

# Handbook for Reconciling Personal and Professional Life of UHK Employees

Updated as of 1/2025

There may be times during your active working life when it is not possible to continue with the same range of duties as before. In such situations, it may be necessary to adapt the work schedule to the current circumstances. Typical examples include pregnancy, maternity leave, birth of a child, parental leave, paternity leave, long-term care of a family member, or some other personal obstacle to work.

**This handbook has been drawn as an information support for the UHK employees to facilitate the work-life balance.** It offers a basic overview of different life situations, the possibilities of support from the government and the UHK as an employer. It contains practical information on, for example, maternity, parental and paternity leave, including the relevant benefits, administrative steps and the legislative context.

The handbook is available in both Czech and English and provides basic information for the convenience of all UHK employees. For more detailed information on entry formalities, job duties or a specific job, we recommend contacting the [HR and Payroll Office](#) or your direct superior.

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## PARENTING

All information on this agenda is provided by the HR and Payroll Office which can also help the employee by, among other things, providing information and administrative support.

## PREGNANCY

In the Czech Republic, pregnant employees are protected by the law. **The employee is not legally obliged to report her pregnancy to her employer. It is therefore up to her when to report this information.** It is recommended to do so after the end of the first trimester.

From the moment the pregnancy is officially reported to the employer, statutory protection applies to the employee.

In practice, **statutory protection means that the employer:**

- May not terminate (with some exceptions) the employment with a pregnant employee (see Sections 53, 54 and 55(2) of the Labour Code); this does not apply to fixed-term employments, where the employment ends at the end of the agreed fixed term regardless of pregnancy;
- May not order the employee to work overtime or at night;
- May not send a pregnant employee on a business trip outside the municipality of her workplace (i.e. outside Hradec Králové) or municipality of her residence without her consent. A pregnant employee may not perform work (even at her own request) that is prohibited for her by the law or that endangers her pregnancy (based on a medical opinion).

In case of night work, the woman has the right (on request) to be transferred to another day job (see Sections 41 and 239 of the Labour Code). If the employer transfers the woman to a day job with lower earnings, the employer is obliged to pay the compensatory benefit in pregnancy and maternity. As a result, the woman should receive the same wage for the same working hours as she received before the pregnancy was announced. Not having a suitable job for the pregnant woman is an obstacle to work on the part of the employer and the employer shall pay the wage compensation to the employee equalling to 100% of her average earnings.

### *Time off*

A pregnant employee is entitled to time off for attending a pregnancy clinic and other examinations, with wage compensation equal to 100% of her average earnings (within the statutory range; at any time during the shift in case of fixed scheduling of working hours, and within the basic part of working hours in case of flexible working hours).

### *Working hours*

A pregnant employee has the right to request shorter working hours or other appropriate adjustment of the fixed weekly working time (see Section 241 of the Labour Code) and the employer is obliged to grant the request unless serious operational reasons prevent it. If the employer does not comply with the request, he/she must give reasons in writing.

**As a rule, the employee shall take maternity leave from the beginning of the sixth week before the expected date of childbirth, but not earlier than the beginning of the eighth week before that date.**

However, if she decides to start her maternity leave later, she will lose part of her maternity leave – see Section 195 of the Labour Code. Her support period for maternity benefit will also be reduced.

The employee can work until the day of the delivery if she wants so. However, the support period is calculated from the date of her maternity leave commencement (i.e., it is not postponed) and the employee is not entitled to benefits for the days she works (she gets wage for them).

### *HOLIDAY*

Holiday (entitlement to holiday, duration of holiday, period of holiday and provision of wage compensation for holiday taken) is governed by Sections 211 to 223 of the Labour Code.

An employee may only take holiday with the prior written approval of his/her superior. **The holiday shall be six weeks and the academic staff shall be entitled to eight weeks of holiday per calendar year.**

Even if the holiday is taken between the maternity and parental leave, it is important to remember that it is still ordinary holiday and all the provisions of the Labour Code relating to holiday shall apply.

