



WORK-LIFE BALANCE GUIDE

(for foreign employees)

Human Resources Department / 2024

Online form only

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INTRODUCTION

The Work-Life Balance Guide offers support to BUT employees and their supervisors in establishing a balance between personal and professional life. It provides a basic overview of various life situations and the support available from both the state and BUT.

The guide helps with matters related to taking maternity, parental or paternity leave, including associated benefits, administrative processes and relevant legislation.

Together with your supervisor, you may agree on cooperation conditions — such as flexible work arrangements, part-time positions, or remote work — when leaving for, during and returning from maternity and parental leave, as well as when returning after long-term illness or absence.

INFORMATION that may be interesting and essential for you can be found in the [EMPLOYEE HANDBOOK](#) on SharePoint. This handbook is also available in English. This document contains basic information to help all BUT employees navigate their employment at the university. For more detailed information about starting procedures, the job and duties, please contact HR officers or your direct supervisors.

Additional useful information can be found on SharePoint under [INFORMATION FOR FOREIGN EMPLOYEES](#). The BUT magazine "Události" or the news website ["News from BUT"](#) also offers many interesting updates.

For matters specific to individual workplaces, employees can contact their HR departments. In addition, it is also possible to contact the BUT Human Resources Department or the Personnel Development Department directly.

The guide will be available online and updates will be provided by the Personnel Development Department.

INTERNATIONAL EMPLOYEES

For employment purposes, foreign workers are divided into two groups:

- Nationals of EU, EEA countries, Switzerland and their family members – they have the same status as Czech citizens;
- Nationals of third countries – they have specific obligations (such as reporting obligations and residence permits).

BUT provides support to all employees regardless of nationality or whether they are academic or non-academic staff. The support provided may vary depending on whether the job requires on-site presence for operational reasons.

When dealing with HR matters, employees should contact their HR department, the BUT Human Resources Department, or the Personnel Development Department.

For other areas, the [BUT Welcome Office](#) can assist with

- pre-arrival formalities (visas, accommodation, insurance, travel to the Czech Republic and Brno...);
- information after arrival (such as setting up post-arrival registration with the Czech Ministry of the Interior – Department of Asylum and Migration Policy (DAMP), medical facilities, bank account, language courses...);
- and obligations during the stay (waste disposal fee, loss or theft of documents, mandatory attendance of an adaptation-integration course for long-term stays etc.).

LIFE SITUATIONS

During active employment, there may be times when you are unable to fulfil your current workload. You may need to adapt your work schedule to current circumstances. We are here for you in these situations.

They may include:

- Parenthood:
 - pregnancy
 - childbirth
 - adoption of a child
 - maternity/parental/paternity leave
- Long-term care for a close person
- Study
- Other situations – so-called personal obstacles to work

PARENTHOOD

All information related to this agenda is provided by the HR department, which can also assist employees with information, administrative and organisational support and individual counselling for life situations.

PREGNANCY

Residence of a Pregnant Employee in the Czech Republic

Pregnancy does not grant the right to legal residence in the Czech Republic.

If a non-EU employee's employment ends and she cannot find new employment due to pregnancy, she should apply for a change of purpose of her residence – e.g. [family reunification](#) if she has a spouse or partner in the Czech Republic.

Legal Protection of Pregnant Employees

Employees are not legally required to disclose their pregnancy to their employer. It is up to the individual when they choose to disclose this information. It is recommended to do so after the first trimester. Once pregnancy is officially reported to the employer, the employee is entitled to legal protection. This protection applies to all persons employed in the Czech Republic.

Safe Working Environment

In practice, legal protection means that the employer:

- with certain exceptions, cannot terminate employment with a pregnant employee (see Sections 53, 54, and 55(2) of the Labour Code); this does not apply to fixed-term contracts, which end on the agreed date regardless of pregnancy;
- cannot require the pregnant employee to work overtime or night shifts;
- cannot send the pregnant employee on a business trip outside the municipality of her workplace (i.e. outside Brno) or her place of residence without her consent.

A pregnant employee must not perform work (even at her request) that is legally prohibited or poses a risk to her pregnancy (based on a medical opinion).

