

Charles University

Rector's Directive No. 51/2023

Title: **Rules for Granting and Using Personal Leave and Development Days at Charles University**

Responsible department: **Finance, Human Resources, and Wages Department of the Rectorate of Charles University**

Effect: **1 January 2024**

Rules for Granting and Using Personal Leave and Development Days at Charles University

Article 1

Introductory Provision

1. Within the meaning of Section 305 of Act No. 262/2006 Sb., the Labour Code, as amended (“Labour Code”), this Directive regulates the rights of persons in an employment relationship with Charles University (“University”) to the employees’ benefit beyond the framework of the Labour Code, and for this purpose provides the rules for granting and using personal leave and development days.
2. A personal leave and development day (“PLDD”) is a free working day, which may be used by employees to develop their personal potential or as a sick day.

Article 2

Rules for Granting PLDDs

1. PLDDs are granted to all employees of the University who have entered into an employment contract with weekly working hours of at least 20 hours, that is, an FTE of at least 0.5.
2. Five PLDDs are granted per calendar year.
3. PLDDs may be used as whole, individual days or as consecutive days.
4. Employees who do not fully use PLDDs in a given calendar year are entitled neither to transfer the PLDDs to the subsequent year nor to any form of compensation for the pay for the PLDDs.
5. The total number of the PLDDs is decreased proportionately to the duration of the employment in the given calendar year as follows:
 - a. Employees may use five PLDDs if they have been employed for at least 300 days in the calendar year;
 - b. Employees may use four PLDDs if they have been employed for at least 240 days in the calendar year;
 - c. Employees may use three PLDDs if they have been employed for at least 180 days in the calendar year;
 - d. Employees may use two PLDDs if they have been employed for at least 120 days in the calendar year;
 - e. Employees may use one PLDD if they have been employed for at least 60 days in the calendar year.

Article 3

Procedure for Using PLDDs

1. Employees may only use PLDDs based on approval from their superordinate. Approval to use PLDDs depends on the decision of the superordinate employee who must ensure the operation of the workplace and, in the latter half of the year, also consider whether the employee complies with the annual plan of using leave. The superordinate employee must justify a decision to reject the use of PLDDs.
2. Employees must always apply for the use of PLDDs in advance.

Article 4

Wage and Recording of PLDDs

1. Employees are entitled to financial compensation for the PLDDs used in the amount of the gross monthly wage that the employee would otherwise receive for work. The

employer ensures that the mandatory payments are made in the same way as in the case of wage paid for work.

2. Employees are not entitled to meal allowance for the PLDDs used.
3. PLDDs must be duly recorded.

Article 5

Transitional and Final Provisions

1. The Deans of the faculties of the University, directors of other units of the University who have been authorised to act in employment matters for the University, and the Bursar of the University will publish an implementing regulation which is to regulate in detail the rules for granting and using personal leave and development days at the respective faculty of or other unit of the University by 31 March 2024.
2. Rector's Directive No. 1/2020, Rules for Granting and Using Personal Development Days at Charles University, is hereby repealed.
3. This Directive comes into force and effect on the date of its execution on 1 January 2024.

In Prague on 15 December 2023

Prof. MUDr. Milena Králíčková, Ph.D.
Rector