**For the determination of the duration of holiday and for the entitlement to holiday as such, it is decisive which periods count as work and which do not. Among other things, the period when the employee does not work due to obstacles to work (i.e., the period of maternity leave) is considered as work.**



## MATERNITY LEAVE

### Maternity benefit (MB)

The maternity benefit is a sickness insurance benefit received by a woman in connection with pregnancy, maternity and caring for a new-born child. Entitlement to the maternity benefit arises if two conditions are met. **The employee is entitled to the benefit if she has been covered by sickness insurance for 270 calendar days** (approximately 9 months) **in the last 2 years** prior to the commencement of the maternity leave (the days of sickness insurance coverage are cumulative within the required 2-year period and it is not necessary to meet this condition with one employer only; periods from different jobs can be combined).

Otherwise, she is entitled to parental allowance only.

#### **The 270-day period includes:**

- The period of study at a secondary school, college or higher education institution, or conservatory if the study has been duly completed;
- The period of parental leave;
- The period of invalidity pension receiving (3rd degree only).

**The amount of the MB per calendar day is 70% of the daily basis of assessment.**

**MB is granted for a maximum of 28 weeks (up to 37 weeks for twins and multiples), but not less than 14 weeks.**

If the employee has taken custody of a child in substitution for parental care (adoption) by court order, the maternal leave shall be 22 weeks (31 weeks if she has taken custody of two or more children by court order).

**MB may not be paid while the woman is working.**

As of 1 January 2025, the digitisation is simplifying and speeding up the entire process associated with this benefit. Printed documents are no more required. **Both the physician and the employer communicate with the Social Security Administration electronically.**

The attending physician (usually a gynaecologist) issues a Certificate of the Date of Delivery electronically and sends it electronically to the Social Security Administration. The patient is given the identifier of the certificate. The patient informs her employer of the start of maternity leave and provides the employer with the identifier she received from the physician.

The employer can verify the physician's certificate using the identifier. The employer sends electronically the Employer's Notification of Employee's Claim for Benefits to the Social Security Administration.

The Social Security Administration checks the eligibility and calculates the amount of the benefit. They will then start paying the benefit in the same way as wages are paid, unless otherwise requested.

**The employee can monitor the processing of her benefit on the [SSA ePortal](#).**

**If a woman does not qualify for MB (i.e. she does not meet its conditions), her attending physician may decide to start temporary incapacity for work from the beginning of the sixth week before the expected date of delivery.** This temporary incapacity for work will then be terminated by the physician at the end of the sixth week after childbirth (after the puerperium).

#### *Entitlement to maternity benefit (MB) for the child's father/husband*

Except for the first 6 weeks after the birth, when MB can be paid to the employee-mother only, the employee-father of the child or the husband of the woman who gave birth to the child is also entitled to the benefit.

However, he must meet the same conditions of insurance as the woman who gave birth (participation in insurance at the time of the start of maternity leave, 270 days of participation in insurance in the last two years before the start of the leave) and, as a rule, he must make a written agreement with the child's mother that he will care for the child.

A man can take the maternity leave instead of a woman for a minimum of 7 consecutive days and a maximum of 22 weeks (up to 31 weeks for twins and multiples). In men, the protection period for the maternal leave is 7 calendar days only after the termination of employment.

#### *Termination of employment during pregnancy – protection period*

A woman whose employment (and therefore insurance) ends during pregnancy is also entitled to MB. In these cases, there is a protection period of 180 calendar days from the date of the end of sickness insurance. If the insurance lasted for a shorter period of time, the protection period will last for as many calendar days as the previous sickness insurance (e.g., if the sickness insurance lasted for

90 days, the protection period will also be 90 days). If a woman discovers she is pregnant after leaving employment, the protection period shall be 7 calendar days only.

#### *Maternity grant*

In connection with childbirth, a woman is also entitled to a social security benefit called maternity grant. This is paid to low-income families as a one-off payment to cover the costs of the child's birth. Applications for the maternity grant are processed by the branches of the Employment Office of the Czech Republic. The amount of the maternity grant is determined by the Employment Office.

#### *Birth certificate*

Birth certificate is issued by the registrar's office at the place of the child's birth, based on documents submitted at the maternity hospital or supplied by the parents. The registrar's office usually sends the birth certificate by post within a month of the child's birth. Sometimes it is necessary to collect the birth certificate in person at the registrar's office.

