

Code:	PŘ/01/2023
Ref. number:	UTB/23/007532
Document category:	UNI DIRECTOR'S INSTRUCTION
Document name:	Annual Leave Schedule
Document applies to:	University Institute
Date issued:	24 April 2023
Applies as of:	24 April 2023
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Prepared by:	UNI Financial Department.
Pages:	2
Appendices:	0
Distribution list:	UNI staff
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Article 1 **Opening provisions**

- (1) An employee (the 'Employee') of the University Institute ('UNI' or the 'Employer') of the Tomas Bata University in Zlín who is employed under an employment relationship is entitled to annual leave or a *pro-rata* part thereof under the conditions set out in Act No. 262/2006 Coll., the Labour Code, as amended (the 'Labour Code').
- (2) Annual leave is an Employee's specific period of rest, which is linked to the calendar year in which the Employee is entitled to the leave.
- (3) Annual leave is regulated by the relevant provisions of the Labour Code, namely Sec. 211 *et seq.*
- (4) The amount of annual leave is set in hours per calendar year and is equal to the product of the amount of leave in weeks to which the employee is entitled and the employee's weekly working hours under the employment contract.
- (5) Unless otherwise specified, the annual leave allowance for members of the academic staff shall be eight (8) weeks per calendar year, and for other staff members six (6) weeks per calendar year, taking into account the equivalent conversion to hours under paragraph 4.

Article 2 **Taking annual leave**

- (1) The Employer is required to determine the duration of the annual leave to be taken under an Annual Leave Schedule in writing so that the annual leave can normally be taken in full and by the end of the calendar year in which the Employee's right to leave accrues.
- (2) Annual leave shall be taken for the duration of the shift unless the Employer and the Employee agree on a shorter duration, which however shall be at least one-half of the shift at all times.
- (3) The UNI Director determines that the annual leave accrued in 2023 shall be taken by every UNI employee between 3 July and 7 July 2023. Exceptions shall be determined by UNI Director.

- (4) The UNI Director determines that the annual leave accrued in 2023 shall be taken by every UNI employee between 27 December and 29 December 2023. Exceptions shall be determined by UNI Director.
- (5) The Labour Code requires the Employer to determine the use of annual leave so that the Employee takes it in the calendar year in which the right to leave accrues. Therefore, it is mandatory that the annual leave to which the right accrues in 2023 is taken in 2023.
- (6) In the event that taking annual leave is prevented by an obstacle to work on the part of the Employee or by urgent operational reasons on the part of the Employer, any unused annual leave may be carried over to the following year, provided that the obstacle or urgent operational reasons are duly justified and approved by the Employee's supervisor.
- (7) Other conditions for taking leave are set out in the respective Rector's Directive.

Article 3

Review and partial use of annual leave

- (1) The Director (or the Director's designee) shall review the use of annual leave for the calendar year of 2023.
- (2) In the event that an Employee is exceptionally unable to take annual leave for serious reasons (e.g. obstacles to work on the part of the Employee, urgent operational reasons on the part of the Employer or serious personal reasons on the part of the Employee) on the date set in the Annual Leave Schedule, the Employee shall immediately notify their supervisor of this fact and jointly agree on another date for taking the annual leave within the Annual Leave Schedule, which however shall always be done in such a way that as much of the annual leave as possible is taken in 2023.
- (3) For a new Employee and an Employee returning from their maternity/parental leave, the Employee concerned shall agree with their supervisor, within the framework of the Annual Leave Schedule, a different date for taking annual leave, but always so that as much of the leave as possible is taken in 2023.
- (4) If no agreement is reached under paragraph 2 or 3, the Employer, through the Employee's supervisor, shall without undue delay determine the date for taking annual leave as per the Labour Code, the respective Rector's Directive and this Instruction.
- (5) Annual leave use will be reviewed twice per year, each time on 30 September and 30 November of the calendar year.

Article 4

Conclusion

- (1) The Primary Unit of Universities Trade Union for the Tomas Bata University in Zlín agreed to this UNI staff Annual Leave Schedule in writing for 2023 on 17 March 2023 and on 14 April 2023.