
Directive S2023-06

25 July 2023

Directive on the granting of personal leave

Article 1 Personal leave

Employees of the Institute of Organic Chemistry and Biochemistry of the Czech Academy of Sciences (hereinafter referred to as 'IOCB Prague' or 'the Employer') are allowed to take personal leave for the duration of a maximum of four working days per calendar year, in accordance with the Collective Agreement. This leave can be used, in particular, to overcome short-term ailments or to take care of pressing personal matters without the obligation to prove a visit to a doctor or to take regular leave. During the period of personal leave, the employee is entitled to compensation corresponding to the salary that the employee would otherwise have received were it not for the respective obstacle to work on his / her part.

Article 2 Rules for the granting of personal leave

- (1) The maximum number of days of personal leave is not reduced proportionally regardless of whether the employee's employment relationship is entered into sooner or later during the year.
- (2) The maximum number of days of personal leave is not reduced proportionally if the job is part-time.
- (3) Unused days of personal leave cannot be carried over to the following calendar year.
- (4) There is no entitlement to any financial compensation for unused days of personal leave, even in the event of the termination of the employment.

Article 3 Taking of personal leave

- (1) Each employee must enter the taking of personal leave into the OKbase electronic attendance system (hereinafter referred to as 'OKbase') without delay. If he / she cannot access the OKbase system personally when necessary, he / she is obliged to inform his / her superior in another way (e.g. by phone, e-mail or SMS) and to subsequently update his / her attendance record as soon as possible.
- (2) For merely technical reasons, any request for the taking of personal leave is subject to approval by a superior through the OKbase system. The sole purpose of this measure is to ensure that the respective superior is informed immediately of the employee's absence, unless the employee informs his / her superior by other means.

Article 4
Effectiveness

- (1) This Directive shall come into effect on 1 August 2023.
- (2) Directive S2017-02 regulating provision of Sick days will expire on 1 August 2023.
- (3) Expired unused Sick days shall be converted to unused personal leave days plus one personal leave day.

A handwritten signature in blue ink, appearing to read 'Jan Konvalinka', is positioned above the printed name and title.

Prof. RNDr. Jan Konvalinka, PhD.
Institute Director