#### *Health insurance company*

A child of a mother who is a permanent resident of the Czech Republic becomes entitled to health insurance on the day of his/her birth. If the mother is a foreigner with a permanent residence permit in the Czech Republic, she must apply for a permanent residence permit for the child within 60 days of the child's birth. The child becomes automatically insured by the health insurance company with which the mother is insured. If the mother of the child born is not covered by the public health insurance, the child shall, on the date of birth, become insured by the health insurance with which the father of the child is insured on the date of the child's birth.

#### *Temporary work during maternity leave*

**During the maternity leave and maternity benefit receiving, it is not permitted to work in the employment in which the maternity leave is taken and from which the maternity benefit is derived.**

### **EMPLOYMENT AT THE UHK DURING MATERNITY LEAVE**

During the period of maternity leave, the employment is maintained but the employee does not work and does not receive wage. Instead of wages, the employee receives the maternity benefit from the Czech Social Security Administration. At the end of her maternity leave, the employee has the right to return to her original job.

Maternity leave in connection with childbirth may never be shorter than 14 weeks and may in no case end or be interrupted before the expiry of 6 weeks from the date of childbirth (see Section 195(2) of the Labour Code).

#### *Holiday*

Entitlement to holiday – 8 weeks per year for teaching staff (see Section 213(1) of the Labour Code), 6 weeks per year for non-teaching staff (see the Collective Bargaining Agreement, Part IV, paragraph

3) arises for each maternity leave. **Leave immediately following the end of maternity leave must be requested in time from the employer.** The application for leave must be made in writing and must be made before the commencement of the leave (preferably before the end of maternity leave).

Leave cannot be taken at the same time as maternity or parental leave, which means that taking maternity or parental leave (in connection with the birth of another child or after the end of the interruption of the existing parental leave) interrupts the leave. However, taking leave does not affect the receipt of parental allowance.

## PARENTAL LEAVE

**The employer is obliged to grant parental leave to the employee to the extent requested by the employee** (see Section 196 of the Labour Code), but **no longer than until the child reaches the age of 3 years.**

**It is therefore up to the parent to determine on which day the parental leave ends.**

The employee shall apply for parental leave before taking parental leave unless serious reasons on his/her side prevent it.

The application must specify the duration of the parental leave and can be made repeatedly, i.e. the carers (mother and father) can take turns in their parental leave.

**If an employee decides to start work earlier than originally reported, they must inform their supervisor as well as the [HR and Payroll Office](#) in a timely manner, preferably in advance.**

The employer is not obliged to grant a parent's request to end parental leave earlier than the parent originally requested. For example, it is possible to request a shorter period of parental leave at first (e.g. until the child is two years old) and then extend it as necessary (up to the child's third birthday).

### *Parental allowance*

Parental allowance is linked to the payment of the maternity benefit. If the parent is not entitled to MB, the parental allowance can be paid from the date of the child's birth.

The entitlement is subject to the provision of full-time care for the child (grandparents/nanny/preschool). For children under 2 years of age, the time spent in a childcare facility may not exceed 92 hours per month.

**One parent only can receive parental allowance for the youngest child in the family.** You can apply for the allowance with a 3-month retroactive effect, but not earlier than from the date on which the parent became entitled to it.

The total amount for the care of one child is CZK 350,000 but if two children born at the same time or more children become the youngest members of the family, the amount of the parental allowance increases to CZK 525,000.

The benefit is paid by the Employment Office of the Czech Republic.

### *Parental allowance for foreigners*

Foreigners (except from EU countries) must meet the same legal conditions as Czech citizens to qualify for parental allowance. The allowance is paid by the member country where they are

economically active and pay social security contributions. The situation of the whole family is decisive for the determination of the country (gainful activity of both parents is the decisive criterion).

### *Employment*

While receiving parental allowance, the parent can take up employment or self-employment. At the end of the parental leave, the increased protection against dismissal by the employer ends. Extra work (usually agreement to perform work/agreement to complete a job or part-time employment) during the parental leave does not affect the receipt of parental allowance, but care for the child must be ensured.

## EMPLOYMENT AT THE UHK DURING THE PARENTAL LEAVE

**You can work without restrictions during the parental leave but you must ensure the care for the child.** It is possible to agree with your employer to work part-time or from home if operational reasons do not prevent this.

The UHK can offer flexible forms of work to parents (see [Rector's Decree No. 08/2024](#)). However, it always depends on the nature of the specific work and the possibilities of the worksite.

