

**Masaryk University Faculty of Law Measure No. 1/2024**

**Schedule of leave in 2024**

*(as amended with effect from 1 February 2024)*

*Pursuant to Section 28(1) of Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Additions to Other Acts (the Higher Education Act), as amended (hereinafter referred to as the "Higher Education Act"), I issue the following measure:*

In accordance with the provisions of Section 217 of the Labour Code and in agreement with the representatives of the ZO OS, I determine the use of leave for the calendar year 2024 as follows:

A. Law School employees are required to use the majority of their annual leave by September 30, 2024, and are required to use all of their 2024 annual leave by the end of the calendar year, except where prevented by objective reasons.

B. During the main holidays, i.e. 1 July 2024 - 31 August 2024, I determine the drawdown for each group of workers as follows:

- academic staff take a leave of absence of at least five weeks. With the approval of the Head of Department, if the teaching activities are fully ensured without the use of external staff, and in particular the promotion and state examinations, the five weeks may be taken until 30 September 2024,
- non-academic staff shall take a minimum of three weeks' leave,
- Academic staff who are students of doctoral studies and go on a foreign internship during the non-holiday period (and due to the type of support must take leave for this trip) may apply for an exemption to the Dean. In this case, the Head of Department will propose a period of time to be taken and will set out in writing the Area V and V work tasks that the academic staff member will undertake during the vacation period. The Head of Department shall be responsible for monitoring these.

C. During the Christmas holidays from 24 December 2024 to 31 December 2024 (inclusive), when the faculty building will be restricted to necessary operations (economic department, necessary maintenance of the building, etc.) and the faculty will be closed to the public, all employees are ordered to take leave.

D. Remaining days of sick leave shall remain available for use by all employees during the year with the approval of the department head.

E. All employees are required to enter their leave plan electronically by April 30, 2024.

Heads of departments, institutes and divisions are responsible for compliance with the above.

The inspection is entrusted to Ing. Dagmar Pipalová.

Discussed with the trade union.

In Brno, 26 January 2024

Martin Škop

Dean

Translated by DeepL machine translation service.