

Directive of the Dean of the Faculty of Medicine of Masaryk University No. 5/2019

On the rights and obligations of employees and the organisation of work at LF MU

(as amended with effect from 5 May 2021)

Pursuant to Section 28 of Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Additions to Other Acts (Act on Higher Education Institutions), I issue this Directive:

Díl I. General provisions

Článek 1 Reason and subject of the modification

1. This directive specifies the rights and obligations of the employee and the employer for the purposes of the Masaryk University Faculty of Medicine (hereinafter referred to as "MU Faculty of Medicine") and serves as a tool for personnel management of MU Faculty of Medicine employees.
2. This Directive provides for:
 - 2.1. Categories of LF MU employees, activities of academic staff, recruitment, placement of academic staff
 - 2.2. Remuneration and evaluation of academic staff and other employees of LF MU
 - 2.3. Scheduling of working hours at the MU Faculty of Arts according to the provisions of Act No. 262/2006 Coll., the Labour Code, as amended (hereinafter referred to as the "Labour Code")
 - 2.4. Rules for planning and taking leave
 - 2.5. Arranging meals for employees
 - 2.6. Basics of OSH organisation at LF MU

Článek 2 Introductory and general provisions

1. The provisions of this Directive are linked in particular to MU Directive No.3/2018 "Catalogue of Work Positions", Rector's Directive No.11/2013 "Organisation of Working Hours at Masaryk University" and Rector's Directive No.10/2009 "Determination of the Organisation of Occupational Safety and Health at MU".
2. There shall be no discrimination or exclusion in the application of this Directive, in particular on grounds of sex, age, race, language, origin, nationality, religion or belief.
3. The application of this Directive must respect the basic principles of employment relations listed in Article 1a of the Labour Code.
4. The provisions formulated in this Directive must be applied in accordance with the Code of Ethics for Academic and Professional Staff of Masaryk University (hereinafter referred to as the "Code of Ethics").

Díl II. **Staff**

Článek 3 Categories of employees

1. For the purposes of this Directive, *an employee* means a natural person who has undertaken to perform dependent work in an employment relationship.
2. For the purposes of this policy, staff is divided into academic staff¹ and other staff.
 - 2.1. Academic staff are professors, associate professors, assistant professors, assistant lecturers and scientific, research and development staff involved in teaching activities². Academic staff, irrespective of their job function, perform both pedagogical and scientific, research, development and innovation, artistic or other creative activities and participate in the self-government of LF MU within their employment relationship with LF MU. Other experts may also participate in teaching on the basis of agreements on work performed outside the employment relationship.
 - 2.2. For the purposes of this Directive, other staff means staff who are not academics and are involved in educational, research and development activities, or their management, administration or other specialised support activities.
3. The provisions of this Directive shall not apply to professors emeritus and persons working under agreements for work outside the employment relationship, unless this Directive expressly provides otherwise.

Článek 4 Qualifications and requirements

1. The qualifications and requirements that an employee must meet in order to perform the agreed type of work are set out in the MU Directive³ (hereinafter referred to as the Job Catalogue). The job catalogue defines the general characteristics of the employees' job positions and sets out the minimum qualification requirements, including other prerequisites for classification in the individual pay grades. The job catalogue also determines the method of classifying employees into pay grades, the method of proving the pay grade awarded and the method of implementing a change in pay grade.
2. The scope and structure of the specific duties within the job description framework are determined for each employee by his/her supervisor, depending on the overall tasks of the department in the educational activity and taking into account his/her individual professional abilities.

Článek 5 Establishment of the employment relationship

1. Academic staff positions are filled on the basis of a selection procedure. The selection procedure may be waived in the case of repeated employment of an academic staff member.⁴ A selection procedure may also be held when recruiting other LF MU employees.
2. Selection procedures are carried out in accordance with MU internal regulations (hereinafter referred to as the "Selection Procedure Regulations").
3. Job vacancies are published on the public website of Masaryk University. The selection procedures take into account both the strategic goal of the MU Faculty of Physical

¹ Act No. 111/1998 Coll. on Higher Education Institutions and on the Supplementation of Other Acts (Higher Education Act)

² Annex No. 1 to the MU Internal Wage Regulation

³ At the time of issuing the regulation, this Directive is Masaryk University Directive No. 3/2018 "Catalogue of job positions"

⁴ § Section 77 of the Higher Education Act, Article 6 of the Masaryk University Selection Procedure Regulations

Sciences, which is to renew, renew and develop human resources in research and education towards the internationalisation of research and educational activities, and to support the integration of academic staff.

