



University: University of Pécs
Country: Hungary

SDG8: DECENT WORK AND ECONOMIC GROWTH

8,2 Employment practice

8.2.4. Does your university as a body have a policy commitment to no forced labour, no modern slavery and no human trafficking, and no child labour? **Yes.**

The University of Pécs fully complies with the provisions of the Hungarian Labour Code and other relevant national regulations governing employment and the protection of workers' rights. Therefore, the University's internal operations already ensure that no forced labour, no modern slavery, no human trafficking, and no child labour can occur within the institution. For this reason, the University does not maintain a separate internal regulation specifically on these issues, as national legislation and the collective agreement comprehensively guarantee these principles.

As part of this compliance framework, the University's Collective Agreement (Section II, pages 13–22) establishes detailed rules on working time, rest periods, overtime, and leave, in full alignment with Hungarian labour law.

Definitions and general rules

The Employer shall ensure compliance with the provisions of Sections 86-91 of the Labour Code. The rules set out in Sections 17–27 of the Collective Agreement concerning working time and rest periods shall apply to all organisational units and public servants of the UP, unless otherwise provided for in Titles 2 and 3, which set out special rules for certain groups of public servants.

Labour Code. 86. § (1) Working time: the time from the start of the prescribed working time to its completion, as well as the duration of preparatory and finishing activities related to the work.

(2) Preparatory or finishing activities: all tasks that the employee is required to perform in connection with his or her job, as usual and regularly, without specific instructions.

(3) Non-working time

a) – with the exception of on-call work – breaks between work, and

b) the time spent travelling from the employee's place of residence or stay to the actual place of work and from the place of work to the place of residence or stay.

Labour Code. 87. § (1) Working day: a calendar day or a continuous period of twenty-four hours determined by the employer, if, due to the employer's operations, the start and end of the daily working time according to the schedule do not fall on the same calendar day.

(2) The provisions of paragraph (1) shall also apply to the determination of weekly rest days or public holidays, with the proviso that the period between the week and twenty-two hours shall be considered a weekly rest day or public holiday.

(3) Week: the calendar week or 168 hours without interruption as determined by the employer, if, due to the employer's operation, the start and end of the daily working time according to the schedule do not fall on the same calendar day.

Labour Code. 88. § (1) Daily working time: as determined by the parties or by the rules governing the employment relationship

a) full daily working time or



b) part-time working hours.

(2) Daily working time according to the schedule: the normal working time prescribed for the working day.

(3) Weekly working hours according to the schedule: the normal working hours prescribed for the week.

Labour Code. 89. § Night work: work performed between 10 p.m. and 6 a.m.

Labour Code. 90. § The employer's activity

a) uninterrupted, if it does not exceed six hours per calendar day or is suspended per calendar year exclusively for reasons specified in the technological regulations, during the period specified therein, and

aa) is aimed at providing services that meet social needs, or

ab) cannot be carried out economically or properly in any other way due to objective circumstances arising from the production technology,

b) multi-shift, if its duration reaches eighty hours per week,

c) seasonal, if it is linked to a specific period or date of the year, regardless of the work organisation

Labour Code. 91. § A job is considered to be on-call work if

a) due to the nature of the employee's tasks, the employee is available to the employer without performing work for at least one third of the normal working hours, based on a longer period, or

b) the work involves significantly less demand on the employee than usual, particularly in view of the specific nature of the job and the conditions of work.

General working hours, working time schedule

18. § (1) The employer shall schedule the working hours of public employees in accordance with Labour Code. 92. § (1)–(3), (5), Sections 93, 94, 96–100, 113 (1)–(3), (5) and 134 (1)–(4) of the Labour Code and Section 59 of the Public Service Act.

(2) Unless otherwise specified by the employer, working hours shall be from 7:30 a.m. to 4:00 p.m. Monday through Thursday and from 7:30 a.m. to 1:30 p.m. on Friday.

(3) The person exercising the employer's rights may also determine working hours that differ from those specified in this section.

