



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

Number: R 583

Date: 28 January 2025

Rector's ordinance on taking leave

Pursuant to Sections 217 - 219 of Act No 262/2006, the Labour Code, as amended, I hereby notify that employees take leave in the calendar year in which they have accrued the right to leave unless there are obstacles on the part of the employee or urgent operational reasons that prevent the employer from granting the leave.

Considering the legitimate interests of employees, a part of the untaken annual leave to which the entitlement is accrued in the relevant calendar year and which exceeds 4 weeks and 6 weeks for academic staff (i.e. 5 days for non-academic staff and 10 days for academic staff) is to be carried over to the following calendar year. The employee is to take this part of the untaken leave by 31 March of the following year.

By 30 April of the calendar year in which the leave entitlement is earned, employees shall submit a plan (HR portal or other verifiable form) to their supervisor for taking the full leave entitlement. This plan may be modified during the calendar year in agreement with the supervisor.

If the employee takes leave, the request is made in the HR portal. If he/she does not have access to the HR portal, he/she completes Annexe No 1 – Leave Request Form, which also comes in an English version for foreign nationals in Annexe No 2.

The leave to which employees are entitled as of 1 January 2021 shall be taken in hours only at the rate of a full shift or a half shift. However, these limitations do not apply if the remainder of the untaken leave is less than half a shift (e.g. in the event of the end of the employment relationship).

This ordinance repeals Rector's Ordinance R 489 of 4 January 2022.

This Rector's ordinance enters into force on the date of its publication in the collection of the Rector's decisions and ordinances in the public section of the USB website and takes effect on 1 February 2025.

prof. Ing. Pavel Kozák, Ph.D.
Rector

Prepared by: Ing. Vlasta Doležalová, Ph.D., Head of the Human Resources Office

Distribution list: Deans, Bursar, directors of non-faculty constituent parts, managing staff of Rectorate offices

Annexes: No 1 – Žádost o dovolenou

No 2 – Leave Request Form