For night work, she has the right (upon request) to be transferred to day work (see Sections 41 and 239 of the Labour Code). If the employer transfers her to day work at a lower wage, they are required to provide a so-called [adjustment benefit in pregnancy and maternity](#). This means that the employee should receive the same wage for the same working hours as before announcing the pregnancy.

If the employer does not have suitable work for the pregnant employee, this constitutes an obstacle to work on the employer's side with 100% wage compensation based on her average earnings.

Time Off

A pregnant employee is entitled to time off for visits to maternity clinic and other examinations, with wage compensation at 100% of her average earnings (within legal limits, anytime during a set shift or within the core part of flexible working hours).

Working Hours

A pregnant employee has the right to request shorter working hours or other suitable adjustments to her scheduled weekly working hours (see Section 241 of the Labour Code), and the employer is obligated to grant the request unless there are serious operational reasons. If the employer does not grant the request, they must provide a written explanation.

As a rule, the employee shall take maternity leave at the beginning of the sixth week before the expected due date, but no earlier than the beginning of the eighth week before the due date. If, however, she starts later by choice, she will lose part of her maternity leave (see Section 195 of the Labour Code). This also reduces the support period for maternity benefit payments.

Should the employee wish to work until the due date, this is permitted. However, the support period begins on the starting date (i.e. it is not postponed), and for days worked, there is no benefit entitlement (instead, she receives wages).

LEAVE

Leave (entitlement, duration, time taken, and wage compensation for leave taken) are governed by Sections 211–223 of the Labour Code. An employee can only take leave with the prior written approval of their supervisor.

The leave assessment is six weeks, and for academic staff, eight weeks per calendar year.

Even when leave is taken between maternity and parental leave, it should be understood that it remains regular leave and is subject to all Labour Code provisions regarding leave.

The length of leave and consequently the entitlement, depends on which periods count as time worked. Among other things, time is considered as worked if the employee is not working due to obstacles to work, including the period during which maternity leave is taken.

CHILDBIRTH AND MATERNITY LEAVE

Maternity Benefit (MB)

This benefit is a form of sickness insurance that a woman receives in connection with pregnancy, maternity, and caring for a newborn. The benefit is available if the employee has participated in sickness insurance for at least 270 calendar days (approximately 9 months) within the two years preceding the start of MB (the days of sickness insurance are added together within the required 2-year period), and their minimum monthly income during the start month of MB exceeds CZK 10,000. Otherwise, the employee is entitled only to the parental allowance. The MB per calendar day amounts to 70% of the daily assessment base.

The 270-day period includes:

- time spent in education at a secondary, higher vocational or university institution, provided the study was successfully completed,
- time taken for parental leave,
- unpaid leave (during unpaid leave, the employer covers the employee's health insurance; how the employee reimburses the employer is agreed between both parties),
- periods in receipt of a disability pension (only for third-degree disability).

MB is provided for a maximum of 28 weeks (or 37 weeks in the case of twins or multiple births) but for no fewer than 14 weeks. If an employee adopts a child under a court order, MB is granted for 22 weeks (or 31 weeks if two or more children are adopted). MB cannot be paid during employment. A written request must be confirmed by the attending physician (usually a gynaecologist) and submitted to the employer.

If a woman does not qualify for MB (i.e. does not meet its requirements), her attending physician may issue a certificate of temporary incapacity for work from the start of the sixth week before the expected due date. This incapacity period ends at the close of the sixth week after birth (after puerperium).

Entitlement of the Child's Father/Partner to Maternity Benefit (MB)

With the exception of the first 6 weeks after childbirth, during which MB is exclusively for the mother, the father or the partner of the mother may also be entitled to the benefit. However, they must meet the same insurance conditions as the mother (i.e. they are insured at the time of starting MB and have participated in insurance for 270 days within the two years before starting the benefit). In general, they must sign an agreement with the mother to confirm their role in child care.

A man may substitute the mother in receiving MB for a minimum of 7 consecutive days and a maximum of 22 weeks (or 31 weeks in the case of twins or multiple births).

The protection period for MB for men is only 7 calendar days after employment ends.

Termination of Employment During Pregnancy – Protection Period

A woman whose employment ends (and thus her insurance coverage) during pregnancy is also eligible for MB.