(4) Notwithstanding paragraph (2), working hours shall commence

	Start of working hours	End of working hours
in a two-shift work schedule	6:00	14:00
	2 p.m.	10:00
Three-shift work schedule	6:00	2 p.m.
	2 p.m.	10:00 p.m.
	10:00 p.m.	6:00

(5) The full daily working time of a public servant in a position



a) shall be twelve hours per day, and in standby positions, up to twenty-four hours per day, based on a written agreement between the parties,

b) weekly working time shall not exceed forty-eight hours, and in standby positions, shall not exceed seventy-two hours, based on a written agreement between the parties. The duration of any extraordinary work ordered shall be included in the calculation of the daily and weekly working time according to the position.

The agreement may be terminated by the public servant with fifteen days' notice on the last day of the calendar month or, in the case of a working time framework, on the last day of the working time framework.

(6) The daily working time of a public servant employed in a position involving health risks specified in the legislation shall not exceed eight hours during night work.

(7) The working hours of a public employee may exceed twelve hours per day, or twenty-four hours per day in the case of on-call work, by a maximum of one hour if the start of winter time falls within the normal working hours according to the work schedule.

(8) The employer shall ensure that civil servants working at night undergo a medical examination prior to commencing work and at regular intervals during the employment relationship. If the medical examination finds that night work may endanger the civil servant's health or that their illness is causally related to night work, the civil servant shall be assigned to daytime work.

(9) If flexible working hours are permitted, the civil servant may work the total daily working time between 6 a.m. and 8 p.m., but the work of the organisational unit must be organised in such a way as to ensure that its work schedule is maintained. Employees working flexible hours must be present at their workplace during core hours (between 9 a.m. and 3 p.m.). Core hours on Fridays are from 8 a.m. to 1.30 p.m. In justified cases, the employer may determine core hours differently.

Section 19: The employer shall keep records of data relating to the regular and extraordinary working hours of public servants, the granting of leave, on-call duty, standby duty and other working time allowances. Detailed rules on record-keeping are contained in the relevant instructions on the procedure for granting annual regular leave and other working time allowances, and on the recording and reporting of time spent at work and absences.

Labour Code. 92. § (1) The total daily working time is eight hours per day (general total daily working time).

(2) The full daily working time may be increased to a maximum of twelve hours per day, based on an agreement between the parties, if the employee

a) performs standby duties,

b) is a relative of the employer or owner (longer full daily working time).

(3) For the purposes of paragraph (2), an owner shall be deemed to be a member of a business association if he or she holds more than twenty-five per cent of the votes in decisions concerning the association.

(4)

(5) The parties may agree on a daily working time shorter than the full daily working time applicable to the given job (part-time work).

Labour Code. 93. § (1) The employer may also determine the working time to be performed by the employee within a working time framework.

(2) The working time to be performed within the working time framework shall be determined on the basis of the duration of the working time framework, the daily working time and the general work schedule. In doing so, public holidays falling on a working day according to the general work schedule shall be disregarded.



(3) When determining working time in accordance with paragraph (2), the duration of remote working shall be disregarded or taken into account in accordance with the daily working time applicable to the given working day. In the absence of a work schedule, the duration of remote working shall be disregarded or taken into account in accordance with the daily working time.

(4) The start and end dates of the working time frame shall be specified in writing and published.

Labour Code. 94. § (1) The duration of the working time framework shall not exceed four months or sixteen weeks.

(2) The duration of the working time framework shall be a maximum of six months or twenty-six weeks

a) in the case of uninterrupted

b) in the case of multi-shift work, and

c) in the context of seasonal activities,

d) on-call work, and

e) in the job specified in Section 135(4).

(3) The duration of the working time framework shall be a maximum of twelve months or fifty-two weeks, as specified in the collective agreement, if justified by technical or work organisation reasons.

(4) The termination or expiry of the collective agreement shall not affect employment based on the working time framework already established.

Labour Code. 96. § (1) The rules for the organisation of working time (work schedule) shall be determined by the employer.

