



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

Number: R 621

Date: 5 December 2025

Rector's ordinance determining the use of sick days

Article 1 Introductory provisions

This ordinance is issued in accordance with the provisions of Article 3(3.18) of the current Collective Agreement of the University of South Bohemia in České Budějovice (hereinafter referred to as 'USB') and sets out the conditions, rules and other details for taking sick days.

Article 2 Conditions for granting discretionary leave

1. Sick days are time off work granted by the employer to employees in order to effectively overcome a short-term illness without visiting a doctor or providing proof of temporary incapacity for work. Sick days are granted primarily for recovery from common viral infections, clearly uncomplicated illnesses, or for dealing with problems related to an accident.
2. The employer shall grant employees sick days regardless of their holiday entitlement, up to a maximum of 4 working days per calendar year (always only full working days). Employees are entitled to wage compensation equal to their average earnings for this time off work.
3. Sick days can be taken either on individual days or in their entirety. From 1 January 2026, sick days can be taken after a 3-month probationary period from the start of employment. Unused days cannot be carried over to the following year and cannot be paid to employees.
4. Sick days cannot be planned in advance as a substitute for holiday leave; it is primarily intended for employees to recover from short-term illness.
5. Misuse of sick days constitutes a breach of the employee's obligations under the legal regulations relating to the work performed by the employee.

Article 3 Procedure for granting sick days



1. Sick days are granted to employees on the basis of a request submitted on the day of incapacity or a maximum of three days in advance, stating the relevant reason for the incapacity, via the HR portal in the 'Attendance' tab, and on the basis of notification to the employee's manager by telephone, e-mail, or SMS.

Article 4 **Final provisions**

1. This ordinance comes into force on the date of its publication in the collection of USB Rector's decisions and ordinances in the public section of the USB website and takes effect on 1 January 2026.

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