

Charles University, Faculty of Social Sciences

Institute of Political Studies

Notice of the Director no. 2/2025

Replaces Notice of the Director no. 5/2021

Title:

Use of Leave by IPS FSV UK Employees

In effect from: 1.3.2025

In Prague on February 28, 2025

PhDr. Petr Jüptner, Ph.D.

Director of the Institute

The use of leave by IPS FSV UK employees is governed by § 218 para 1 of Act 262/2006 Coll., the Labour Code, as amended, and the currently valid Dean's Measure on the use of recreational leave, with the following principles applying:

1) The head of the respective department is responsible to the IPS Director for the use of leave by employees of the department. Each employee is obliged to enter their request for leave into the Aktion attendance at <https://dochazka.fsv.cuni.cz>.

2) Academic, research, and THP (CDS/Centre for Doctoral Studies and Secretariat) staff members are required to enter leave into the attendance system. Employees of the respective departments are required to set the head of the department as the leave approver. Heads of departments are required to set their deputies as the leave approvers. The Secretary is required to set the IPS Director as the leave approver. Secretariat staff members are required to set the IPS Secretary as the leave approver.

3) Each employee may take a maximum of 5 days of leave between 1 January and 30 June. Requests for leave for the summer period must be made by employees of the departments and the IPS Director no later than 15 May of the respective year.

4) Each employee is required to take leave for the period from July 1 to September 30 to such an extent that no more than 10 days of leave remain for the period October 1 to

December 31. Leave must be taken to this extent primarily during the Christmas holidays from 27 December to 31 December of the respective year.

5) Approvers are required to approve or deny leave requests without undue delay.

6) If an academic staff member has additional employment relations at FSV UK that entitle them to take leave, they are obliged to take leave from these additional employment relations (until the total entitlement is used up) at the same time as leave from the main employment relations. Institute directors and heads of departments will not allow leave to be taken in contravention of this provision.