(2) The employer may transfer the right to organise working time to the employee in writing, taking into account the independent organisation of work (flexible work schedule). The flexible nature of the work schedule shall not be affected if the employee can perform some of the tasks of the job at a specific time or during a specific period due to their specific nature.

(3) In the case of a flexible work schedule

a) Sections 93–112 and

b) points a) and b) of paragraph (1) of Section 134

shall not apply, with the exception of this paragraph.

(4) In the case of employment under Section 53, the work schedule at the place of work shall apply to the employee.

Labour Code. Section 97 (1) The employer shall allocate working hours taking into account the requirements of healthy and safe work and the nature of the work.

(2) Working hours shall be allocated over five days per week, from Monday to Friday (general work schedule).

(3) In the case of working time banking or accounting periods, working time may be allocated unevenly to each day of the week or to individual working days, subject to the provisions of Sections 101-102 (uneven working time allocation).

(4) The work schedule must be communicated in writing at least seven days in advance and for at least one week. In the absence of this, the last work schedule shall prevail.

(5) The employer may modify the working time schedule for a given day at least four days in advance if unforeseen circumstances arise in its management or operation.

Labour Code. 98. § (1) In the absence of a working time framework, working time may also be allocated in such a way that the employee completes the weekly working time determined on the basis of the daily



working time and the general work schedule during a longer period (accounting period) specified by the employer, beginning with the week in question.

(2) The duration of the accounting period shall be determined by applying the rules set out in Section 94 accordingly.

(3) With regard to the accounting period, Sections 93(3) and (4) and Section 95 shall apply accordingly.

Labour Code. Section 99 (1) The daily working time of an employee according to his or her schedule shall not be less than four hours, except in the case of part-time work.

(2) The employee's

a) daily working time shall not exceed twelve hours,

b) weekly working time shall not exceed forty-eight hours.

(3) In the case of employees employed under Section 92 (2), based on a written agreement between the parties, the employee's

a) daily working time shall not exceed twenty-four hours,

b) weekly working time may not exceed seventy-two hours. The employee may terminate the agreement by giving fifteen days' notice on the last day of the calendar month or, in the case of a working time framework, on the last day of the working time framework.

(4) The employee's daily or weekly working time according to their schedule may exceed the duration specified in paragraphs (2) and (3) by a maximum of one hour if the start of winter time falls within the working time according to the work schedule.

(5) The employee's

a) daily working time specified in Section 107(a),

b) weekly working time shall be calculated as specified in Section 107

(6) The entire duration of on-call duty shall be included in the employee's daily working time according to their schedule if the duration of the work cannot be measured.

(6) The entire duration of on-call duty shall be included in the employee's daily working time according to the work schedule if the duration of the work cannot be measured.

(7) In the case of uneven working time schedules, paragraph (2) b) and paragraph (3) b) shall apply with the exception that the average weekly working time according to the schedule shall be taken into account.

(8) In the case of employers applying the work schedule specified in Section 102(5), in the absence of a working time framework, paragraph (2)(b) and paragraph (3)(b) shall not apply to the calendar week in which work is performed on Saturdays.

Labour Code. Section 100 The employer may, by agreement between the parties, divide the daily working time into a maximum of two parts (split daily working time). A rest period of at least two hours must be provided between the daily working times specified in the schedule.

Labour Code. 134. § (1) The employer shall keep records of

a) normal and overtime working hours,

b) on-call time,

c) the duration of leave.

(2) The register shall contain up-to-date information on the regular and overtime hours worked, as well as the start and end times of on-call duty.



(3) Notwithstanding the provisions of paragraph (2), the records referred to in paragraph (1)(a) may also be kept by certifying the written work schedule at the end of the month and indicating any changes on an up-to-date basis.

(4) The employer shall keep records of

a) Section 92(2),

b) Section 99(3),

c) agreements pursuant to Section 135(4).

