

Rules for the Provision of Contributions to Supplementary Pension Savings, Supplementary Pension Insurance, Life Insurance and Other Types of Pension Savings with State Support

I. Introductory provisions

- 1) This Directive is issued on the basis of mutual agreement between the Deans and the Rector in accordance with the relevant legislation of the Czech Republic.
- 2) The University of Hradec Králové provides a contribution (according to the employee's interest) to supplementary pension savings, supplementary pension insurance with a state contribution, private life insurance and/or other types of pension savings with state support (hereinafter referred to as the Contribution).

II. Conditions for granting the contribution

- 1) An employee of the University of Hradec Králové who has been employed in an employment with a total work load of at least 1.0 for more than one year and who has made a contract on supplementary pension savings, supplementary pension insurance with state contribution, a contract on private life insurance, or another contract on pension savings (hereinafter referred to as the Contract) is entitled to the Contribution.
- 2) In justified cases, the Dean (in case of faculty employees) or the Rector (in case of other employees) may grant an exception for employees who do not meet the work load requirement specified in paragraph 1. However, no unjustified disparity between staff members may arise on the basis of such an exception. Information on the granting of an exemption must be submitted to the Finance Office – Payroll, preferably using the template available on the official notice board of the UHK.
- 3) The contribution is provided for the duration of employment with the employer. The contribution is not granted during maternity and parental leave (from the first day of the month following the date of commencement

of the leave). The contribution is also not granted in the event of unpaid leave of absence if it lasts for more than one month.

- 4) Compliance with the conditions for granting the allowance under this Article is the responsibility of the Finance Office – Payroll.

III. Rules for granting the contribution

- 1) The monthly employer's contribution is provided in the amount of CZK 1,000/month by cashless transfer to the account of a pension company, insurance company, investment company or bank.
- 2) An employee who fulfils the conditions of Article II and is interested in receiving an increased contribution under a newly made contract or amendment with a pension company, insurance company, investment company or bank shall submit a copy of the contract or amendment to the existing contract to the Finance Office – Payroll; the contribution shall be granted with effect from the first day of the month following the submission of the contract. The employee may determine the proportion in which he/she will divide the contribution between supplementary pension insurance/supplementary pension savings, life insurance or any other type of pension savings with state support.
- 3) The costs of contributions to employees will be paid from the social fund of the relevant unit of the University of Hradec Králové.

IV. Final provisions

- 1) Bursar's Directive No. 12/2022 is hereby repealed.
- 2) This Directive enters into force and effect on the date of its signature.

In Hradec Králové on 27 August 2024

Ing. Aleš Klicnar
Bursar

Addressed to: All employees

