

**Holiday**

The holiday for non-academic staff is 6 weeks, or 8 weeks per calendar year for academic staff. The leave plan for the whole calendar year shall be processed in INET no later than 30 April of the relevant calendar year. The use of leave may be adjusted throughout the year according to current needs. The [request](#) shall be submitted electronically and must be approved by the line manager the day before the start date.

**Working from home (Home office)**

Academic staff are required by the Higher Education Act to carry out direct teaching activities or work related to teaching activities at the faculty. Academics schedule and carry out their scientific, research, development and innovation activities at a location of their own choosing. Non-academic staff have the possibility to work 2 days a month remotely (home office). In order to use it, you must submit an electronic [request](#) and have it approved by your line manager, the day before the start of the home office.

**Cash allowance for meals**

Employees who meet the requirement of working at least 4 hours per day and have an employment relationship with the University of at least (20 hours per week) are entitled to meals. For employees in multi-shift work, the hours of work requirement is reduced on an aliquot basis. The employer shall provide a meal allowance in the form of a cash allowance in accordance with the law, in the amount of CZK 55 (per working day) in the regular monthly salary.

**Development and training**

Further staff development and training is based on regular annual appraisals and an individual staff training plan. FSS provides an annual allowance of CZK 4,000 for personal development and training to its employees with at least halftime employment. A completed [application](#) form signed by the line manager is required for processing, the rules on the allowance can be found [here](#) (Annex 1). The [Faculty Training Coordinator](#) regularly introduces staff to the [Competence Development Centre](#) workshop offerings or [online courses](#), which are archived and can be watched from a recording.

Language courses for MU academics and staff

Language Centre MUNI supports language education. You can find all language courses [here](#).

P.A.R.K Language School

MU employees and their family members can take advantage of a 10% discount on English courses at [the P.A.R.K Language School](#). The School must be informed of the discount before enrolling in the course.

**Contribution to supplementary pension scheme**

The contribution is provided by the University to salaried employees and is set at 2% of the salary rate specified in the employee's pay slip. The condition for granting it is the conclusion of a supplementary pension insurance contract or a supplementary pension savings contract with an employer's contribution and the submission of a copy of the contract to the Personnel office. Entitlement to the

allowance starts on the first day of the month in which the conditions are met. The conditions for granting the supplementary pension contribution are laid down in the [directive](#).

#### **Contribution to kindergarten or playgroup fees**

The contribution to the tuition fees of a kindergarten or playgroup aims to support parents' return to work and reconciliation of work and family life. This includes extending the use of the social fund, supplementary pension schemes and supplementary pension savings for employees. Employees can choose whether to draw on the social fund for the benefit of the pension company or to pay for their child's school fees. The contribution only makes sense if the employee pays monthly school fees higher than one-twelfth of the current minimum wage per month. For more information, see the MU [Methodology Sheet](#).

#### **Children's group Elánek**

Employees can use the [Elánek](#) children's group, which provides regular childcare for children from the age of two.

#### **Psychological counselling**

All male and female employees with at least 0.5 hours and above can benefit from three free consultations with a psychologist. Detailed information on how it works, including a link to the booking system, can be found [here](#).

#### **Contribution to improving the work environment**

This allowance can be drawn once every 2 years (6/2023 - 1 000 CZK, 2025, 2027,...). The allowance can be used by employees who have more than ½ time at the faculty, have been working at the faculty for more than ½ year and are not on notice.

#### **Leisure-time activities**

##### **Sport**

For those interested in playing sport, the Faculty of Sports Studies offers regular commercial exercise classes. A range of courses is available [here](#). Another benefit is the MultiSport card, which can be applied for at the HR department. The employee card can be linked to a companion card for family members, including children. For more information, please contact the Faculty's Personnel office.

##### **Libraries**

Employees can use the MU Library System free of charge, which consists of 10 faculty libraries, central specialised libraries, 113 branch libraries located in more than 40 locations in Brno and Telč.

#### **Stays abroad**

The University places a strong emphasis on international exchange visits of teachers, researchers, other staff and students and maintains bilateral relations with foreign universities. For more information on study abroad opportunities, requirements and training courses, please visit the [Centre for International Cooperation](#) website. The Faculty management supports the offer and exchange of experiences and examples of good practice from abroad.

#### **Discounted mobile tariff with Vodafone**

Each employee is entitled to up to 5 SIM cards for use by family members. The contractual relationship is established directly between Vodafone and the employee, who is responsible for payment. Please refer to the [employee tariff](#) and the [user manual](#).

**Software licences**

The University offers various programs for its students and staff for study or work use. Some programs can be installed on your personal computer, others can only be used on MU computers. In addition to the programs themselves, the licence sometimes includes discounted prices for other software. More information [here](#).

Certain more advantage conditions for MU employees are regulated by the [MU Collective Agreement](#).