

WORK TIME - flexible scheduling

Flexible scheduling of work times is applied at the university in accordance with §85 of the Labour Code, which can be changed only with the agreement of both parties.

The specific beginning and end of the work time of university employees is set in writing by the appropriate managing employee, taking into account the character of the activities carried out, the relationship of activities in the workplace to the activities of other parts and for academic workers in particular to the teaching schedule.

If the nature of work or the conditions of operation do not allow an even scheduling of work time to individual weeks, the relevant managing employee at the time can schedule the working time unevenly, for a period of a maximum of 52 weeks in a row after agreeing it with unions, in accordance with § 78 para. 1 m) of the Labour Code.

[\(Collective contract - article VI.\)](#)

[1/2017 - Directive concerning scheduling work times and recording time worked](#)

- What can one imagine under **flexitime**?

The work time is divided into a basic (fixed) and elective (movable) part. The basic part is determined by the employer and the elective part is determined by the employee themselves, whereas the elective work time is usually set by the employer's internal regulations. The sum of the basic and elective work time forms the set work time of the employee.

Academic employees with an even scheduling of work time have a set basic (fixed) part of their work time from 10.00 to 13.00 o'clock, on Friday only until 12.00 o'clock. From this it follows that **elective work time is from 6:00 to 9:00 and from 14:00 to 22:00 o'clock**.

All other employees with an even scheduling of their work time have a set basic (fixed) part of their work time from 9:00 to 14:00 o'clock, on Friday only up to 12:00 o'clock. From this it follows that **elective work time is from 6:00 to 9:00 and from 14:00 to 22:00 o'clock**.

- **Visits to the doctor during flexitime**

We also cannot forget that the Labour Code § 97 para. 1 says that obstacles in work on the side of the employee, for instance **a normal visit to a doctor**, in case of flexitime, can be **evaluated as carrying out work** only if in some way **it crossed into the fixed time**(basic) .

And now simply.

- a) Situations where a visit to the doctor is not counted into work time

For instance if you plan a check-up at the doctor on a working day, **you get there at 8:00 o'clock, you will be with him until 10:00 o'clock**, that means that your free work time is not counted into your work time, that is from 8:00 to 9:00 (to 10:00 - for academic workers) o'clock.

- b) Situations where a visit to the doctor counts towards work time

Of course a totally **different situation** occurs at a time when you are working from 7:00 o'clock, and you leave for a doctor's check-up **between 10:00 and 12:00 o'clock** In a situation, **where a visit to the**

doctor overlaps with the fixed (basic time), the doctor's visit is also counted into the worked flexitime.

Holidays during flexitime

The day when the employee has a holiday must necessarily be judged as a totally worked out day, not only as the fixed part of flexitime.

Overtime work in the case of flexitime

Overtime work is work beyond the set work time (the basic time is a weekly work time) and more than the basic work time in accordance with the Labour Code § 98 ZP. For instance if an employer does not give approval and at the same time does not order the employee to work overtime and the employee despite this works beyond the set weekly work time, it is not overtime!

In the Labour Code it is stated that, in case of flexitime, the average weekly work time must occur in the levelling period, which is determined by the employer. At MENDEL it applies that the levelling period is a calendar month.

Breaks at work

An employer must allow his employees a break for food and rest after a maximum **of 6 hours continuous work** which must last for a least 30 continuous minutes. But for instance he must allow young employees (younger than 18) a break for food and rest after 4.5 hours of continuous work.

Breaks for food and rest cannot be provided at the start and end of work time and they are also not counted as worked out work time; the work time is practically extended by this period.

However if it is work where it is not possible to interrupt work, the employer must provide and ensure a proportionate time for rest and food. This period unlike classic breaks is counted as work time. If however it concerns a young person the employer is always required to provide them with a break no later than after 4.5 hours of continuous work.

If the break for food and rest was divided up for any reason, at least one of its parts must be longer than 15 minutes.

The specific start and duration of breaks in the work of university employees is set by the relevant leading employee, and takes into account the character of the work being carried out by the employee.