



Reg. No. JU/09/02902/20

Vodňany, 18th May 2020

Dean's Measure No. 12/2020

Determination, scheduling and registration of working hours for employees of the FFPW USB

This Measure builds upon the Rector's Measure R 86 of 22nd May 2007, the Rector's Measure R 238, which issues the USB Working Rules of 2nd April 2013, the USB Collective Agreement of 1st February 2014 and the Rector's Measure R 420 of 31st January 2020.

1. Working hours are set in the extent of 40 hours per week - for a full-time period of 1.00. In justified cases, shorter working hours may be agreed with the employee in the sense of the provisions of Section 80 of the Act No. 262/2006 Coll., The Labour Code, as amended (hereinafter referred to as the "LC").
2. Working hours for employees of the FFPW USB (hereinafter referred to as the "employee") is determined in the form of uniform flexible layout. Basic working hours with obligatory presence at the workplace between 9:00 a.m. and 2:00 p.m. It applies to non-academic staff.
3. The total working hours for a full-time period of 1.00 must amount to not less than 5 hours and not more than 12 hours per day. When shorter working hours are agreed, the length is relatively shortened. After maximum of 6 hours of continuous work, the employer must provide the employee with a break for food and rest for at least 30 minutes.
4. Every day, the employee is obliged to record in writing or electronically the beginning and the end of work and a break for food and rest in a separate form "Records of working hours", which is available on the website frov.jcu.cz in the section for employees - requests and forms.
5. In case of failure to apply the flexible layout of the working hours (business trip, important personal obstacles at work etc. according to the § 85 par. 5 of the LC) the employer determines the layout of weekly working hours in shifts from 7:00 a.m. to 3:30 p.m.
6. Before setting out on a business trip, vacation, compensatory time off, study time etc., the employee is required to inform his / her direct superior and record the reason for



absence in the form for recording working hours in the form of an abbreviation (abbreviations are given directly in the form). In the case of taking a vacation, employees submit a duly filled in "Holiday form" to the Economic department before taking the holiday.

7. The heads of laboratories and workplaces are responsible for keeping records of the working hours, overtime, standby duty and night work of their subordinate employees at the FFPW USB. Form with records of working hours for the previous period must be signed by the employee and the superior and submitted no later than on the third calendar day of the following month at the Economic department of the FFPW USB.
8. Records of work attendance will be kept in the Economic department of the FFPW USB until discarding (3 years).

Other rights and obligations not regulated by this Measure are governed by the LC, other labour law regulations and internal regulations of the faculty / university.

This Measure cancels the Dean's decision No. 5/2015.

This Measure comes into force from 18th May 2020.

Prof. Dipl. - Ing. Pavel Kozák, Ph.D.
Dean of the FFPW USB