Scheduling of the Statutory Leave

- (1) The heads of individual units ensure that the leave schedule is always worked out by mid-April of the respective year at the latest. The particular due date for the leave schedule being worked out in a calendar year shall be stipulated by the personnel office of the FF MU following the relevant instruction of Masaryk University.
- (2) The employees must plan their leave in the electronic application "Planned Absences, Leave Schedule" on the INET information system (at https://inet.muni.cz/app/dochazka/plan_neprit). Each employee must enter their leave schedule for themselves or have it done by employee of the unit who is authorised to handle the electronic timesheets and attendance records.
- (3) The heads of the units approve the summary leave schedules submitted electronically by the employees by the end of April of the relevant year. The head of a unit takes the justified interests of the employees into consideration while approving the leave schedule. The particular due date for the leave schedule being worked out in a calendar year shall be stipulated by the personnel office of the FF MU following the relevant instruction of Masaryk University.
- (4) The following principles must be abided by while working out the leave schedules:
- the statutory leave must be scheduled to be taken in its entire extent (i.e. any remaining leave from the previous year plus the leave to which the employee is entitled in the respective year;
 - if the leave is divided into several parts, at least one such part must be at least 2 weeks long;
 - the possibility to transfer part of the leave into the following calendar year while scheduling the leave is not to be expected;
 - a substantial part of the leave shall be scheduled for the main holiday period (i.e. from 1 July to the beginning of the autumn semester) so that the smooth operation of the academic year is not interrupted; academics are supposed to plan to take at least 25 days of their leave in the main holiday period, non-academic staff 15 days;
 - the academics shall schedule the remaining part of their leave for the time periods when no teaching takes place;
 - any amount of leave remaining from the previous year (if applicable) must be scheduled and taken by the 30 June of the respective calendar year.
- (5) The leave schedules of individual units shall be consulted with the trade union and will be deemed to constitute a determination of the statutory leave in the sense of Sec. 217 (1) LC.
- (6) An employee must request the determination of the statutory leave at the head of the unit via the electronic application "Leave and telework submissions" of the INET information system (URL: <https://inet.muni.cz/app/dochazka/zadosti>). This procedure may be replaced by a printed "Leave Request" form in exceptional cases.

- (7) The employer considers any changes in the statutory leave schedule possible unless the change interferes with the duty to take the entire yearly statutory leave in the relevant year and unless such change interrupts the smooth operation of the academic year.
- (8) The statutory leave must be taken in its entirety in the relevant calendar year, except for cases in which the leave is transferred into the following calendar year. This occurs:
- automatically in cases of factual and well-reasoned obstacles to work on the employee's side (such as long-term incapacity for work, maternity leave or parental leave, sabbatical leave), or
 - due to urgent operational reasons at the employer's side if the dean or faculty bursar of the FF MU decides so with regard to the particular employee. This may only occur in exceptional and well-reasoned cases, such as a request to transfer less than 4 hours of the leave which does not relate to project activities. Such requests must be submitted in a way stipulated by the applicable instruction of the personnel office of the FF MU by 10 December of the given calendar year at the latest.
- (9) Employees who have not taken all their statutory leave by 31 October of the calendar year or have not requested taking the remaining part of their statutory leave by the end of the given calendar year will be ordered to take their statutory leave in November and December of the given calendar year.
- (10) The head of the unit is entitled to decide independently on the time when statutory leave shall be taken based on the leave schedule.

Section 14

Final Provisions

- (1) This Directive repeals the Directive of the FF MU No. 2/2019F Distribution and Recording of Working Hours and Statutory Leave Planning in the Units of the Faculty of Arts of the Masaryk University from 26 April 2022, effective as of 1 May 2022.
- (2) I authorize the head of the personnel office to interpret the individual provisions hereof and its ongoing updating.
- (3) The compliance with this Directive shall be inspected by the head of the personnel office.
- (4) This Directive was consulted with the Primary Trade Union of the Faculty of Arts of Masaryk University on 17 January 2024.
- (5) This Directive shall enter into force upon signature.
- (6) This Directive shall enter into effect on 17 January 2024.

electronically signed
doc. Mgr. Irena Radová, Ph.D.
Dean

Consulted with the Primary Trade Union Organisation of the Faculty of Arts of Masaryk University MU on 17 January 2024.

PhDr. Zdenka Stránská, Ph.D.