Section 59 of the Act XXXIII of 1992 on the legal status of public servants. With regard to the legal relationship of public servants

a) Section 92(4) of the provisions of the Labour Code on working hours and rest periods (Chapter XI), Sections 116–117, Section 118(4), Section 119(2), Section 123(6) and Section 135(4)–(6) shall not apply;

b) legislation or collective agreements may deviate from Section 86(3)(a) of the Labour Code in favour of public servants, taking into account sectoral and professional characteristics.

Work breaks

Section 20 The parties agree that the employer shall grant public employees work breaks in accordance with Section 103 and Section 114(3)(b) of the Labour Code, as well as Section 4(1) of Decree 50/1999. (XI. 3.) EüM on the minimum health and safety requirements for work performed in front of a screen. Pursuant to Section 135(2)(f) of the Labour Code and Section 59(b) of the Public Service Act, the parties agree that employees working more than six hours per day at the University, or 4.5 hours per day in the case of young public servants, shall be provided with a meal break during working hours in all positions. therefore, a 20-minute break per day – 30 minutes per day for young public servants – must be granted during working hours.

Mt. 103. § (1) If the daily working hours according to the schedule or the duration of extraordinary working hours according to § 107 a)

a) exceeds six hours, twenty minutes,

b) exceeds nine hours, an additional twenty-five minutes.

(2) The duration of overtime work pursuant to Section 107(a) shall be included in the daily working time according to the work schedule.

(3) An agreement between the parties or a collective agreement may provide for a maximum of sixty minutes of breaks for employees.

(4) Work breaks shall be granted by interrupting work.

(5) Work breaks shall be granted after at least three and at most six hours of work.

(6) The employer may grant breaks in several instalments. In this case, the provisions of paragraph (5) may be deviated from, but the duration of each instalment granted in accordance with paragraph (5) shall be at least twenty minutes.

Labour Code. 114. § (1) Young employees may not be assigned night work or extraordinary working hours.

(2) The daily working time of young employees may not exceed eight hours, and the working time of multiple employment relationships must be added together.

(3) For young workers

a) a maximum of one weekly working time frame may be assigned,



b) in the case of daily working hours exceeding four and a half hours, at least thirty minutes, and in the case of daily working hours exceeding six hours, at least forty-five minutes of rest between work,

c) a daily rest period of at least twelve hours must be provided.

(4) The provisions of Section 105(2) and Section 106(3) shall not apply to young workers.

50/1999. (XI. 3.) EüM Decree 4. (1) The employer shall organise work processes in such a way that continuous work in front of a screen is interrupted by breaks of at least ten minutes per hour, which may not be combined, except in the cases specified in paragraph (2), and the total time spent actually working in front of a screen shall not exceed six hours per day.

(2) If the interruption of work in front of a screen pursuant to paragraph (1) endangers the life, physical integrity or safety of certain property of others for the purpose of performing the work, or if it is not possible due to the technology used, the employer shall organise daily work at the workplace in such a way that, in order to reduce the strain on the employee working in front of a screen, work in front of a screen is interrupted at regular intervals – in accordance with the nature of the work and excluding dangerous situations – or replaced by other activities. In this case, the duration of a single break may not be less than ten minutes, and the total time spent working in front of a screen may not exceed seventy-five per cent of the daily working time.

Rest periods

21. § (1) The employer shall comply with the provisions of Sections 104, 105 and 106 of the Labour Code concerning the rest periods of public servants.

(2) At least eight hours of rest time must be provided between the end of the daily work and the start of work on the following day for public employees employed in on-call positions, in continuous (uninterrupted) work schedules, or in multi-shift work schedules.

Section 22 In the case of public servants employed in the following work schedules and positions at the organisational units specified below, which operate on Sundays due to their purpose, the weekly rest day may be granted on other days:

- a) those employed in a multi-shift work schedule,
- b) those employed in on-call positions,
- c) public servants employed in the University's public collection activities,
- d) public employees employed within the framework of the University's healthcare provider.

Labour Code. 104. § (1) Employees shall be granted at least eleven consecutive hours of rest (daily rest period) between the end of their daily work and the start of the next day's work.

