



Ref. No. 09/0414/13

Vodňany, 1. 11.2013 2013

Dean's decision No. 24/2013 Holidays

- 1) All managers 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 manager will be submitted to the economic department by the end of February of each year.
- 3) In the event that an employee has barriers to work (temporary incapacity, 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.
- 4) All employees have the right to transfer a maximum of 5 days of holiday for the current calendar year to the next one. This holiday is required to be taken by the 30th April of the following year.
- 5) The employees, who work at the FFPW USB i.e. Experimental Fish Culture and Facility and Genetics Fisheries Centre, will have to take 10 days of their holiday for the year always by the end of February (the head of the workplace will ensure that).
- 6) 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 manager, the employee shall immediately deliver it to the economic department of the FFPW USB.

This decision follows the Labour rules of the USB of the 2nd April 2013 and the decision of the Rector R 260 of the 14th October 2013.

This decision cancels the Dean's decision No. 10/2013.

This decision comes into effect on the 1st November 2013

Prof. Dipl.-Ing. Otomar Linhart, DSc.

Dean of FFPW USB