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| A-14/8/RD |  PŘÍRODOVĚDECKÁ FAKULTA UNIVERZITY PALACKÉHO V OLOMOUCI Dean's decision | A-14/8/RD |
| <p>GRANTING ALLOWANCES, GIFTS, AND RETURNABLE LOANS FROM SOCIAL FUND OF THE FACULTY OF SCIENCE, PALACKÝ UNIVERSITY IN OLOMOUC</p> | | |
| Content: | Dean's decision on requirements for granting allowances, gifts, and returnable loans from Social fund of the Faculty of Science, Palacký University in Olomouc | |
| Drafted by: | Head of HR department | |
| Force and effect: | 1.9. 2014 | |
| Distribution : | Dean, Vice-deans, Secretary of the Faculty list Heads of departments, contractual worksites and research centers Heads of central units of the Faculty HR department Archive | |

THIS TRANSLATION HAS AN INFORMATIVE FUNCTION, THE WORDING IS NOT OFFICIAL. CZECH LANGUAGE PREVAILS IN CASE OF ANY DISPUTES.

Granting allowances, gifts, and returnable loans from Social fund of the Faculty of Science, Palacký University in Olomouc

Introductory provisions

In compliance with Rector's directive no. B3-08/4-SR „Regulations for creation and usage of Social fund at UP” (hereinafter referred to as “Rector's directive”) and Questor's Methodology guidelines no. B3-08/3-MPK „Course of granting allowances, gifts, and returnable interest-free loans from Social fund of UP” (hereinafter referred to as “Questor's Methodology guidelines”) I issue this decision regulating requirements for granting allowances, gifts, and returnable loans from Social fund of Palacký University in Olomouc at the Faculty of Science.

Article 1

Types of allowances and regulations for their granting

1. Allowance for pension insurance with state contribution

Employees of the Faculty, whose employment contract has been valid to the date of applying for an allowance at least 2 consecutive years and simultaneously their employment in this 2-year period has been at least 0,7 (i.e. 28 hours per week), and who meet the requirements in Rector's directive, may be granted an allowance in the amount of CZK 300,- a month towards their pension insurance with state contribution. An exception has been decided for persons with disabilities, who will be granted an allowance with a lower than 0,7 employment.

The allowance may be paid out to the employee monthly after calculating salary for a month following after the one when he/she met all the above-mentioned requirements, and whose pension insurance contract is still valid.

2. Allowance for private life insurance

Allowance may be granted under conditions given in Section 1 thereof and after having met requirements stated in Rector's directive.

3. Allowance for cultural and sport activities, physical therapy, vitamins and vaccination

Employees of the Faculty may be given a monthly one-off allowance in the amount of CZK 300,- in the form of non-monetary coupons (so called unichecks).

The allowance will be paid out usually by the time of calculating salary for the month in which the right to this allowance emerged.

4. A gift for a significant life or work anniversary

The Faculty of Science may grant a gift at a 50th birthday of the employee and at the first occasion of terminating employment after recognizing a full disability pension or after acquiring right to retirement in the amount of CZK 1.500,- to 5.000,- according to the length of employment. Suggestion for granting a gift is proposed by the HR department and is given to the Dean for approval.

Article 2

Common provisions for granting allowances

Other conditions for granting allowances and obligations of employer and employees are stated in the Rector's directive.

Article 3

Course for granting allowance

1. Allowance for pension insurance with state contribution

In compliance with regulations in Questor's Methodology guidelines the employee signs a contract (resp. an amendment) with a pension fund (event. life insurance contract) including an agreement with receiving allowance from the employer and fills out an application for granting an allowance (in Amendment no.1 of Rector's directive)

Filled out application approved by the head of the department along with a copy of insurance contract must be turned in to an appointed employee, usually the department's secretary, who assembles a list of applicants for allowance and along with all required documents turns in to the HR department to execute all the necessary steps stated in Questor's methodology guidelines by the last day of the month when the allowances should be granted for the first time.

2. Allowance for cultural and sport activities, physical therapy, vitamins and vaccination

Appointed employee, usually the department's secretary assembles a list of employees who are entitled to allowance in form of non-monetary coupons (unichcks) in the respective calendar month and turns it in to the HR department for further processing. This should be done immediately after all details necessary to grant the allowance, however by the last day of the month when the allowance should be granted. Appointed employee of the department is responsible for entering this allowance into SAP for further processing.

Article 4
Final provisions

1. This decision was discussed with the Board of Basic Organization of Higher Education Trade Unions at the Faculty of Science on 19.8.2014.
2. This decision enters into force and effect as of 1. 9. 2014.
3. Dean's decision no. 2/2009 of 1. 3. 2009 effectively loses its force.

prof. RNDr. Ivo Frébort, CSc., Ph.D.
Dean of the Faculty of Science

A handwritten signature in blue ink, consisting of stylized, overlapping letters that appear to be 'IF' followed by a long horizontal stroke.