4. The selection procedure can be carried out remotely, using a remote communication tool. The chairman of the selection board decides on the conduct of the selection procedure.
5. A selection procedure is announced for the positions of heads of departments, institutes and clinics, usually within three to five years after the specific head position has been filled.
6. Visiting professors may also work at the faculty in accordance with No. 42 of the MU Statutes.

Díl III. **Remuneration and employee evaluation**

Článek 6 Remuneration

1. Remuneration of employees is governed by the Internal Wage Regulations of Masaryk University in accordance with the Catalogue of Positions.
2. Remuneration related to the publication of LF MU teaching texts is governed by a special internal faculty standard⁵.

Článek 7 Classification of employees into job positions and pay grades

The classification of academic staff positions into salary grades, including the determination of the areas of predominant activities and the requirements for minimum educational attainment, academic qualifications or scientific rank, and the classification of other staff positions into salary grades, including an indicative list of typical jobs and the determination of minimum educational qualifications for these positions, are set out and specified in the Job Catalogue.

Článek 8 Salary

1. Wages means monetary remuneration provided to an employee for work in accordance with the Labour Code.
2. Wages or remuneration from agreements on work performed outside the employment relationship (hereinafter referred to as agreements) may not be lower than the minimum wage. If the wage or remuneration does not reach the minimum wage, the employee shall be granted a supplementary payment equal to the difference between the wage earned in the calendar month and the relevant minimum monthly wage, and the difference between the wage per hour worked and the relevant minimum hourly wage in the case of remuneration under the agreement.
3. For the purposes of determining the minimum wage, the wage received by the employee for overtime work and other statutory allowances provided for in the Labour Code are not included in the wage.⁶

⁵ At the time of publication - Directive of the Dean of the Faculty of Medicine No. 4/2011

⁶ § Section 111(2) of the Labour Code, government regulation on minimum wage

4. The wage is negotiated taking into account the complexity and difficulty of the work, the qualification requirements and the employee's performance.
5. The amount of the individual components of the wage, in particular the wage tariff, the personal assessment and the functional supplement, is determined by the wage assessment. In accordance with the rules of the internal wage regulation, wages may be agreed by contract.
6. The wage rate is set for employees on the basis of the type of work agreed in accordance with Article 5 of the Internal Wage Regulation.

Článek 9 Personal evaluation

1. The personal assessment is an individually determined variable wage component.
2. The quality of the work performed by the employee, including recognition of the contribution to teaching and scientific activities and the employee's stable long-term performance, is decisive for determining the amount of the personal evaluation. At the same time, account is taken of managerial and organisational skills, knowledge, skills, experience, activity, professional and personal development, teamwork skills and the employee's personal contribution to the employer. The amount of personal remuneration is determined with regard to the budget of the workplace in a given period of time.
3. A staff member may be awarded a personal allowance at the start of his employment; in determining the amount of the allowance, account shall be taken of his potential to meet the criteria set out in paragraph 2.
4. An employee may be awarded a personal assessment up to a specified percentage of the salary scale of the grade to which the employee is assigned, as follows
 - 4.1. for other employees up to 150%;
 - 4.2. for academic staff up to 200%;
 - 4.3. for senior staff (see Organisational Regulations) up to 250%.
5. The remuneration is granted for a fixed period, usually from 1 May of the calendar year concerned.
6. Personal remuneration may be granted beyond the scope set out in Article 4 if the employee performs tasks within the framework of a grant project or has an active contribution to the economic activities of the MU Faculty of Arts.
7. The Dean/Secretary may award a personal evaluation to an employee who achieves exceptional work results and performs a given scope of work tasks with exceptional quality, regardless of paragraph 4.
8. The proposal to award, amend or withdraw a personal assessment shall be submitted by the head of the establishment where the employee is assigned. Proposals may also be submitted by another senior member of staff or by the project leader.
9. The personal evaluation may be changed (increased, decreased or withdrawn) following changes in the fulfilment of any of the criteria on the basis of which the personal evaluation was awarded.
10. For employees who are involved in the performance of work tasks within the framework of a grant project, the personal evaluation may also be changed in the event of a change in the conditions of project financing or in the event of a change in the salary tariff.
11. The Dean/Secretary decides on increasing, decreasing or withdrawing the personal evaluation also in the case of non-fulfilment of the employee's basic duties according