In these cases, there is a so-called protection period, which lasts 180 calendar days from the end of sickness insurance. If the insurance period was shorter, the protection period will match the number of calendar days the previous insurance lasted (e.g., if sickness insurance lasted 90 days, the protection period will be 90 days). If a woman discovers her pregnancy after her employment ends, the protection period is limited to 7 calendar days.

Supplemental income while receiving MB is allowed only if it comes from a different employment arrangement than the one from which MB is paid.

Maternity Grant

In connection with childbirth, a woman is also entitled to a social security benefit called a maternity grant. This grant is paid as a one-off to families with low incomes and is intended to cover costs associated with the birth of a child. Applications for this benefit are processed by the local Labour Office of the Czech Republic. The grant amount is determined by the Labour Office.

Birth Certificate

The birth certificate is issued by the registry office in the child's place of birth, based on documentation provided by the hospital or the parents. Typically, the registry office sends the birth certificate by post within a month of the child's birth. In some cases, the birth certificate may need to be collected in person.

Child's Citizenship and Residence Permit

If one parent is a Czech citizen and the other is a foreign national, the newborn child automatically acquires Czech citizenship. If legislation allows, the child may also acquire the citizenship of the other country. If neither parent is a Czech citizen, it is necessary to have the child registered in the parent's passport or obtain a passport for the child from the embassy (this does not apply to asylum seekers and persons under protection).

The residence of a foreign child born in the Czech Republic is automatically considered temporary from the day of birth. The parent (or another legal representative) must apply to legalise the child's residence no later than 60 days after birth.

Applications must be submitted in person at the Department for Asylum and Migration Policy (DAMP) of the Ministry of the Interior (Moi CZ). Applications may be submitted for:

- a) Permanent residence – if at least one parent holds a valid permanent residence permit;
- b) Long-term residence – if at least one parent holds a valid long-term residence permit (an employment card is also acceptable);
- c) Long-term visa – if at least one parent holds a valid long-term visa;
- d) Short-term visa – if at least one parent holds a valid short-term visa. This is the only exception where the application is submitted to the Foreign Police.

Health Insurance Company – Insurance for the Child

A child born to a mother with permanent residence in the Czech Republic is entitled to health insurance from the day of birth. If the mother is a foreign national with permanent residence in the Czech Republic, she must apply for a permanent residence permit for the child within 60 days of birth. The child is automatically registered with the same health insurance company as the mother. If the mother is not covered by public health insurance, the child becomes insured with the same health insurance company as the father from the day of birth.

Since 2021, newborns whose mother has a long-term residence permit in the Czech Republic are automatically insured, even if the father does not. This insurance is valid until the child is 60 days old. After this period, private health insurance must be arranged for the further residence of the child.

If an application for permanent residence is submitted to the Department for Asylum and Migration Policy at the Ministry of Interior of the Czech Republic, the child's health insurance is fully covered by the state.

- The validity of the child's residence in the Czech Republic is established upon the final decision on the application, meaning the child is then included in the public health insurance system. Upon submission of a permanent residence application, applicants receive a receipt of submission, which acts as confirmation for the health insurance provider.

If the mother holds a long-term residence permit in the Czech Republic, the child remains covered by public health insurance throughout the processing period of the long-term residence permit application.

- However, it must be provided that the application is submitted within 60 days of the child's birth.

The legal representative, guardian, or custodian is responsible for paying the insurance contributions and must also comply with the reporting obligation to the health insurance company chosen. The reporting obligation lasts 8 calendar days from the child's birth.

In cases where neither parent holds a permanent residence permit (and the mother does not hold a long-term residence permit), the newborn child must be covered under comprehensive private health insurance with a provider licensed to offer this type of insurance within the Czech Republic.

The legal representative must submit this application in person at the Ministry of the Interior of the Czech Republic. The administrative fee for this application is CZK 1,000, payable in revenue stamps.

Temporary Work / Additional Income During Maternity Leave

During maternity leave and while receiving maternity benefits, it is prohibited to engage in employment from which the maternity leave was originally granted and from which the maternity benefit is drawn.

EMPLOYMENT AT BUT DURING MATERNITY LEAVE

During the period of maternity leave, the employment relationship remains in effect, but the employee does not work or receive a wage. Instead of a wage, the employee receives maternity benefit from the CSSA. After the end of maternity leave, the employee has the right to return to her original position.

