

Dean's Measure no. 20/2022

Title:

Days of Personal Growth

In effect from:

1. 10. 2022

In Prague on September 30, 2022

PhDr. JUDr. Tomáš Karásek, Ph.D.
Dean of the Faculty

In accordance with provisions of § 2, § 4a, § 305 and § 317 of Act No. 262/2006 Coll., the Labour Code, as amended, and provisions of § 33 para 1 of Act No. 111/1998 Coll., on Universities, as amended, following the purpose of providing employees with additional benefits, the Dean of the Faculty of Social Sciences of Charles University sets the following conditions for the provision and use of days of personal growth (hereinafter referred to as "DPG").

Article 1

Extent of Validity

This Measure applies to all employees under employment relations at the Faculty of Social Sciences of Charles University (hereinafter referred to as "FSV UK").

Article 2

Definition of DPG

1. DPG is a free working day that an employee can use to develop his/her personal growth (growth of his/her personal potential). This day is not viewed as work performance.
2. The employer may grant DPG to an employee for a maximum of five days per calendar year. In the calendar year of 2022, the employer shall provide the employee with DPG for a maximum of 3 days.
3. The provision of DPG applies to all employees with whom at least a part-time (0.5) employment contract has been concluded.
4. In the case of employees who have more than one part-time employment contract concluded with FSV UK, these days shall be counted together. Employees with a total count of workloads amounting to at least 0.5 are entitled to DPG.
5. An employee may apply for DPG for the first time only after the expiry of the probationary period.
6. DPG may be claimed in single days or in more consecutive days.
7. DPG cannot be taken as part of a working day (working shift).
8. The employer shall provide the employee with financial compensation for the period of DPG in the amount of an aliquot part of the monthly wage determined by the currently valid wage assessment, which the employee would otherwise receive for the performance of work.
9. Any unused DPG may not be carried over to the following calendar year or paid as wage compensation in any form.
10. DPG may not be taken during the employee's temporary incapacity for work, while nursing a family member, while taking compensatory time off, or while on leave.

Article 3

Procedure for Using DPG

1. An employee may properly use DPG only with the approval of his/her supervisor. Approval to take DPG is at the discretion of the employee's supervisor, who must ensure the operation of the workplace and also take into account whether the employee is complying with the annual leave plan.
2. Employees who have more workloads at FSV UK and the sum of them amounts to at least 0.5 must always take DPG for all such jobs at the same time (it is not possible to use DPG for one of them only).
3. The employee shall always request the use of DPG well in advance, but no later than one day before it is to be used.
4. The employee shall make the request in writing to his/her supervisor on the standard leave form, indicating that it is 'DPG' instead of 'recreational leave'.
5. Supervisors, when approving the use of DPG by employees, shall ensure that the use of DPG does not result in any carry-over of leave entitlements to the next calendar year.

Article 4

Records of DPG

1. The use of DPG is filed in the register of working hours and is further entered in the register of hours worked (i.e. in the monthly attendance report submitted to the Human Resources Office as a basis for payment of wages).
2. DPG requests, like leave requests, are kept by individual workplaces and, in the case of head positions, by the secretariats of the supervising units above them.
3. DPG requests at all workplaces must be available for inspection at any time on request by the Human Resources Office.

Article 5

Final Provisions

1. This Measure shall enter into force on 1 October 2022 and was discussed with the trade union on 27 September 2022.
2. This Measure cancels Dean's Measure No. 21/2021 Days of Personal Growth - Pilot.

PhDr. JUDr. Tomáš Karásek, Ph.D.
Dean of the Faculty

In charge of accuracy:

Ing. Ondřej Blažek
Faculty Secretary