

Charles University, Faculty of Medicine in Hradec Králové

Dean's measure No. 1/2020

Ref. UKLFHK/29314/2020

Title: **The Provision of Personal Development Days at the Faculty of Medicine in Hradec Králové**

Validity and effectiveness: On the day of the Dean's signature

**Article 1
Initial Provisions**

In accordance with the provisions of Article 305 of Act No. 262/2006 Coll., Labour Code, as amended, and on the basis of Rector's measure No 1/2020, The Rules for the Provision and Execution of Personal Development Days within Charles University, Personal Development Days are introduced by this Measure at the Faculty of Medicine in Hradec Králové (hereinafter the 'Faculty').

**Article 2
Scope of Validity**

This Dean's measure applies to all staff members of the Faculty with at least a half-time contract of employment.

**Article 3
Responsibility**

Fulfilling the conditions for Personal Development Days falls under the responsibility of the heads of the relevant departments. The head of the department may delegate the activities under this Measure to another employee (hereinafter 'the responsible employee').

**Article 4
Conditions for the Provision of Personal Development Days**

1. A Personal Development Day is a free working day that an employee can take in order to develop their personal growth (develop their personal potential). During this time off, the employee receives a salary in accordance with the internal wage regulations of Charles University.
2. Personal Development Days may be granted up to a maximum of 5 days per calendar year under the conditions laid down by Rector's measure No. 1/2020 Rules for the Provision and Execution of Personal Development Days within Charles University.

Article 5
Taking Personal Development Days

1. An employee of the Faculty may take a Personal Development Day only with the agreement of the head of the department or the responsible employee.
2. To take the Personal Development Day, the employee shall complete in advance the Personal Development Day Request in the Aktion electronic system.
3. When a Personal Development Day is taken, the employee shall not be entitled to a subsistence allowance.

Article 6
Temporary and Final Provisions

1. This Measure repeals Dean's measure No. 11/2019 The Provision of Sick Days at the Faculty of Medicine in Hradec Králové.
2. The employee's sick days, taken under the Dean's measure No. 11/2019 The Provision of Sick Days at the Faculty of Medicine in Hradec Králové in the period from 2 January 2020 until this Dean's measure takes effect, shall be considered Personal Development Days under this Measure.
3. Where employees have been granted sick days under the Dean's measure No. 11/2019 The Provision of Sick Days at the Faculty of Medicine in Hradec Králové before the effective date of this Measure and where the sick days would be taken after the effective date of this Measure, the right to take such sick days ceases.
4. This measure shall take effect on the date of Dean's signature.

In Hradec Králové on 3 February 2020

prof. MUDr. Jiří Mandřák, Ph.D.

Dean of the Faculty