

**SLEZSKÁ
UNIVERZITA
V OPAVĚ**



Rector's Directive No. 1/2019

**Reporting of Working Hours and Taking Leave of
Employees of the Silesian University in Opava**

Issued in Opava, June 2019

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Article 1 Introductory Provisions

The basic rights and obligations of employees of the Silesian University in Opava (hereinafter referred to as "SU") are set out in Act No. 262/2006 Coll., the Labour Code, as amended (hereinafter referred to as "LC") and specified in the valid Collective Agreement concluded between the SU and the Basic Organizations of the Higher Trade Union No. 1450 and No. 1451 and in the SU Work Regulations. Accordingly, this Directive lays down rules on the recording of attendance and the reporting of working time and for taking of leave.

Article 2 Records of attendance and working hours

- 1) Employees are obliged to register their arrival and departure to and from the workplace and absence from the workplace in the manner specified for the given part or building. As part of this, the employee registers his/her passages within the monitored attendance events (in particular, arrival, departure, interruption).
- 2) The employee is obliged to keep accurate records of the time worked, including the absence from work and its reasons, and taking breaks at work, in the statement of working time (models in Annexes 1 and 2) or in the attendance information system.
- 3) In the case of academics, the records referred to in paragraph 2 shall be subject only to the part of the working time which they are obliged to perform at the workplace. The time that the

academic employee schedules himself/herself shall be reported in the statement of working time only by the number of hours worked in individual days.

- 4) In the performance of work financed from specific projects (e.g., GAČR, operational programs, etc.), in cases where the grantor specifies it, the employee is obliged to respect the specific requirements of the grantor of a given subsidy, i.e., to keep individual statements of work or working hours for a given project in the manner specified by the grantor. These statements are subject to the approval of the Project Investigator and are forwarded to the relevant Project Manager.
- 5) Head employees all levels of management shall continuously verify the actual status and correctness of the supporting documents maintained by the staff member. The signed statement of the working time record for the calendar month, including documents proving the absence of the employee which the employee is obliged to hand in to the designated person, the employee is obliged to check the correctness of the given data and the completeness of the documents, and ensure the submission of the statements of the working time record to the relevant manager for approval (usually no later than on the 1st day of the following calendar month after the month for which the statement is prepared). If this day falls on a non-working day (continuous rest during the week, public holidays, and other holidays), the report will be submitted for signature to the direct superior on the next working day following non-working days). In the absence of an employee or a direct superior in employment (sickness, vacation, etc.), the approval may be made in the form of an electronic signature or by a representative or another superior employee; if in exceptional cases it is not so possible to secure the approval within the set deadline, in order to meet the deadlines for the processing of salary, it is unconditionally necessary to ensure that the statement is submitted as soon as possible.
- 6) Subsequently, the responsible employee of the designated department or secretariat will ensure the submission of the agreed statements of working time records as a basis for the processing of wages of the HR and payroll departments. Employees of the HR and payroll department are responsible for storing all documentation for the needs of subsequent inspection.

Article 3

Taking Leave

- 1) In accordance with the Labour Code, the employer is obliged to determine the period of taking the leave. Staff members shall have the option of proposing the required date for taking leave when drawing up the leave plan, which shall be drawn up on the basis of instructions from the head of each component for the calendar year concerned, no later than until 31 March of the new calendar year each year.
- 2) When preparing the holiday plan, both the employee and the employer must comply with the applicable legislation and the following conditions:
 - a) the leave must be used in the calendar year in which the right to leave arose,
 - b) a substantial part of the leave is taken during the calendar months July-September and Christmas holidays of a given calendar year, while during the summer calendar months mentioned above, the leave will usually be taken for academic staff for at least 4 weeks, and for other staff for at least 3 weeks,
 - c) the employee's request to take leave must take into account the employer's operational reasons and the employee's legitimate interests.
- 3) The relevant head employee is responsible for the preparation of the final schedule for taking leave for individual organizational units and its compliance with applicable legislation and internal regulations and standards.

- 4) If the employee was unable to take leave by the end of a given calendar year due to urgent operational reasons on the part of the employer, the superior employee is obliged to notify this fact, including specifying specific reasons, to the relevant HR department in writing no later than by 15 February of the following year.
- 5) If, for one of the reasons referred to in paragraph 4) or because of obstacles to work on the part of the staff member, the leave has not been used by the end of the calendar year in which the entitlement to leave arose, the head employee shall determine the use to be made of the unused leave by 30 June of the following year at the latest, so that the leave is taken by the end of the year at the latest.
- 6) If an employee requests to take leave so as to follow up immediately at the end of maternity leave, or the employee requests the granting of leave immediately following the end of parental leave, the employer shall comply with their request.
- 7) Employees who, within one employment relationship, have a proportionally divided workload between work related to the main activities of the university and work on a separate project, the use of individual days of leave is reported in the ratio given by the amount of employment relationships. Where a staff member has several simultaneous employment relationships, he/she shall declare the taking of leave in each employment relationship separately.
- 8) If the employment relationship continues, the employee cannot be reimbursed for the unused leave; similarly, the right to leave cannot be waived.

Article 4

Final Provisions

- 1) This Rector's Directive repeals the Rector's Directive No. 1/2018 Reporting of working time and taking leave of employees of the Silesian University in Opava.
- 2) This Rector's Directive shall enter into force on the day of its publication on the intranet and shall become effective on 1 July 2019.

In Opava, date

doc. Ing. Pavel Tuleja, Ph.D.
Rector

Enclosures:

Annex No. 1 – Statement of working time records (standard working mode)

Annex No. 2 – Statement of working time records (AP working mode)

Part of the University:	Rector's Office
Designation:	Rector's Directive
Number:	No. 1/2019
Name of the standard:	Reporting of working hours and taking leave of employees of the Silesian University in Opava
Approval	doc. Ing. Pavel Tuleja, Ph.D.
Derogation	SR 1/2018
Valid from:	the day of publication on the Intranet
Effective from:	01 July 2019
Issues	Rector
Processed by:	Ing. Ivana Růžičková, MPA
Collaborated:	-
Number of pages:	4
Number of attachments:	2
Method of publication	Intranet