(2) At least eight hours of daily rest time shall be provided

- a) in split working hours,
- b) for uninterrupted work,
- c) in multi-shift work,
- d) in the context of seasonal activities,
- e) for employees in standby positions

(3) If the daily rest period falls on the start date of daylight saving time, it shall be at least seven hours.

(3) The daily rest period shall be at least seven hours if it falls on the date of the start of summer time.

(4) Employees shall not be entitled to rest periods after on-call duty if they have not performed any work.

Labour Code. 105. § (1) Employees are entitled to two rest days per week (weekly rest days).



(2) In the case of uneven working hours, weekly rest days may also be allocated unevenly.

(3) When applying the provisions of paragraph (2), with the exception of employees working in uninterrupted, multi-shift or seasonal activities, employees shall be granted one rest day per week after six working days.

(4) With the exception of Section 101(1)(f), employees shall be granted at least one weekly rest day per month on a Sunday.

Labour Code. Section 106 *(1) Employees shall be entitled to at least forty-eight hours of uninterrupted weekly rest time per week instead of weekly rest days.*

(2) With the exception of Section 101(1)(f), employees shall be granted at least one weekly rest period per month on a Sunday.

(3) In the case of uneven working hours, instead of the weekly rest period specified in paragraph (1) and with the appropriate application of paragraph (2), the employee may also be granted an uninterrupted weekly rest period of at least forty hours per week, including one calendar day. The employee shall be granted at least forty-eight hours of weekly rest within the working time framework or the accounting period.

Extraordinary work

23. § *(1) The parties agree that in the event of the employment of a public servant in the context of extraordinary work, the employer shall act in accordance with the rules set out in Sections 107-109 and 113 of the Labour Code.*

(2) In the case of work ordered during on-call duty, the period from the time of the call to the completion of the work – if the public servant has to work in several places, from the time of arrival at the first place of work to the completion of the work at the last place of work. The rules of Act LXXXIV of 2003 shall apply to the performance of duties by civil servants employed in the context of healthcare services during on-call duty.

(3) Based on the authorisation given in Section 135(2)(f) of the Labour Code, contrary to Section 108(1) of the Labour Code, extraordinary work must be ordered in writing. The senior civil servant designated by the employer shall be entitled to order extraordinary work, taking into account the applicable legal provisions and university regulations.

(4)

(5) The duration of extraordinary work that may be performed annually shall include the actual time worked during on-call duty, and the rules on overtime shall apply to this time.

(6) The annual upper limit for extraordinary work that may be ordered by the employer is 300 hours per year, with the exception of those engaged in healthcare activities, based on the authorisation contained in Section 135(3) of the Labour Code.

(7) Senior managers and managers receiving a management allowance are not entitled to remuneration for work performed during extraordinary working hours.

Section 107 of the Labour Code Overtime

a) deviating from the work schedule,

b) in excess of the working time framework,

c) in the case of the application of the accounting period, working time exceeding the weekly working time on which it is based, and

d) on-call duty.

Labour Code. 108. § *(1) Overtime shall be ordered in writing at the request of the employee.*



(2) There shall be no restriction on ordering extraordinary working hours in order to prevent or avert accidents, natural disasters, serious damage, or immediate and serious threats to health or the environment.

(3) Overtime on public holidays

a) for employees who may also be employed on that day during normal working hours, or

b) in the cases specified in paragraph (2).

Labour Code. 109. § (1) In the case of full-time employment, two hundred and fifty hours of overtime may be ordered per calendar year.

(2) The provisions of paragraph (1) shall apply proportionally if

a) the employment relationship commenced during the year,

b) it was established for a fixed term or

c) for part-time work.

Labour Code. 113. § (1) The rules on working time and rest periods shall apply with the exceptions set out in paragraphs (2) to (4)

a) from the time the employee's pregnancy is confirmed until the child reaches the age of three,

b) in the case of an employee raising a child alone, until the child reaches the age of three,

c) in the event of a health risk specified in the rules governing the employment relationship.

