

Jihočeská univerzita v Českých Budějovicích University of South Bohemia in České Budějovice

# DECLARATION OF AN EMPLOYEE

Employee: xxxxxxxxxxxxxxxxxxxxx

Position and Place of work:

On the basis of Section 37 of Act No. 262/2006 Coll., Labour Code, as amended, the Employee declares that they have been acquainted with these regulations:

- regulations on health and safety at work which they must observe during their work,
- Payroll Regulations of the USB,
- Conditions of Employment at the USB,
- USB Collective Agreement.

# Annual Leave

The entitlement to annual leave is **8 weeks for academic staff** and **5 weeks** for other staff.

# Working Hours, Period of Notice

The details on the weekly working hours and its schedule are stipulated in the Rector's measure No. R 220 z 12. 12. 2012.

In the event of termination of employment, the notice period is governed by the relevant provisions of the Labour Code.

# **Remuneration**

Details on the wage bracket, remuneration arrangements, wage maturity and pay out dates are stipulated in the USB Payroll Regulations and in the Rector's measure No. R-206-2012. (The Employee's pay is determined by a Wage Agreement).

# Bank account for wage payments

The Employee hereby notifies the Employer of their bank account number for payment of wages and other cash payments:

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In České Budějovice on:

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Univesity of South Bohemia in České Budějovice HR Department Branišovská 1645/31 a CZ - 370 05 České Budějovice Responsible Persons: Petra Šeflová, Naděžda Kuršová T/ +420 389 032 079, 2031 E/ <u>pseflova@jcu.cz</u> nkursova@jcu.cz www.jcu.cz IČ 60076658 DIČ CZ60076658