



# Information for Parents Working at AMU and their Supervisors

DEAR COLLEAGUES,

If you are a parent or planning to become one and you work at AMU or are a supervisor of parents, the following information about the rights and support for parents at AMU is intended for you.

For further questions, please contact the HR manager at your department:

- HAMU: Jitka Komrsová, tel. 777 453 556 or 234 244 101, email: [jitka.komrsova@hamu.cz](mailto:jitka.komrsova@hamu.cz)
- DAMU: Ilona Legová, tel. 234 244 201, email: [ilona.legova@damu.cz](mailto:ilona.legova@damu.cz)
- FAMU: Judita Filipová, tel. 234 244 332, email [judita.filipova@famu.cz](mailto:judita.filipova@famu.cz)
- Non-faculty departments: Hana Návarová, tel. 234 244 522, email: [hana.navarova@amu.cz](mailto:hana.navarova@amu.cz)

Hana Návarová, Head of the HR Department at AMU

# 1 Work Restrictions

Pregnant, breastfeeding women, and mothers up to the end of the ninth month after childbirth must not be employed in work that endangers their health. Upon request, night work must not be assigned if it endangers their health. The employer is obliged to transfer them to other suitable work.

Overtime is prohibited for pregnant employees and employees caring for a child under one year of age.

Pregnant employees and those caring for children up to eight years old may be sent on business trips outside the municipality of their workplace only with their consent. The same applies to single parent employees caring for a child under fifteen years old.

If a pregnant employee or an employee caring for a child under fifteen years old requests shorter working hours or an adjustment of weekly working hours, the employer is obliged to comply unless operational reasons prevent it.

A breastfeeding break is provided if the child is not older than one year and three months.

# 2 Prohibition of Termination of Employment by the Employer

- Pregnant employees
- Employees on maternity leave or employees on paternity leave or employees on parental leave
- During the time an employee is caring for a child under ten years old

# 3 Leave

Paid leave is provided by the employer to accompany a child to a medical facility for examination or treatment in case of sudden illness or injury or for a pre-scheduled examination, treatment, or therapy. Leave is provided to one family member for the necessary time, but no more than one day, if the accompaniment was necessary and could not be done outside working hours.

Unpaid leave is provided by the employer according to the Collective Labour Agreement:

- Three days at the birth of an employee's spouse's (partner's) child
- Two days per month for an employee caring for a disabled child living in the same household, for the purpose of accompanying the child to a social care facility

# 4 Maternity and Parental Leave

## 4.1 Maternity Leave

Maternity leave is provided by the employer to the employee, starting no earlier than eight weeks and no later than six weeks before the expected date of childbirth. Its total length is twenty-eight weeks for the birth of one child and thirty-seven weeks for the birth of two or more children.

The right to maternity or parental leave also applies to employees who have taken a child into care replacing parental care based on a decision of the competent authority or have taken a child whose mother has died.

## 4.2 Earnings During Maternity Leave

If the work is to be performed for the same employer where maternity leave is being taken, it must be based on a different employment relationship and must not be the same type of work as in the original employment contract. According to the Supreme Court's case law, different work is considered if the nature of the activities in the additional employment relationship is different from the nature of the activities in the employment contract and these activities do not merely complement the employee's job description. Earnings on an agreement to complete a job (dohoda o provedení práce, DPP) or agreement to perform work (dohoda o pracovní činnosti, DPČ) or in the form of another employment relationship with the same employer are therefore possible only if it is for a completely different type of activity.

*Note: From January 2025, a change in the Labor Code is proposed that would allow working during maternity leave on a DPP or DPČ with the same employer for the same type of activity as in the employment contract. As of the drafting of this text, this is only a proposal.*

## 4.3 Parental Leave

When maternity leave and the associated maternity benefit end, parental leave can follow seamlessly.<sup>1</sup>

Parental leave is provided to the employee for the period they request from the employer, but no longer than until the child is three years old. It is granted to the mother after maternity leave ends and to the father from the day the child is born.

Both parents are entitled to take maternity and parental leave simultaneously. This means that if the mother is on maternity leave, the father can take parental leave at the same time (from the child's birth) and they can care for the child together. Similarly, both can take parental leave simultaneously and care for the child together until the child is three years old. In the case of a later return to work with the same employer, the employer is not obliged to assign the employee to their original job and workplace.