to the Labour Code⁷, non-fulfilment of the requirements for proper performance of work according to the Labour Code⁸, or violation of the internal regulations of the Faculty of Medicine or Masaryk University.

12. If a reduction or withdrawal of the personal allowance occurs during the period for which the personal allowance is granted, the employee must be notified in writing, including the reasons, no later than the date on which the change takes effect. Reasons shall not be required in the case referred to in paragraph 10.

Článek 10 Management and performance of duties allowance

1. The functional supplement is granted in accordance with the Internal Wage Regulation in relation to the Organisational Regulations of the MU Faculty of Medicine (hereinafter referred to as the Organisational Regulations). The amount of the functional allowance reflects the level of responsibility, difficulty and quality of management work. A functional supplement may be granted for:
- 1.1. Management;
 - 1.2. performance of the function;
 - 1.3. representation;
 - 1.4. performance of the activities of the study programme guarantor.
- ad 1.1. Staff members shall receive a management allowance according to the level of management, the degree of responsibility, the complexity and quality of the management work, the number of staff members under their direct management and their structure. Direct management of at least two staff members is a condition for the award. Where the conditions for awarding more than one management allowance are met, the staff member shall receive only one allowance, the one which is more favourable to the staff member.
- Steering grades and the range of the amount of the leadership allowance:
- Level 1 management: an employee who is not a manager but is required by his/her job description to manage the work of other employees within his/her workplace,
3 000 to 5 000 CZK per month
- 2nd level of management: a senior member of staff who directs the work of subordinate staff in accordance with the Staff Regulations
5 000 to 20 000 CZK per month
- 3rd level of management: senior staff member who manages other senior staff members or manages the work of several organisational units according to the Organisational Regulations
12 000 - 30 000 CZK per month
- ad 1.2. Range of the amount of the performance-related increment:
Vice-Dean 12 000 - 30 000 CZK per month
- ad 1.3 A staff member who continuously replaces a temporarily absent senior member of staff in the full scope of his duties for a period of at least 4 weeks, and where

⁷ § Sections 301 and 302 of the Labour Code

⁸ § Section 52(f) and (g) of the Labour Code

the replacement is not part of his normal duties, shall be entitled to a management allowance at the full rate awarded to the temporarily absent senior member of staff.

- ad 1.4. For the performance of the activities of the study programme guarantor, the employee is entitled to a functional allowance of CZK 5,000 per month. The functional allowance for the performance of the activities of the study programme guarantor cannot be cumulated. If one employee performs the activities of a study programme guarantor for several study programmes, he/she shall be granted a functional allowance only for the activities of a study programme guarantor.
2. The functional allowance for management and performance of functions is adjusted on the basis of changes in conditions at the managed workplace, changes in the quality of management and also in accordance with changes in the Organisational Regulations or the structure of the Faculty of Medicine.
 3. The Dean/Secretary decides on the specific amount of the additional payment for management, for the performance of duties and for the substitution of a temporarily absent employee in accordance with the Organisational Regulations. The Dean of the Faculty of Medicine decides on the granting of a supplement for the performance of the function of a study programme guarantor.

Článek 11 Risk work allowance

1. At the Faculty of Medicine, a risk allowance is provided according to applicable legislation to employees who work in working conditions associated with exceptional neuropsychological stress, risk to life and health or difficult working conditions.
2. The Dean/Secretary decides on the specific amount of the surcharge.