Maternity leave related to childbirth must never be shorter than 14 weeks and cannot end or be interrupted earlier than 6 weeks after the birth (see Section 195(2) of the Labour Code).

Leave

The entitlement to leave (according to the collective agreement, 8 weeks for academic staff and 6 weeks for non-academic staff per year) is applicable with each maternity leave. It is necessary to request leave immediately following the end of maternity leave in a timely manner with the employer. The request for leave must be submitted in writing before taking the leave (ideally before the end of maternity leave). Leave cannot be taken at the same time as maternity or it is not possible to take leave simultaneously with maternity or parental leave. This means that upon taking maternity or parental leave (related to the birth of another child or upon ending an interruption of previous parental leave), the leave is suspended. However, taking leave does not affect the receipt of parental allowance.

Benefits

Employees on maternity leave are also entitled to employee benefits. During the regular election period, which BUT announces via email, they may choose through the Intraportal a contribution towards a supplementary pension plan or pension savings, a contribution towards selected products and leisure activities, or a combination of both. Additionally, they are entitled to a contribution towards needs for children up to 6 years of age (inclusive).

PARENTAL LEAVE

Granting Parental Leave

The employer is obliged to grant parental leave to an employee to the extent requested in accordance with Section 196 of the Labour Code, but no longer than until the child reaches

the age of 3 years. The employee must submit the request for parental leave at least 30 days before the start date, unless prevented by serious reasons on their part. The request must include the duration of parental leave and can be submitted repeatedly, meaning caregivers (mother and father) can alternate in taking parental leave as they choose.

The employer is not obliged to approve a parent's request to end parental leave earlier than originally requested. For example, a shorter parental leave (e.g., until the child reaches two years of age) may initially be requested and then extended as needed (up to the child's third birthday).

Parental Allowance

Parental allowance follows the payment of maternity benefit. If the parent is not entitled to MB, the allowance can be paid from the child's date of birth. A condition for entitlement to the allowance is ensuring full-day care of the child (by grandparents/nanny/preschool facility). For children under 2 years, the time spent in a childcare facility must not exceed 92 hours per month.

[The allowance is paid by the Labour Office of the Czech Republic](#). Only one parent can receive the parental allowance at a time, and it is only applicable to the youngest child in the family. The allowance can be requested up to 3 months retroactively, but not earlier than from the date on which entitlement arose.

Parental Allowance for Foreigners

In order to qualify for the parental allowance, if a foreigner does not hold permanent residence in the Czech Republic, they must meet the condition of 365 days of continuous legal residence. The period during which the foreigner is an asylum applicant is not included in this time frame. Furthermore, foreigners (except those from EU countries) must meet the same statutory conditions as Czech citizens to qualify for the parental allowance (see above). The benefit is paid by the member state in which the individual is economically active and pays social security contributions. The family's overall situation determines the responsible state (the deciding criterion being the income-earning activities of both parents).

Employment

During the period of receiving parental allowance, a parent may take up employment or conduct self-employment. With the end of parental leave, enhanced protection against dismissal from the employer also ends. Supplementary income (typically on the basis of an agreement on work performance or work activities, or part-time work) during parental leave does not affect the receipt of the parental allowance, but childcare must be arranged.

EMPLOYMENT AT BUT DURING PARENTAL LEAVE

During parental leave, it is possible to work without limitations, provided childcare is arranged. It is possible to agree with the employer on part-time work or working from home, provided operational reasons do not prevent it. BUT can offer parents flexible work arrangements and assistance in arranging childcare during working hours at the [university mini-nursery, Edisonka](#) (in Czech only).

If, after parental leave, the parent is unable or unwilling to return to work, they may request the employer to grant unpaid leave for childcare (usually until the child's fourth birthday). The employer is not obliged to approve such a request.

Benefits

Employees on parental leave are also entitled to employee benefits. During the regular election period, which BUT announces via email, they may choose through the Intraportal a contribution towards a supplementary pension plan or pension savings, a contribution towards selected products and leisure activities, or a combination of both. Additionally, they are entitled to a contribution towards needs for children up to 6 years of age (inclusive).