Within the framework of the cooperation with Charles University, Faculty of Pharmacy, the UHK employees can use the services of the Fafik Children's Group. Another option is to use the children's group Safari Club which provides a 10% discount on tuition fees for children of the UHK employees and students. More information about these benefits can be found on the [UHK benefits website](#).

## ANNUAL TAX CALCULATION DURING THE MATERNITY OR PARENTAL LEAVE

The annual tax calculation also applies to people on maternity or parental leave. At the end of January, the Payroll Office sends an informative e-mail to all employees affected by the tax calculation.

The e-mail also includes an information manual containing the necessary forms and an overview of the deadlines.

### *After the end of parental leave*

If a parent is unable or unwilling to return to work after the end of the parental leave, it is possible to ask the employer to grant leave without pay to care for the child (usually up to 4 years of the child's age).

The employer is not obliged to meet the request.

## PATERNITY BENEFIT

The paternity benefit paid from the sickness insurance scheme is payable **for 14 days in connection with the care of a new-born child** to the father of the child or to the insured person (male or female) who has taken custody of a child under seven years of age on the basis of a decision of a competent



authority. The entitlement to the paternity benefit is subject to participation in sickness insurance at the time of entitlement. The father's registration on the child's birth certificate is also a condition.

**You must start paternity leave within 6 weeks from the child's birth or taking custody of the child.** If the child is hospitalised for medical reasons on the part of the child or the mother, the period for taking up paternity leave is extended by the days of hospitalisation.

The amount of the paternity benefit is 70% of the daily assessment base per calendar day. Payment of the benefit cannot be interrupted, i.e., it is not paid on a daily basis. Students and persons registered with the Employment Office of the Czech Republic are not entitled to the paternity allowance. Entitlement to the benefit does not arise if the paternity leave is taken after the insurance has been terminated, i.e., there is no protection period for the paternity benefit.

### **CHILDCARE UP TO 15 YEARS OF AGE**

According to the collective agreement, **every employee who can prove they are caring for a child up to 15 years of age has the option to request one unpaid day off per month from their workplace supervisor. During the summer holidays, they may request up to 10 days of unpaid leave.**

The supervisor will grant the leave based on the possibilities and situation at the workplace. If not used, this day cannot be carried over to the next month (see [Collective Agreement, Part IV, Sections 7 and 8](#)).



## WORK AND STUDY

Employees' entitlement to time off work for further improvement of qualification is regulated by the Labour Code (Sections 231-232). **If the study is in accordance with the needs of the UHK for the improvement of qualification, the employee is legally entitled to leave of absence with wage compensation to the following extent:**

- Attendance at classes or training – to the extent necessary;
- Preparation for and taking each examination at a higher education institution or college – 2 working days;
- Preparation for and taking the final examination, school-leaving examination at a secondary school, or final examination at a college – 5 working days;
- Drawing and defence of the graduation thesis, Bachelor's thesis, Master's thesis, PhD thesis, or written thesis that concludes studies in a lifelong learning programme carried out by a higher education institution – 10 working days;
- Preparation for and taking the state final examination, the state rigorous examination in the field of medicine, veterinary medicine and hygiene and the state doctoral examination – 40 working days.

It is also the employer's obligation to grant the employee **leave (without pay) to take an entrance examination, a resit examination, to attend a graduation ceremony or similar ceremonies related to the employee's studies.**

## OTHER SITUATIONS IN THE EMPLOYEE'S PERSONAL LIFE

### Caring for a family member

Caring for a family member refers to the provision of assistance and support to family members or close persons who are dependent on the help of others because of age, illness or disability. The allowance is provided on the basis of Act No. 108/2006 Sb., on Social Services, and Decree No. 505/2006 Sb. implementing certain provisions of the Act on Social Services. In such case, it is possible to apply for a care allowance which is intended for persons dependent on the assistance of another natural person. The period of care for a close person can be included in the pension insurance.

Employees are free to request shorter working hours, modified working hours, teleworking, etc., if the operational reasons of the workplace allow it (see [Rector's Decree No. 08/2024](#)).

### Other personal obstacles

Other situations in the employee's personal life include personal obstacles at work. These include, for example, medical appointments, weddings, funerals, looking for a new job, moving and other situations in which the employee has the right to be released from work.