Článek 12 Contractual wage

1. The contractual wage is an individually negotiated wage that includes all wage components except bonuses and excluding other statutory wage rights⁹.
2. The contractual salary is always negotiated with the Dean and the Secretary of the Faculty.
3. Contractual salary can also be negotiated with other employees of the Faculty of Medicine at the request of the Head of Department. The Dean/Secretary decides on the negotiation of contractual wages with other employees in accordance with the Organisational Regulations.

Článek 13 Severance pay

1. Severance pay is a cash benefit which is individual and is always negotiated
 - 1.1. with the dean and the vice dean. The amount and conditions for granting and paying severance pay are set out in Article 12 of the Internal Wage Regulations of Masaryk University;
 - 1.2. with the secretary of the faculty. The amount of the severance payment shall be at least three times and no more than six times the average monthly earnings of the faculty member for the last three full months preceding the date of termination as Secretary. The severance pay shall be paid on the next payday following the

⁹ Article 10 Internal Wage Regulations of Masaryk University

end of the Secretary's term of office. No entitlement to severance pay shall arise if the Secretary moves to another appointed post within Masaryk University.

Článek 14 Employee evaluation

1. Employee appraisal is one of the HR tools that provides information about the performance of individual employees. It is the basis for setting work tasks, goals and plans for personal and professional development of the employee and thus supports their performance and motivation. The obligation to evaluate the performance and work results of employees is laid down in Section 302(a) of Act No. 262/2006 Coll., the Labour Code, as amended.
2. The performance of staff members shall be evaluated regularly once a year, no later than the end of March of the following year. The appraiser is normally the immediate superior, i.e. the head of the department.
3. Paragraph 2 shall not apply to staff members with shorter working hours of less than half the stipulated weekly working time, visiting professors, staff members with an employment contract of less than one year or staff members employed solely for the purpose of carrying out a research project. In the case of staff with shorter working hours of less than half of the fixed weekly working time, the evaluator may set a different evaluation interval.
4. Each employee is evaluated individually by the evaluator with regard to the relevant duties of the position held, the work tasks set for the evaluation period and long-term work objectives, and other circumstances as appropriate. The appraiser shall comply with the principles set out in MU Directive No 5/2017 (Staff Appraisal).
5. The main focus of regular appraisal is to assess staff performance in all its main areas.
 - 5.1. For academic staff, this is the area of teaching, scientific research and organisational activities. Management activities and holding academic posts are also taken into account.
 - 5.2. For other staff, performance appraisals are carried out in relation to specific job duties.
6. The evaluation also assesses the achievement of planned personal and professional development and compliance with the Code of Conduct. The employee's work behaviour and conduct is also assessed, e.g. willingness to take responsibility, open communication, cooperation in the workplace, etc.
7. When evaluating academic staff, the IS MU support application is usually used, but it does not replace the evaluator's personal meeting with the employee being evaluated.
8. The conclusions of the evaluation are subsequently recorded in a written record of the employee's evaluation (in paper or electronic form). The final record is agreed by both the employee and the appraiser (by handwritten signature or electronically) and then sent in paper or electronically to the HR department where it is placed in the employee's personnel file.
9. If the employee disagrees with the results of the evaluation, he/she shall express his/her disagreement directly in the evaluation record and shall also state the reason for his/her disagreement. In such a case, the matter is referred to the Dean/Secretary or his/her designee for resolution. A written record of the outcome of further discussions shall be kept and subsequently placed in the staff member's personnel file.

