



Ref. No. JU/09/00888/21

Vodňany, 15th February 2021

Measure of the Dean No. 5/2021 Holiday

- 1) All heads will ensure processing of individual plans of holidays of all subordinate workers.
- 2) The plan of holidays with the signature of the employee and the head will be submitted to the economic department by the end of April of each year.
- 3) An employee shall notify the employer of taking the holiday in writing at least 14 days in advance if this fact is known. After signing the form by the head, the employee shall immediately deliver it to the economic department of the FFPW USB.
- 4) In the event that an employee has barriers to work (temporary long-term incapacity for work, maternity / parental leave) during the calendar year and therefore he / she doesn't have the possibility to take the holiday in the current year, the employee may use this holiday till the end of the following year.
- 5) Based on a written request, which the employee delivers to his employer before the end of the year, he / she has the right to transfer a part of the holiday from the current year to the following calendar year, to the extent of over 4 weeks, resp. for academic staff over 6 weeks. The employees are obliged to use this holiday by 30th April of the following year.

This Measure follows the Rector's Measure R 238, which issues the Labour Rules of the USB of 2nd April 2013 and the Decision of the Rector R 463 of 29th January 2021.

This Measure cancels the Dean's decision No. 21/2016.

Prof. Dipl.-Ing. Pavel Kozák, Ph.D.

Dean of FFPW USB

Attachment No. 1: Request for holiday



Fakulta rybnářství
a ochrany vod
Faculty of Fisheries
and Protection
of Waters

Jihočeská univerzita
v Českých Budějovicích
University of South Bohemia
in České Budějovice
Czech Republic

Attachment No. 1:

Jihočeská univerzita v Českých Budějovicích
The University of South Bohemia in České Budějovice
součást: Fakulta rybnářství a ochrany vod
Constituent part: Faculty of Fisheries and Protection of Waters

Žádost o dovolenou
Leave Request Form

Jméno a příjmení zaměstnance <i>Employee Name and Surname</i>		
Osobní číslo/útvár <i>Employee Number/Department</i>		
Dovolená za kalendářní rok <i>Calendar Year of the Leave</i>		
Doba trvání dovolené datum od – do <i>Leave Request Start Date – End Date</i>		Počet směn/dní <i>No. of Shifts/days</i>
Den nástupu do zaměstnání <i>Return to Work Date</i>		
Zastupuje <i>Replaced By (Substitute employee)</i>		
Zaměstnanec <i>Employee</i>		
Datum: <i>Date:</i>	Podpis: <i>Signature:</i>	
Nadřízený <i>Superior</i>		
Datum: <i>Date:</i>	Podpis: <i>Signature:</i>	