(2) In the case specified in paragraph (1)

a) uneven working hours may only be applied with the employee's consent,

b) weekly rest days may not be distributed unevenly,

c) overtime or on-call duty may not be ordered.

(3) Night work may not be ordered for employees specified in points a) and b) of paragraph (1).

(4) In the cases specified in paragraph (1) c), the employee's daily working time as specified in the schedule may not exceed eight hours during night work.

(5) For employees raising children alone, from the age of three to four, overtime or on-call duty may only be ordered with their consent, except as provided for in Section 108(2).

Mt. Section 135 (3) Based on the provisions of the collective agreement, a maximum of three hundred hours of overtime may be ordered per year.

On-call and standby duty

Section 24 (1) The provisions of Sections 110–112 of the Labour Code shall apply mutatis mutandis to persons participating in on-call and standby duties at the University, with the exception of healthcare providers.

(2) In order to ensure the smooth operation of the University's IT systems, on-call duties shall be organised by the IT Directorate of the Chancellery.

(3) The heads of the organisational units listed in Annex 1 of the UP Management Regulations (hereinafter: Management Regulations) shall not be required to perform on-call (standby) duties.

(4) The on-call (standby) duty roster and the roster for shifts on rest days or public holidays shall be drawn up by the person designated by the head of the relevant management unit. The schedule shall be posted in a place accessible to everyone, in accordance with the rules of communication. In the case of on-call duty, in accordance with Section 110(6) of the Labour Code, the schedule shall be posted one week before the start date of the schedule, one month in advance. and the schedule for rest days and



public holidays shall be communicated in writing at least seven days in advance for at least one week, in accordance with Section 97(4) of the Labour Code.

(5) Deviations from the preliminary schedule are only permitted with the knowledge of the person who prepared the schedule and with the permission of the immediate supervisor. The deviation must be recorded in the schedule and signed by the public employees affected by the change. In this case (e.g. replacement), work performed as a result of the change in the schedule that differs from the original schedule shall not be considered extraordinary work.

(6) Civil servants assigned to on-call duty shall remain at the location specified by them in a fit state for work during their duty period and shall report to their designated workplace immediately upon being called, but no later than within forty minutes. A public servant who is unable to commence duty within forty minutes of notification, under normal traffic conditions during the period of duty, may not be assigned to on-call duty.

(7) On the University's premises, technical on-call duty and standby duty shall be organised primarily by the Technical Services Directorate of the Chancellery, primarily for the purpose of providing continuous medical care.

(8) The rules governing the amount of the standby fee and the technical on-call fee are set out in Section 60.

Section 25 For the purposes of Sections 23-24, the term "organisational unit" shall also include the economic units specified in Annex 1 to the PTE Financial Management Regulations, with the exceptions specified in Title 2 for the Clinical Centre as a healthcare provider.

Labour Code. Section 110 (1) *Employees may be required to be on call outside their regular daily working hours.*

(2) *Availability exceeding four hours*

a) *the continuous provision of services that meet social needs,*

b) *the prevention and elimination of accidents, natural disasters, serious damage, threats to health or the environment, and*

c) *to maintain the safe and proper use of technology.*

(3) *During the period of availability, the employee is obliged to remain fit for work and to perform work in accordance with the employer's instructions.*

(4) *The employer may specify the place of availability (on-call duty) for the employee, otherwise the employee shall determine his or her place of residence in such a way that he or she is immediately available (on standby) at the employer's instruction.*

(5) *The provisions of Section 108(1) shall apply mutatis mutandis to the ordering of availability.*

(6) *The duration of availability shall be communicated at least one week in advance, one month in advance. The employer may deviate from this in accordance with Section 97 (5).*

Labour Code. Section 111 *The duration of on-call duty shall not exceed twenty-four hours, which shall include the duration of regular or ordered overtime scheduled for the day on which the on-call duty begins.*

Labour Code. 112. § (1) *The monthly duration of on-call duty may not exceed one hundred and sixty-eight hours, which shall be taken into account on average when applying the working time framework.*

(2) *On-call duty may be ordered for an employee for a maximum of four times per month during the weekly rest day (weekly rest period).*

Granting of leave



Section 26 (1) When granting the annual leave to which public employees are entitled, the employer shall act in accordance with the provisions of Sections 122-125 of the Labour Code.