The granting of leave with pay (hereinafter the Paid Leave) or without pay (hereinafter the Unpaid Leave) depends on the nature of the particular obstacle. The full list of such obstacles is set out in the Annex to Government Regulation No. 590/2006 Sb.

### Medical examination or treatment

The Paid Leave shall be granted to the employee for a necessary period of time (in the case of flexible working hours, within the basic part only) if the medical examination or treatment was carried out in a health care facility (the health care facility must have a contract with the employee's health insurance company) which is closest to the employee's residence or workplace and is able to provide the necessary health care, if the examination or treatment could not be carried out outside working hours

If the examination or treatment was carried out at a health care facility other than the closest one, the employee shall be granted leave of absence for the necessary period of time; however, the wage compensation shall not be paid for more than the period referred to in the paragraph above.

### Occupational health check-up, examination or vaccination related to work

Leave of absence for a necessary period of time shall be granted to an employee who undergoes an occupational health check-up, examination or vaccination related to the performance of his/her work. During this period, the employee shall be entitled to wage compensation amounting the average earnings.

### Interruption of traffic or delay in public transport

The Unpaid Leave shall be granted for a necessary period of time for unforeseen interruptions of traffic or delay in public transport if the employee could not reach the worksite in a timely manner using other reasonable means.

### Wedding

Leave of absence shall be granted for 2 days for the employee's own wedding, including 1 day to attend the wedding ceremony; however, 1 day's wage only shall be paid to the employee.

The Paid Leave shall be granted to a parent for 1 day to attend his/her child's wedding and the Unpaid Leave shall be granted to the same extent to the child for his/her parent's wedding.

### Birth of a child

The Paid Leave shall be granted for the necessary period of time to transport the spouse (partner) to and from the health care facility.

The Unpaid Leave shall be granted for the necessary period of time to attend the spouse's (partner's) giving birth.

### Death/Funeral

The Paid Leave shall be granted for:

- 2 days for the death of a spouse, partner or child and another day to attend the funeral of these persons;

- 1 day to attend the funeral of the employee's parent and sibling, the parent and sibling of the employee's spouse, and the spouse of the employee's child or the spouse of the employee's sibling, and an additional day if the employee is arranging for the funeral of these persons;
- For a necessary period of time (not exceeding 1 day) to attend the funeral of the employee's grandparent or grandchild or grandparent of the employee's spouse or other person not specified above but who was living in the household with the employee at the time of death, and an additional day if the employee is arranging for the funeral of such persons.

#### Accompanying a family member to a health care facility

The Paid Leave to accompany a family member to a health care facility for examination or treatment of a sudden illness or injury and for a pre-determined examination, treatment or cure shall be granted to one of the family members only for the necessary period of time, however, for a maximum of one day, if the accompaniment was necessary and it was not possible to carry out the above-mentioned interventions outside working hours, in case of the accompaniment of the employee's spouse, partner or child, as well as parents and grandparents of the employee or his/her spouse. If the employee is entitled to sickness insurance benefits, he/she is not entitled to the wage compensation.

In case of other family members, the Unpaid Leave shall be granted for the necessary period of time.

#### Accompanying a child to a school counselling centre to identify the child's special educational needs

The Unpaid Leave to accompany a child to a school counselling centre to identify the child's special educational needs shall be granted to one of the family members only for the necessary period of time.

