



Ref. No.: JU/2025/006669

Vodňany, 10th March 2025

Dean's Measure No. 8/2025

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

This Measure builds upon the Rector's Measure R 497 of 30th May 202, the Rector's Measure R 584, which issues the USB Working Rules of 28th January 2025, the USB Collective Agreement of 13th December 2024 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. Start and end times, meal and rest breaks are recorded in the electronic attendance system.
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 leaving on a business trip or holiday, employees inform their line manager by submitting a request via the electronic attendance system. Replacement leave and study leave are requested on paper. Working hours are recorded in the electronic attendance system.



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 concluded by the employee and the head of laboratories and workplaces no later than on the third calendar day of the following month in the electronic attendance system.
8. Records of work attendance will be kept in the electronic attendance system.

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 Measure No. 12/2020.

This Measure comes into force from 24th March 2025.

Prof. Tomáš Polícar, m. p.
Dean of the FFPW USB