*Note: The proposed amendment to the Labor Code from January 2025 considers the employer's obligation to keep the parents' original position for up to two years of the child's age. This shortens the protection period for parents. As of the drafting of this text, this is only a proposal.*

## 4.4 Regular Leave

If employee requests leave to follow immediately after maternity leave, and an employee requests leave to follow immediately after parental leave for the period during which the employee is entitled to take maternity leave, the employer is obliged to comply with their request.

## 4.5 Remote Work

Pregnant employees or employees caring for a child under twelve years old may request remote work beyond two calendar days per month, unless operational reasons prevent it.

## 4.6 Organizational Changes

In the event of reorganization, AMU commits to prioritizing the employment or retraining of employees who care for a child as single parents.

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<sup>1</sup> As well as the parental allowance. N.B., parental leave and parental allowance are two different institutes.

## 5 Working Hours and Workload

The employer is obliged to consider the needs of the employee when adjusting weekly working hours and their distribution in an individual weekly schedule.

This applies to:

- Pregnant employees
- Employees caring for a child under fifteen years old

The request must be submitted in writing to the supervisor. Unless serious operational reasons prevent it, the employer is obliged to approve the request.

## 6 Reasonable Adjustments in Grant Projects

The rules of AMU's internal grant competitions and, in some cases, external providers, consider the possibility of extending the project duration or postponing the delivery of results due to parenthood. For information, contact the project department of your faculty:

- HAMU: <https://www.hamu.cz/cs/veda-a-vyzkum/kontakty/>
- DAMU: <https://www.damu.cz/cs/veda-vyzkum-rozvoj/oddeleni-grantove-agendy/>
- FAMU: <https://amu365.sharepoint.com/sites/sp-site-intranet-famu/SitePages/V%C3%BDzkum.aspx> (intranet)

## 7 Protection of AMU Employees' Rights

In addition to standard labour law options for protecting rights, AMU employees can seek help from one of the trade unions operating at AMU:

- [odbory.amu@gmail.com](mailto:odbory.amu@gmail.com)
- [odbory.famu@hotmail.com](mailto:odbory.famu@hotmail.com)

You can also contact ombudspeople and other bodies established to resolve conflict situations:

- HAMU Vice-Dean for Human Dignity and Equal Treatment: <https://www.hamu.cz/cs/vse-o-fakulte/rovne-prilezitosti/>
- DAMU Ombudsman: <https://www.damu.cz/cs/vse-o-fakulte/eticka-kultura-na-damu/>
- FAMU Ombudsperson: <https://www.famu.cz/cs/vnitni-zalezitosti/ombudsmanka/>
- AMU Ethics Committee: <https://www.amu.cz/cs/vse-o-amu/organy-amu/eticka-komise/>

## 8 Counselling in Difficult Life Situations

All AMU departments provide free counselling in difficult life situations:

- HAMU: <https://www.hamu.cz/cs/vse-o-fakulte/rovne-prilezitosti/>
- DAMU: <https://www.damu.cz/cs/vse-o-fakulte/eticka-kultura-na-damu/>
- FAMU: <https://www.famu.cz/cs/vnitni-zalezitosti/skolni-psycholozka/>
- Non-faculty departments: <https://www.amu.cz/cs/veda-vyzkum-rozvoj/gender-equality-plan/terapeuticke-poradenstvi-pro-zamestnancekyne-nefakultnich-pracov/>

## 9 Recreation Opportunities at the Poněšice Training and Education Center

AMU employees have the opportunity to stay at the Poněšice school base in South Bohemia by the Vltava River at discounted prices. <https://www.rs-ponesice.cz/index/>

## 10 Links to Resources

- Labor Code: Act No. 262/2006 Coll., as amended.
- AMU Collective Agreement: <https://www.amu.cz/cs/uredni-deska/ostatni-dokumenty/kolektivni-smlouva/>
- Rector's Decree on Labor Relations at AMU: <https://www.amu.cz/cs/uredni-deska/predpisy/vynosy-rektora/>

Prepared by: Hana Návarová, 18 September 2024