PATERNITY LEAVE

The paternity benefit from the sickness insurance system, known as "paternity leave," is available for 14 days to the father of the child or an insured person (man or woman) who has taken a child under the age of seven into care based on a decision by the relevant authority.

The primary condition for entitlement to paternity leave is participation in sickness insurance at the time of claiming the benefit. Another requirement is that the father must be listed on the child's birth certificate. Paternity leave must be taken within 6 weeks from the date of the child's birth or from the date the child was taken into care. In cases where the child or mother is hospitalised for medical reasons, the period for starting paternity leave is extended by the days of hospitalisation.

The amount of paternity benefit is 70% of the reduced daily assessment base per calendar day.

The benefit cannot be interrupted, meaning it is not paid on a day-by-day basis. Students and those registered with the Labour Office of the Czech Republic are not eligible for paternity leave. The entitlement to the benefit does not arise if paternity leave is taken after the insurance has expired, as there is no protection period for paternity leave.

ADOPTION OF A CHILD

Adoptive parents have the same rights and obligations as other parents; therefore, all the information provided above applies (with regard to the age of the adopted child). For more information, visit <https://www.adopce.com/en/>.

OTHER PERSONAL CIRCUMSTANCES OF EMPLOYEES

Caring for a Close Relative

Caring for a close relative involves providing assistance and support to family members or close persons who are dependent on others due to age, illness, or disability. Support is provided based on Act No. 108/2006 Coll. on Social Services and Decree No. 505/2006 Coll., which implements certain provisions of the Social Services Act. In this case, it is possible to apply for a care allowance, which is intended for individuals dependent on the help of another person. The period of caring for a close relative can be counted towards pension insurance.

Employees may request reduced working hours, adjusted working hours, remote work, etc., if permitted by operational needs at their workplace.

Support for Employees in the "Sandwich Generation"

Employees caring for children while also looking after parents, or close relatives who are ill or disabled, are under significant strain, increasing their vulnerability to mental health issues, physical ailments, social exclusion, and relationship problems.

BUT employees falling into this group are eligible for support provided to both parents with children and to caregivers. They are essentially a combination of these two groups.

The "sandwich generation" may benefit most from flexible working hours or remote work. It is essential to consider the employee's role and ensure the smooth operation of the workplace.

Counselling and resources:

[Centre for Family and Social Care \(CFAC\) in Brno](#) (Sandwich generation, in Czech only)

Studying and Employment at BUT

It may happen that an employee parent is also a student at BUT. In such cases, cooperation between the HR and academic departments of various faculties and institutes is beneficial, as it helps share information regarding maternity and parental leave in alignment with other academic options, such as study interruption, an individual study plan, etc.

Since 2013, the Higher Education Act has introduced a "**recognised parenting time**" (hereinafter RPT). Utilising RPT is optional. Female students can take advantage of RPT benefits from the start of their maternity leave, i.e., at the earliest 8 weeks before the due date. If a student (father of the child) wishes to apply for RPT benefits, it is possible only after the child is born. The recognised parenting time is set until the child's third birthday.

The study period during which students took parental leave, i.e., during the recognised parenting time, is no longer counted in the total study duration when calculating fees for extended study. In practice, this means that if studies are extended due to this period, the student will not face any penalties regarding study fees. An additional benefit is that this period counts towards pension calculations.

Other Personal Obstacles

Other personal circumstances for employees include so-called **personal obstacles to work**, such as medical appointments, weddings, funerals, job hunting, moving house, and other situations, during which the employee is entitled to take time off work.

The provision of leave, either paid (hereinafter referred to as "paid leave") or unpaid (hereinafter referred to as "unpaid leave"), depends on the nature of the absence.

Medical Appointments or Treatment

- Paid leave for the necessary period will be granted to the employee for a medical examination or treatment (during flexible working hours, only within the core hours), provided that the examination or treatment took place in a medical facility under

contract with the employee's chosen health insurance provider, located closest to the employee's residence or workplace and capable of providing the required healthcare, if the examination or treatment could not be conducted outside working hours;

- if the examination or treatment is conducted at a facility other than the nearest one, leave is granted for the necessary period, but pay is only covered for the time stated above.