Díl IV. **Organisation of working time**

Článek 15 Timetabling, breaks, rest periods

1. The organisation of working time is governed by a separate MU Directive¹⁰.
2. The weekly working time is 40 hours per week.
3. Flexible working hours are introduced at the MU Faculty of Medicine, with the exception of the workplaces listed in point 5, unless otherwise specified for certain employees.
4. The working hours are spread over five working days in a single-shift system with a working week of 40 hours on weekdays and may start at 6.00 am and end at 8.00 pm. For operational reasons, working hours may start before 6.00 a.m. or end after 8.00 p.m., always with the approval of the employee's supervisor. A shift may be ordered on weekends if the serious operational interest of the faculty requires it.
5. Flexible working hours are not applied at these workplaces:
 - 5.1. Building management: staff in the mailroom - fixed working hours from 7.30 a.m. to 4 p.m.
 - 5.2. Centre of medicinal plants - fixed working hours from 6.30 am to 3 pm.
6. The working week always starts at 6.00 a.m. on Mondays.
7. The period of uninterrupted rest between two shifts (Section 90 of the Labour Code) during a business trip is calculated from the time the employee returns from the business trip to the place of residence.
8. LF MU will create conditions for appropriate adjustment of working hours of employees caring for children under 15 years of age. LF MU will ensure that requests for adjustments to working hours are considered within 14 days of the request.

Článek 16 Work overtime

1. Overtime work shall be ordered or agreed to only in exceptional cases by the employee's supervisor, who shall also be responsible for its recording and compliance with the overtime limits set by the Labour Code.
2. Compensatory time off shall be given in priority for overtime work until the end of the third calendar month after the overtime work has been performed or at an otherwise agreed time.
3. In the case of compensatory time off for overtime worked, the overtime wages earned shall not be payable in the calendar month following the month in which the employee's entitlement to the wages accrued; such wages shall be paid in the month in which the compensatory time off is taken.¹¹
4. Overtime is only overtime if the following conditions are met:
 - 4.1. The employee was working beyond the stipulated weekly working hours.¹²
 - 4.2. Employee worked beyond basic working hours.¹³

Článek 17 Rules on the application of flexible working

¹⁰ At the time of adoption of the regulation, this is MU Directive No. 11/2013 Organisation of Working Hours

¹¹ MU Internal Wage Regulation, Article 3, paragraph 2

¹² Article 17(1)

¹³ Article 21(5)

1. Flexible working hours are spread over five days in a single-shift working pattern with a 40-hour working week. The compensatory period within the meaning of Article 85(4) of the Labour Code, in which the weekly working time must be completed, is set at four consecutive calendar months. The start of the first four-month compensatory period is set for 1 September 2019.
2. An employee who fails to work the relevant part of the optional working time for the specified compensation period due to excused work interference shall be obliged to make up this part by the end of the next compensation period at the latest. If he is prevented from doing so by other obstacles on his part, he shall do so without undue delay after these obstacles have ceased to exist. The period of overwork shall not constitute overtime.
3. The positive difference between the reported time for the specified compensatory period and the multiple of the employee's weekly working time and the number of weeks falling within the relevant compensatory period shall be treated as time voluntarily remaining at the workplace other than by performing work, not as time worked, unless it is overtime.
4. In accordance with this distribution of working hours, it is the duty of the heads of clinics, institutes, departments and heads of other departments to ensure that individual employees are registered:
 - 4.1. time worked
 - 4.2. overtime work
 - 4.3. night work
 - 4.4. the period of on-call time held by the employee (Sections 78(1)(h) and 95 of the Labour Code)
 - 4.5. performing work during on-call time (Section 95(2) of the Labour Code)
 - 4.6. the time of leaving the workplace, indicating the reason in the basic working hours.
5. With flexible working time, the employee chooses the start and end of working time on individual days within the time periods of the optional working time, so that the total length of the shift may not exceed 12 hours. Optional working hours shall start between 6.00 and 9.00 a.m. and optional working hours shall end between 3.00 and 8.00 p.m. Between the two optional periods of working time is inserted the basic working time from 09.00 - 15.00 hours when the employee is required to be at the workplace. In the summer months, i.e. July and August, the basic working hours are from 9.00 a.m. - 2.00 p.m. An employee may leave the workplace only on the order or with the consent of his immediate superior. This provision does not apply to academic staff - see Article 19.
6. Employees with shorter working hours who work flexible working arrangements shall be subject to the rules for the application of flexible working arrangements in a similar way to employees working a fixed weekly working time, with the proviso that the working time is expected to be spread over five shifts on each working day, unless otherwise individually determined by the head of the workplace.
7. The relevant MU directive¹⁴ regulates the issues of flexible working time scheduling in the event of obstacles to work on the part of the employee or the employer.