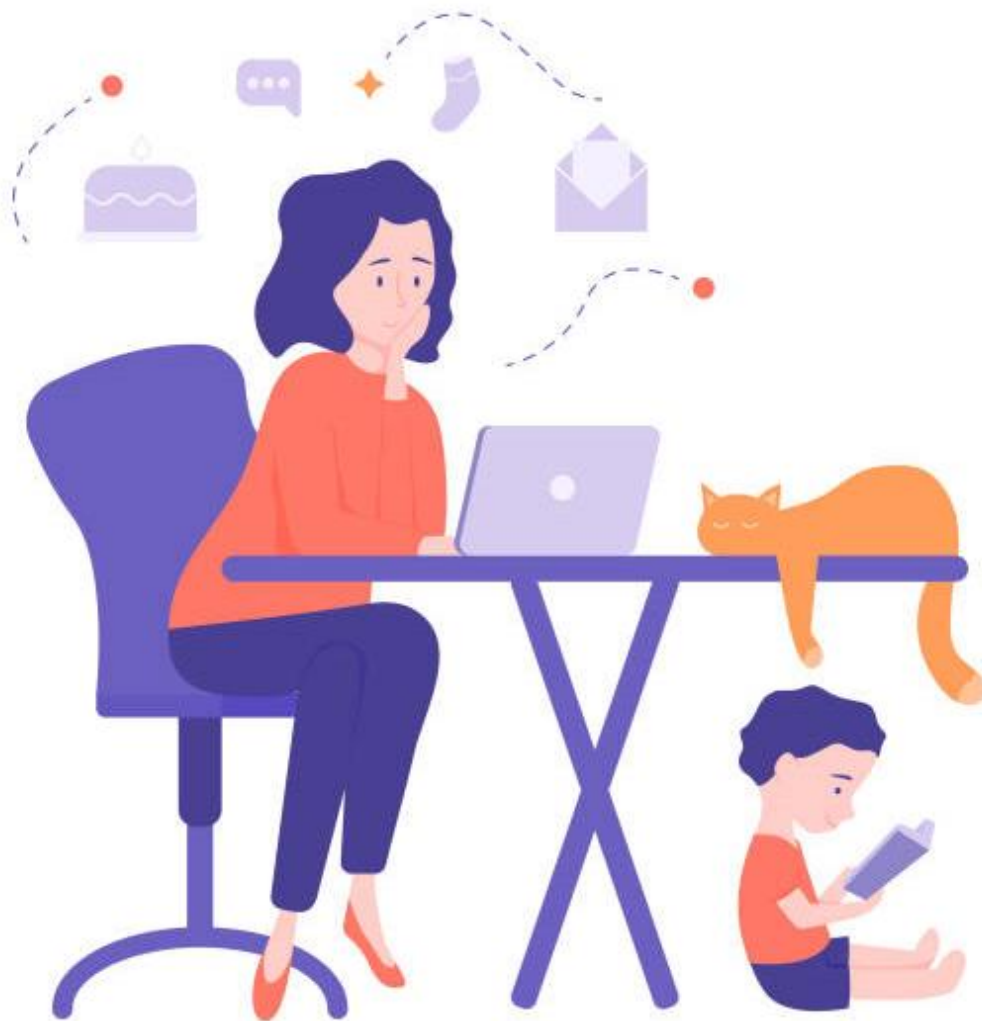
#### Move

The Unpaid Leave shall be granted for the necessary period of time, up to a maximum of 2 days, when an employee who has his/her own furnishings moves.

However, if the move is in the employer's interest, the Paid Leave shall be granted.

#### Looking for a new job

If the employee is looking for a new job during his/her notice period, he/she can claim the Unpaid Leave.



## WORKING FROM HOME AND FLEXIBLE WORKING HOURS AT THE UHK

The UHK strives to develop continuously an environment that supports the reconciliation of work and personal life of its employees. Therefore, it has adopted measures to enable the use of flexible working hours and working from home.

Flexible working hours combine periods of basic and optional working hours, allowing employees to adjust flexibly the start and end of their working hours to best suit their needs.

Working from home is possible [upon a written agreement](#) and with the consent of the superior. This arrangement allows employees to do their work from a location of their choice.

However, these flexible forms of work can only be used if the nature of the job and the type of work performed allows it. The detailed conditions are regulated [by a Rector's Decree](#).

## BENEFITS

Employees on maternity or parental leave are still entitled to employee benefits if they meet the eligibility conditions. However, it should be understood that some benefits, such as pension or life

insurance contributions, are not provided during the maternity and parental leave (see [Bursar's Directive 6/2024](#)).

## SOCIAL SECURITY AT THE UHK

None of the forms of unwanted behaviour – all forms of discrimination, sexual harassment, unlawful duress, bullying – is tolerated at the UHK, both between teachers, other staff and students, and between students themselves. It is a priority of the UHK that a cooperative atmosphere prevails at the University and that the UHK Code of Ethics is observed.

If you are the subject or witness of any unwanted conduct, you can defend yourself effectively or help protect others through the [ombudsperson](#).

You can also take advantage of the free [psychological and therapeutic support](#) for the UHK employees.