Occupational Medical Examinations, Health Checks, or Vaccinations Related to Work

- Leave for the necessary period will be granted for an employee undergoing an occupational medical examination, health check, or vaccination related to their work. During this period, the employee is entitled to wage compensation calculated at their average earnings.

Interruptions to Public Transport or Delays in Public Transport

- Unpaid leave will be granted for the necessary period in the event of unexpected public transport interruptions or delays if the employee cannot reach the workplace on time by any other reasonable means.

Employees or Family Members with Disabilities

- Paid leave for the necessary period, up to a maximum of 1 day, will be provided to an employee with a severe disability if they are unable to travel to work due to adverse weather affecting their means of personal transport.
- An employee is entitled to paid leave for the necessary period, up to a maximum of 6 working days per calendar year, for accompanying a disabled child to a social services facility or a school specifically established for students with disabilities and for the journey back.

Weddings

- Leave is granted for 2 days for an employee's own wedding, 1 day of which is for attending the wedding ceremony; however, pay is only provided for 1 day.
- One day of paid leave is granted to a parent to attend their child's wedding, and the same amount of unpaid leave is available for a child attending their parent's wedding.

Childbirth

- Paid leave for the necessary period is granted for transporting a spouse or partner to and from a medical facility.
- Unpaid leave for the necessary period is provided for attending the birth of a spouse or partner.

Death/Funeral

Paid leave or wage compensation is granted for the following:

- 2 days in the event of the death of a spouse, partner, or child, with an additional day for attending the funeral;
- 1 day for attending the funeral of a parent or sibling, the parent or sibling of the employee's spouse, or the spouse of the employee's child or sibling, with an additional day if the employee is arranging the funeral;

- the necessary time, up to 1 day, to attend the funeral of a grandparent or grandchild, the grandparent of the employee's spouse, or another person who was living in the same household with the employee at the time of their death, with an additional day if the employee is arranging the funeral.

In the case of a colleague's death, paid leave for the necessary period will be granted to employees attending the funeral, as determined by the employer or in agreement with the trade union.

Accompanying a Family Member to a Medical Facility

- Paid leave to accompany a family member to a medical facility for an examination or treatment due to sudden illness or injury, as well as for a pre-scheduled examination, treatment, or procedure, will be provided to only one family member for the necessary period, up to a maximum of 1 day. This is only if the accompaniment is essential and the procedure could not be arranged outside working hours, and applies in the case of a spouse, partner, child, as well as a parent or grandparent of the employee or their spouse. If the employee is eligible for a care allowance under sickness insurance, they are not entitled to wage compensation.
- For other family members, unpaid leave is granted for the necessary period.

Accompanying a Child to an Educational Advisory Centre to Determine Special Educational Needs

- Unpaid leave for the necessary period is granted to one family member accompanying a child to an educational advisory centre to determine the child's special educational needs.

Relocation

- Unpaid leave for the necessary period, up to a maximum of 2 days, is granted when an employee who owns their own accommodation relocates.
- However, if the relocation is in the employer's interest, paid leave will be granted.

Job Search

- During the notice period, employees are entitled to unpaid leave for up to half a day per week for job-seeking activities, such as attending interviews.

SUPPORT FOR EMPLOYEES WITH CHILDREN AT BUT

Central Support for Employed Parents

- a) Access to online education/training and electronic resources;
- b) **Part-time or reduced working hours** upon agreement or under the statutory provision of Section 241(b) of the [Labour Code](#) (in Czech only);
- c) **Remote work** where the nature of the work allows, or as per Section 241a(b) of the Labour Code;
- d) **Flexible working hours**, where the nature of the work allows (enabling parents to drop off and pick up children, care for a family member, etc.);

- e) **Access to the Edenred employee benefits programme** for BUT employees (Intraportal):
 - a. [Contribution towards children's needs up to age 6](#) (from 2024, the contribution is CZK 3,600 per child who turns six at most during that year);
 - b. Contribution for selected products and leisure activities;
- f) [University mini-nursery, Edisonka \(in Czech only\)](#);
- g) Day camps by CESA;
- h) Technology Club Brno by FEEC, as well as extracurricular clubs for primary school children.