¹⁴ At the time of issuing the regulation, this directive is MU Directive No.11/2013 Organisation of Working Hours

8. Employees are required to submit a written statement indicating the time period during which the work stoppage lasted in order to prove eligibility for wage replacement for the work stoppage. This certification, approved by the department head, shall be forwarded by the employee to the payroll office. Employees with flexible working arrangements shall document only the period of time that falls within their basic working hours. A model certificate is attached to this Directive.
9. If overtime, night, weekend, holiday or on-call work has occurred, the head of the workplace is required to submit a separate form to the payroll office by the end of the calendar month for which the employees' wage claims are to be settled. A model form is attached to this Directive.

Článek 18 Work from home

1. If the circumstances of the job and the employee's workload allow it, it may be agreed with the employee that he or she will schedule a certain part of his or her working time himself or herself at a location of his or her own choosing (working from home). In particular, homeworking may not be used for direct teaching activities, consultancy activities, scheduled work meetings and other activities requiring the employee's personal presence at the workplace.
2. The conditions for working from home are regulated by the relevant MU guidelines¹⁵.
3. The agreement to work from home must be in writing.
4. The immediate supervisor of an employee with whom the possibility of working from home has been agreed is obliged to:
 - 4.1. give appropriate instructions to the employee to work from home and manage this work,
 - 4.2. check and reconcile the data from the documents used to record the time worked from home.

Článek 19 Special rules for the organisation of working time of academic staff, or other staff carrying out teaching, research and other creative activities

1. The working hours of academic staff are governed by special rules, taking into account the specific context of their work.
2. Academic staff members are obliged to work at the MU Faculty of Arts or at another agreed location when it results from the performance of their direct teaching activities (primarily teaching, testing and consulting activities), in cases when their presence is requested by a senior staff member for the purpose of performing work related to direct teaching activities or the performance of scientific, research, development, innovative and creative tasks (e.g. laboratory work).
3. LF MU schedules academic staff into shifts only for the part of the specified weekly working time in which the activities referred to in paragraph 2 are performed. The working time schedule is represented by the schedule of teaching duties, or by specifying other times when the employee's presence at the workplace is necessary.

¹⁵ At the time of issuing the regulation, this directive is MU Directive No.11/2013 Organisation of Working Hours

4. With regard to the remainder of the academic staff member's working time, the academic staff member shall be deemed to be self-scheduling and the option of home-working has been agreed in accordance with Article 18, in which case a written home-working agreement is not a requirement
5. Within the working time of academic staff, it is assumed that they have also worked working time in individual weeks to the extent that is equal to the difference between the stipulated or agreed shorter working time and the time that MU has scheduled in accordance with Section 70a(2) of Act No.111/1998 Coll., the Higher Education Act.
6. Project activity is generally an activity that MU does not schedule. In the case of special conditions for recording or reporting the time worked required by the providers of specific projects, the obligation to report the time worked on a specific project is agreed with individual employees according to the instructions of the project initiator or the dean of the faculty (e.g. using timesheets).

Článek 20 Break at work

1. A break from work for meals and rest shall be provided after a minimum of 3 hours and a maximum of 30 minutes after 6 hours of continuous work. For a juvenile worker, this break shall be granted after a maximum of 4 hours of continuous work. This break shall not count towards working time.
2. An employee with shorter working hours of 20 hours or less per week whose working hours on any particular day do not exceed 6 hours is not required to take a meal and rest break.
3. In the case of work which cannot be interrupted, or in the case of an employee under paragraph 2, the employee shall be given reasonable time for rest and meals. This time shall be counted as working time and the employee shall be entitled to wages.
4. Meal and rest breaks shall not be provided at the beginning and end of working hours.

