

Faculty of Medicine in Hradec Králové, Charles University

Dean's measure No 1/2018

Title: **Rules on the Provision of Creative Leave to Academic Staff Members**

Validity: on the day of the Dean's signature

Effectiveness: March 10, 2018

Article 1
Initial Provisions

This measure sets according to Article 76 of Act No 111/1998 Coll., on universities and on amendments to and supplementing other laws, as amended, (hereinafter 'the Act on Universities') the rules on the provision of creative leave to academic staff members.

Article 2
Scope of Validity

This Measure applies to all academic staff members at Charles University, within the definition of Article 70 of the Act on Universities, who are assigned to work at the Faculty of Medicine in Hradec Králové in an employment relationship and carry out both pedagogical and creative activities there, in accordance with the type of work contracted.

Article 3
Basic Provisions

At the request of the academic staff member, the Faculty of Medicine in Hradec Králové (hereinafter 'the Faculty') shall provide creative leave of no more than six months every seven years, unless it is prevented by serious circumstances related to the performance of the university's educational tasks.

Article 4
Application for Provision of Creative Leave

1. The academic staff member may apply for the provision of creative leave by delivering a written application for the provision of creative leave to the hands of the Dean of the Faculty.
2. The application shall be submitted by the academic staff member at the latest
 - a. on 1 March, if the creative leave is to be taken from 1 September,

- b. on 1 September, if the creative leave is to be taken from 1 February of the following calendar year.
3. The application shall include in particular:
 - a. a description of the creative activity, including the specification of the result of the creative activity, to be achieved during the creative leave; once the creative leave has been granted, these objectives become the established work tasks of the academic staff member,
 - b. the date on which the creative leave starts and the duration of the leave,
 - c. whether creative leave has already been taken in the past and if so, when and for how long,
 - d. supporting documents referred to in Article 5(3)(b), (c) or (4)(b), (c),
 - e. detailed justification for the application.
4. The application shall include a statement from the head of the department where the academic staff member is active.

Article 5
Conditions for the Provision of Creative Leave

1. An academic staff member may apply with the Dean of the Faculty to be provided creative leave if they fulfil the condition of 7 years of continuous employment at the Faculty of at least 0,5 of full-time employment.
2. Shorter periods of leave lasting less than 6 months shall not give rise to any further entitlement to creative leave before the end of the seven-year period.
3. If an academic staff member applies for creative leave to support further qualification growth during the habilitation procedure or the professorship procedure, the academic staff member
 - a. must comply with the conditions laid down in the internal regulations of the university at which the academic staff member is involved in the habilitation procedure or the professorship procedure, with the exception of a habilitation thesis or monograph for which the creative leave is intended,
 - b. presents an annotation of the habilitation thesis or monograph,
 - c. provides evidence of an adequate degree of development of the text on the basis of which the academic staff member applies for the creative leave.
4. If an academic staff member applies for creative leave to benefit their publication activities,
 - a. the publication activities must contribute to the development and innovation of the scientific field or contribute to the development and innovation of education,
 - b. the academic staff member shall provide evidence of the binding inclusion of the publication in the editorial plan of the publishing house with which the academic staff member cooperates,
 - c. the academic staff member shall provide evidence of an adequate degree of development of the text on the basis of which they are applying for the creative leave.
5. Creative leave cannot be granted for the purpose of preparing a dissertation or thesis.

Article 6
Decision on the Application

1. The application shall be assessed by the Dean.
2. The basis for the decision of the Dean shall be
 - a. the statement from the head of the department where the academic staff member is active,
 - b. the opinion of the Dean's Council and
 - c. the assessment of the Scientific Council of the Faculty of Medicine in Hradec Králové (hereinafter 'the Scientific Council').
3. During the assessment of the application, it is taken into account whether
 - a. the granting of creative leave is prevented by serious circumstances relating to the performance of the Faculty's educational tasks,
 - b. the granting of creative leave does not impair the performance of the tasks arising from any grants,
 - c. the creative activity to which the creative leave is to be taken is in the interest of the Faculty,
 - d. the creative activity leads to a clear expert output and
 - e. meeting the stated goal will help to deepen the expert profile of the department.
4. Creative leave is generally granted as a whole. At the request of an academic staff member, the Dean may suspend the creative leave or decide to terminate it early. In the event that the Dean decides to suspend the creative leave, they shall also set a deadline for taking the rest of the creative leave in the relevant decision.

Article 7
Ensuring that the Tasks of the Academic Staff Member Are Carried Out

1. The academic staff member shall, in agreement with the head of the department, ensure that the pedagogical tasks from the previous period and the time-bound tasks are completed during the period of the creative leave (e.g. resulting from participation in grants, from the role of the guarantor, etc.).
2. If it is not possible to fulfil the obligation under paragraph 1, the creative leave cannot be granted.

Article 8
Taking Creative Leave

1. For employment purposes, the period of creative leave shall be considered to be the performance of work to the full extent.
2. The academic staff member who is granted creative leave is obliged to communicate with their superiors during the creative leave.
3. The period of creative leave does not affect the obligation of the academic staff member to take annual leave.
4. During the period of creative leave, the academic staff member cannot request to be sent on a domestic or foreign business trip.

Article 9
Remuneration

During the period of creative leave, the academic staff member shall be paid in the amount of the contract salary awarded or the sum of the wage rate plus the personal allowance granted to them before the start of the period of creative leave.

Article 10
A Report on the Results of the Creative Activity

1. Within 1 month of the end of the creative leave, the academic staff member shall submit a written report to the Dean on the results of the creative activity or the outcome of the creative activity (e.g. completed habilitation thesis, publication, etc.).
2. A report on the results of the creative activity or the outcome of the creative activity shall be submitted by the Dean to the Dean's Council and the Scientific Council of the Faculty for assessment.
3. In the event that an academic staff member does not present a written report on the results of the creative activity or the outcome of the creative activity to the Dean within 1 month of the end of the creative leave, this shall be considered a serious breach of their work obligations.

Article 11
Final Provision

This Measure shall be valid on the date of the Dean's signature and take effect on 10th March 2018.

In Hradec Králové on 13th February 2018

prof. MUDr. RNDr. Miroslav Červinka, CSc.

Dean of the Faculty