(2) The University may, on the basis of the authorisation given in Section 123(5) of the Labour Code, grant one quarter of the leave until 31 March of the year following the year in question in the event of an exceptionally important economic interest or a reason directly and seriously affecting its sphere of operation.

(3) Exceptionally important economic interests shall be understood to mean circumstances unrelated to work organisation arising in connection with the granting of regular leave, the occurrence of which would have a significant adverse effect on the employer's financial management if regular leave were to be granted in full in the year in which it is due.

Section 27 The heads of organisational units shall prepare a leave plan by 15 February of each calendar year, which shall be published in the usual manner within the organisational unit.

Section 27/A (1) The rules governing the allocation of working hours shall be determined by the person exercising the employer's rights, taking into account the Kjt., the Mt. and the Collective Agreement.

(2) In the case of jobs where normal working hours must be completed within a working time framework, the starting date shall be 1 January of the current year.

Labour Code. 122. § (1) *Leave shall be granted by the employer after prior consultation with the employee.*

(2) *The employer shall grant seven working days of leave per year, except for the first three months of employment, in a maximum of two instalments at a time requested by the employee. In this regard, Section 121 shall apply. The employee shall submit their request at least fifteen days before the start of the leave.*

(3) *Unless otherwise agreed, leave shall be granted in such a way that the employee is exempt from the obligation to work and be available for work for at least fourteen consecutive days once per calendar year. In this regard, in addition to the days granted as leave, weekly rest days (weekly rest periods), public holidays and days off under an uneven working time schedule may be taken into account.*

(4) *The date of the leave shall be communicated to the employee no later than fifteen days before the start of the leave.*

(5) *Leave may not be redeemed, except as provided for in Section 125.*

Labour Code. Section 123 (1) *Leave shall be granted in the year in which it is due.*

(2) *If the employment relationship commenced on or after 1 October, the employer may grant the leave by 31 March of the year following the year in which it is due.*

(3) *If leave could not be granted as specified in paragraph (1) for reasons attributable to the employee, it shall be granted within sixty days of the cessation of such reasons.*

(4) *Leave shall be deemed to have been granted in the year in which it is due if it is taken in the year in which it is due and the portion of the leave granted in the following year does not exceed five working days.*

(5) *In the event of an exceptionally important economic interest or a reason directly and seriously affecting its operation, the employer may*

a) may change the date of leave notification,

b) interrupt the leave already taken by the employee,

c) in the case of a collective agreement, grant one quarter of the leave by 31 March of the year following the year in which it is due at the latest.

(6) *Based on an agreement between the parties for the calendar year, the employer shall grant the leave referred to in Section 117 by the end of the year following the year in which it is due.*



(7) The employer shall reimburse the employee for any damages and costs incurred in connection with the change in the date of granting or the interruption of leave. In the case referred to in paragraph (5)(b), the time spent travelling from the place of stay during the leave to the workplace and back, as well as the time spent working, shall not be counted as leave.

Labour Code. 124. § (1) Leave shall be granted for working days according to the work schedule.

(2) In the case of an uneven work schedule, all days of the week shall be considered working days for the purposes of granting leave, with the exception of the weekly rest day and public holidays according to the work schedule.

(3) In the case of uneven working hours, contrary to paragraph (2), leave may also be granted in the given calendar year in such a way that the employee is exempt from the obligation to be available for work and to perform work for a period equal to the working hours.

(4) Leave shall be recorded in working days in the case of paragraphs (1) and (2) and in hours corresponding to the duration of the exemption from work in the case of paragraph (3).

(5) In the absence of a work schedule, leave shall be granted taking into account the general work schedule and daily working hours, and shall be recorded in accordance with paragraph (4).

Section 125. Upon termination of employment, if the employer has not granted the proportionate leave, it must be compensated.