Článek 21 Records of working time and attendance

1. Records of working time of LF MU employees are recorded at individual workplaces using an electronic application in the INET MU information system, unless otherwise specified by the head of the workplace for operational or technical reasons.
2. LF MU academic staff records working time in accordance with Article 19
3. For employees who are not academic staff, LF MU records all working time.
4. The employee records the start and end of work (shifts worked), meal and rest breaks and other records: interruptions of the work shift during the basic part of the working time, work errands, working from home (non-academic staff only), start and end of night work, absence due to leave and business travel, unless these data are generated from the INET records.
5. The employee is obliged to keep records of working time according to reality and to confirm their accuracy by the 1st working day of the following month.
6. The head of the workplace is obliged to check the working time records and their compliance with the facts and approve them without undue delay after the end of the month.

Článek 22 Taking leave

1. The full amount of leave must be taken by the employee in the year in which the leave entitlement is earned. In accordance with Section 218 of the Labour Code, it is the obligation of LF MU to determine the use of the leave in the year in which the leave entitlement was earned.
2. If you are prevented from taking leave
 - 2.1. obstacles to work on the part of the employee (e.g. long-term sick leave, maternity and parental leave); or
 - 2.2. Urgent operational reasons (e.g. the need to meet deadlines for project commitments, research and other creative tasks),the head of the establishment is obliged to determine this leave so that it is taken by 30 June of the following year. If LF MU does not make a decision by this date, the employee may decide to take the leave himself. In this case, the employee must notify the employer in writing 14 days in advance.
3. If the leave cannot be taken even by the end of the following calendar year because the employee has been declared temporarily unfit for work or because of maternity or parental leave or because of other serious obstacles to work on the part of the employee, the head of the workplace shall determine the duration of the leave after the end of these obstacles to work.
4. The employee takes leave in accordance with the approved leave plan and sends the request to his/her direct supervisor electronically via the relevant application in the MU INET. The leave so approved is automatically recorded in the electronic attendance register.
5. Exceptions to spending against the plan are approved by the Head of Department. A hard copy of the electronic attendance record signed by the Head of Department is sent monthly to the LF HR Department, where it is archived. In the case of electronic approval of attendance by the Head of Department, the paper form is not required.

Článek 23 Planning your leave

1. LF MU employees are obliged to plan their annual leave in the electronic application INET MU.
2. Staff members who do not have access to this application shall schedule their leave through the staff member of the unit responsible for the electronic attendance system.
3. Employees are required to plan their leave so that the leave to which they are entitled is taken by the end of the calendar year.
4. Employees are obliged to plan the use of a substantial part of their leave during the main holidays and Christmas holidays so as not to disrupt the smooth running of the academic year. Academic staff are obliged to take at least 6 weeks' leave during the main holidays, non-academic staff at least 4 weeks' leave. Academic staff must take the remainder of their leave when classes are not in session.
5. Employees with a fixed-term contract plan to take leave until the end of their employment.
6. The employee shall confirm the correctness of the completed data in the electronic application by 15 April of the relevant calendar year at the latest and the head of the workplace shall electronically confirm the correctness of the scheduled leave for the workplace by 30 April of the relevant calendar year.

7. At the same time as scheduling their leave, managers will designate a representative to cover for them during their leave (listed in the application).
8. The LF MU employee leave schedule will be forwarded to the relevant trade union organisation for comment.
9. Compliance with the provisions on the scheduling and use of leave shall be monitored by the Human Resources Department.

Díl V. **Catering for employees**

Článek 24 Forms of boarding and amount of allowance

1. LF MU employees can use this form of catering:
 - 1.1. in the employer's catering facilities (canteens) or in public catering establishments on the basis of a cash allowance for meals (hereinafter referred to as the "meal allowance").
2. The range of employees and the conditions for entitlement to the meal allowance are set out in the Collective Agreement¹⁶.
3. Employees are entitled to a meal allowance if they meet the condition of working at least a 4-hour shift and if they have an employment relationship with MU that covers at least half of the stipulated weekly working hours (20 hours per week).
4. The condition of agreed minimum working hours does not apply in the case of employees who are also recipients of a retirement pension. In these cases, the employee is entitled to a meal allowance if the working time is individually agreed to be spread over only certain days so as to meet the condition of working at least a 4-hour shift per day.

