



COLLECTION OF DECISIONS AND ORDINANCES OF THE UNIVERSITY OF SOUTH BOHEMIA IN ČESKÉ BUDĚJOVICE

number: R 473

date: 29 June 2021

Rector's ordinance on taking leave

In accordance with Sections 217–219 of the Act No. 262/2006, the Labour Code, as amended, employees take leave in the calendar year in which the entitlement thereto has arisen unless the employer prevented to do so by obstacles to work on the side of the employee or by urgent operational reasons.

Employees submit a written schedule of taking leave to their superiors by 30 April of the calendar year in which the entitlement thereto arises.

Should employees take leave, they complete annexe no. 1 Leave request form, the English version of which for foreigners is available in annexe no. 2. If employees are requesting leave the entitlement thereto has arisen in 2021, they complete the 3rd line and they do not complete the 4th line of the request. Should employees have not taken leave the entitlement thereto arose prior to 1 January 2021, they complete the 4th line, however, they do not complete the 3rd line of the request.

Employees take leave the entitlement thereto arose by 31 December 2020 in the amount of one full day or half a day. Leave the entitlement thereto arose from 1 January 2021 is taken by employees in hours only up to the amount of a full shift or half of a shift. This restriction shall not apply in the case of a remaining part of the leave that had not been taken and that is shorter than half of a shift (e.g. in the case of terminating employment).

This ordinance rescinds the Rector's ordinance R 463 from 29 January 2021.

prof. PhDr. Bohumil Jiroušek, Dr.
Rector

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Distribution list: deans, the Bursar, HR Department, Payroll Accounting Department

Annexes: No. 1 Leave request form

No. 2 Leave request form (English)