Faculty and Unit Provisions

- a) Facilities such as changing tables, pram storage, accessible facilities, kitchens (for heating baby food), breastfeeding rooms, and childcare services
- b) Rules for using laboratories
- c) Provision of technical equipment for remote work (laptop/phone)

Further information can be obtained from the HR department of your faculty, university institute, or unit.

All employees on employment contracts (regardless of hours worked) are eligible for these benefits.

FORMS

Forms related to personnel matters are available on the website [Human Resources Department - Forms](#) (upon login).

For more details, please contact the HR department of your faculty, university institute, or unit. Alternatively, you can also contact [Personnel Development Department](#).

SOCIAL SAFETY AT BUT

Web site of the [Social Safety](#).

BUT does not tolerate any forms of unwanted behaviour, including all types of discrimination, sexual harassment, undue pressure, or bullying — whether among academic staff, other employees, or students, or between students themselves.

BUT prioritises a collegial atmosphere, maintaining compliance with the [BUT Code of Conduct](#).

If you become a target or witness of any unwanted conduct, you have ways to defend yourself effectively or help protect others by contacting the Social Safety Coordinator, designated contact persons, or advisory bodies, depending on the severity of the conduct and the role of the aggressor (student/teacher/other employee).

LEGISLATION, SUPPORT AND AUTHORITIES

Ordinances and Regulations at BUT

[BUT Code of Conduct](#)

[BUT Collective \(Bargaining\) Agreement](#) (in Czech only)

[Work Rules of BUT](#)

[BUT Wage Rules](#) + Addenda and Annexes

[Selection Procedure Rules at BUT](#)

[Guideline No.8/2023 - On Social Safety at BUT](#)

[Methodical Directive No. 4/2023 - On Social Safety at BUT](#)

[Guideline No. 1/2023 - On the Protection of Whistleblowers](#)

[Guideline No.3/2023 - Dealing with Suggestions and Complaints](#) (access upon login)

[Guideline No.9/2022 - Occupational Health and Safety and Fire Protection at BUT](#) + Addenda and Annexes

[Guideline No. 6/2023 - Use of the Social Fund](#)

[Methodical Directive No. 1/2023 - Terms and Conditions of Employee Benefits](#)

Employee Support at BUT

[EMPLOYEE HANDBOOK](#)

References to Additional Resources (in Czech only)

<https://www.sendvicovagenerace.cz/>

<https://www.crsp.cz/>

<https://marter.cz/> - parental leave is not a brake

[Ministry of the Interior Handbook – For expectant parents](#)

Ordinances and Regulations in the Czech Republic

[Act No. 262/2006 Coll., the Labour Code](#)

[Act No. 111/1998 Coll., on Higher Education Institutions and Amendments to Other Acts \(Higher Education Act\)](#)

[Act No. 117/1995 Coll., on State Social Support](#)

[Act No. 187/2006 Coll., on Sickness Insurance](#)

[Act No. 198/2009 Coll., on Equal Treatment and Legal Means of Protection Against Discrimination and Amendments to Other Acts \(Anti-Discrimination Act\)](#)

[Government Decree No. 590/2006 Coll., Determining the Scope and Extent of Other Important Personal Obstacles to Work](#)

Czech Republic Authorities

[Czech Social Security Administration](#)

[Labour Office of the Czech Republic](#)

[Health insurance companies](#) (in Czech only)

[Citizen Portal](#) (gov.cz)

ABBREVIATIONS

MoLSA – Ministry of Labour and Social Affairs

MSSA – Municipal Social Security Administration

CSSA – Czech Social Security Administration

GOV – Citizen Portal

CECC – Continuing Education and Counselling Centre

LC – Labour Code

MB – Maternity Benefit

ASM – Academic Staff Member

nASM – Non-Academic Staff Member

RPT – Recognised Parenting Time

LO – Labour Office

Mol CZ – Ministry of the Interior of the Czech Republic

DAMP – Department of Asylum and Migration Policy

SOURCES

[APERIO – Association for Healthy Parenting](#)

[Ministry of Health of the Czech Republic](#) (in Czech only)

[Ministry of Labour and Social Affairs](#)

[Czech Social Security Administration \(CSSA\)](#)

[VEMA](#) – Payroll and HR Systems