The meal allowance is also available to MU Faculty of Medicine employees who are full-time students and MU Faculty of Medicine employees who are also employed by the Faculty of Medicine.
5. The records of employees' entitlements to the meal allowance are kept by the MU Faculty of Medicine Personnel Department (hereinafter referred to as the "Personnel Department").
6. The meal allowance will be paid directly to the employee's account together with the salary for the current calendar month. Employees shall be paid a lump sum per shift worked at the rate set out in the Collective Agreement.

Díl VI. **Ensuring occupational safety and health at work**

Článek 25 Occupational health and safety, fire protection

1. The provision of occupational safety and health protection (hereinafter referred to as "OHS") and fire protection (hereinafter referred to as "fire protection") is regulated in detail by MU¹⁷ directives and the operating rules of the buildings/facilities in which the LF MU workplaces are located.

¹⁶ Article 12 of the MU Collective Agreement

¹⁷ At the time of the adoption of the directive, it is Directive No. 10/2009 "Determination of the Organisation of Occupational Safety and Health at MU" and Directive No. 4/2005 "Organisation of Fire Protection at Masaryk University",

2. For the organisation of OSH and PO
 - 2.1. at MU unit departments are the responsibility of the department heads,
 - 2.2. in teaching and other events related to teaching, practice, training, sporting events and other activities operated or organised by MU, the relevant heads of departments are responsible.
3. Senior employees at all levels of management are personally responsible for the fulfilment of OSH and OHS tasks in accordance with Section 101 of the Labour Code within the scope of their functions, namely
 - 3.1. faculty - the dean, the secretary,
 - 3.2. all heads of departments at all levels of management within the scope of their functions at the departments they manage.
4. Managers (Section 11 of the Labour Code) are responsible for the condition and creation of conditions for safe and healthy work at the workplaces they manage. A detailed breakdown of duties is set out in Rector's Directive No. 10/2009 and the Labour Code.
5. Employees' obligations are set out in the Labour Code, legal and other regulations to ensure OSH (Section 349 of the Labour Code) and the above-mentioned MU internal standards.
6. Every employee is obliged to take care, to the best of his/her ability, for his/her own safety and health as well as for the safety and health of natural persons directly affected by his/her actions or omissions at work. Knowledge of the basic obligations arising from legal and other regulations and the employer's requirements to ensure occupational safety and health is an integral and permanent part of the employee's qualifications.
7. In connection with their teaching activities, academic staff fulfil their obligations under the Labour Code to ensure the OSH of students. In particular, academic staff are obliged to acquaint students with the safety regulations and instructions (cf. Section 349 of the Labour Code) that apply to the activities they carry out and are obliged to monitor students' compliance with the safety regulations and instructions.
8. Every employee is obliged to undergo the necessary H&S training. Their training is the responsibility of the relevant manager or his/her delegated employee. The Secretary shall be responsible for organising OSH training. H&S training may also be provided remotely, using a remote communication tool.
9. Every new employee must undergo an initial medical examination to verify his/her medical fitness for the work he/she is to perform before entering the workplace.
10. Every employee is obliged to undergo an occupational health examination at the intervals specified by the applicable legislation¹⁸⁻.
11. The provision of first aid, compensation for occupational injuries, occupational diseases and school accidents to students is set out in detail in MU Directive No.10/2009.
12. MU will provide personal protective equipment, washing, cleaning and disinfecting agents and protective drinks free of charge to the employee on the basis of a risk assessment and specific working conditions. Details are laid down in Directive No 10/2009.

¹⁸ e.g. Rector's Measure No. 1/2013 Rights and obligations of Masaryk University employees arising from the Act on Specific Health Services

Díl VII. **Final provisions**

Článek 26 Final provisions

1. This Directive cancels the LF MU Dean's Directive No. 1/2018 on the effective date.
2. Performance increments and personal appraisals assessed prior to the effective date of this Directive shall remain in effect for individual employees until the new personal appraisal is assessed or until April 30, 2019, whichever is earlier.
3. This Directive has been updated with effect from 5 May 2021.

In Brno, 5 May 2021

prof. MUDr. Martin Repko, Ph.D.

Dean of LF MU