

Measure of the Central European Institute of Technology no. 2/2016

System of taking a holiday

(Effective from 18th March 2016)

According to Section 217 and 218 of the Act No. 262/2006 Coll., Labour Code, as amended (hereinafter referred to as the "Labour Code"), I issue following measure.

Article 1

Subject

- (1) Leaders of research groups and other workplaces shall provide their holiday plan for given year no later than 30th April of given calendar year.
- (2) The holiday plan shall be created electronically through "absence planning" application found at https://inet.muni.cz/app/dochazka/plan_neprit. Each employee is obliged to input their holiday plan therein by themselves or through authorised employees. Holiday plans shall be kept at the Personnel Department.
- (3) A completed holiday plan does not have a status of approved holiday. According to the holiday plan the employee is obliged to have his/her holiday approved by the direct supervisor, unless otherwise agreed (i.e. provided that the supervisor agrees it is possible to take holiday also in another term). The supervisors themselves can decide about the time of holiday taking. Employees can ask for the approval of their holiday at <https://inet.muni.cz/app/dochazka/zadosti>, or it is possible to use a paper form.
- (4) When creating holiday plans, the following principles must be observed:
 - a) Holiday shall be planned to its whole rightful extent, i.e. the rest from previous calendar year and the given holiday of given calendar year;
 - b) Justified interests of employees shall be taken into account;
 - c) A holiday plan shall not include the possibility of transferring a holiday into the following calendar year.
- (5) To ensure smooth operation of CEITEC MU during the whole academic year, I determine taking a holiday for respective categories of employees during the main holidays, i.e. 1st July – 1st August of given calendar year, as follows:
 - d) Academic workers are obliged to take a holiday of no less than 4 weeks.
 - e) Other employees are obliged to take a holiday of no less than 2 weeks.
- (6) In the time from 24th December to 31st December of given calendar year, when the operation in university buildings will be limited to its necessary minimum (finance division, maintenance of building, etc.) all the employees are obliged to take holiday.

- (7) The entire right to a holiday must be exploited by an employee within the year during which such right to a holiday arose unless a part of a holiday is transferred into the following calendar year according to Paragraph 8 and 9 herein. The entire holiday of given calendar year must be approved by the supervisor no later than until 18th November of the same year (unless the holiday is approved to be transferred).
- (8) Holiday is transferred into the next calendar year automatically when some obstacles to work which prevent taking a holiday arise on the part of an employee.
- (9) Furthermore, transferring a holiday into the next calendar year can follow some urgent operational reasons of the employer if the existence of such reasons on the part of an employee is, in emergency and duly justified cases (non-scheduled audit, long-term business trip, etc.), decided upon by the supervisor. The granted approval (approval granted via e-mail is sufficient) shall be delivered to a particular HR assistant no later than 31st October of given calendar year. If the approval for transferring a holiday is not granted, it is necessary to exploit the entire holiday for which the employee is entitled within the actual calendar year.
- (10) If a part of a holiday is transferred into the next calendar year, the employee is obliged to take it no later than until the end of June of the same calendar year.

Article 2

Final Provisions

- (1) Interpretation of the measure hereof and their updating is entrusted to the head of the Personnel Department.
- (2) Abiding by the measure hereof is supervised by assistants and the head of the Personnel Department.
- (3) According to the above mentioned principles and to the Labour code, heads of respective workplaces shall be responsible for taking a holiday at the workplaces within CEITEC MU.
- (4) The measure hereof shall come into force on and after the day of their issue.
- (5) The instruction comes into effect on 18. 3. 2016.

In Brno 18th March 2016

Jiří Nantl
Director