

Directive **S2017-02**
May 1, 2017

Internal Directive regulating provision of Sick days

Article 1 Sick days

IOCB employees are eligible to take Sick days in the extent of up to 3 working days per calendar year in accordance with the collective agreement. This benefit can be used only and exclusively to overcome short-term health indisposition without the necessity of presenting medical certificate or applying for annual leave. Sick days are not subject to approval. During the period of Sick days an employee shall receive a compensation, which shall correspond to the amount of salary, which would be otherwise received by an employee in case of non-existence of this obstacle to work on his/her side.

Article 2 Rules related to provision of Sick days

1. Maximum number of Sick days shall not be proportionally reduced in case of creation of a new employment relationship in the course of the calendar year.
2. Maximum number of Sick days shall not be proportionally reduced in case of part-time employment.
3. Unused Sick days cannot be transferred to the following calendar year.
4. Employees are not eligible to claim financial compensation for unused Sick days in case of termination of the employment relationship.
5. The employee is obliged to inform his/her group leader without delay, e.g. by phone or by e-mail, that he/she is taking a Sick day and has to enter the Sick day into Albína, section "Attendance" upon return to work. Sick days cannot be immediately followed or preceded by annual leave.
6. Sick days cannot be taken after December 10 of each year for the reason of the individual groups' budget finalization.
7. In 2017, both current and new employees can apply for a proportional part, which is maximum of 2 Sick days.

This Directive is effective from 1 May 2017.



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