Č.j.: zadejte text

Employer: **Palacký University, Olomouc, Křížkovského 8, Olomouc, Czech Republic, CZ-771 47**

**Business Identification No. 61989592**

PU Division: zadejte text

Representative: zadejte text

Employee: zadejte text Date of Birth: DD.MM.RRRR.

 *[Surname, First names(s), Title(s)]*

**Information for Employees on Rights and Obligations Arising as a Consequence of Employment**

In accordance with Section § 37 of the Czech Labour Law (“Zákoník práce,“ hereinafter, “ZP”), we are hereby informing you on those rights and obligations which are a consequence of employment not set forth in the Employment Agreement.

Rights and obligations of the Employer and Employee are governed according to legal statutes, in particular the Czech Labour Law (Law No. 262/2006 Czech Law Coll.), Law No. 111/1998 Czech Law Coll. on Universities, Palacký University (hereinafter, “PU”) interior regulations and norms, and the PU Collective Labour Agreement. PU interior regulations and norms and the PU Collective Labour Agreement are available for inspection with the Employee’s work manager, at the PU Personnel Office, and on the Palacký University website. From above mentioned regulations and the PU Collective Labour Agreement we summarize your basic rights and obligations:

**1. The Right to Paid Leave**​, its extent, using paid leave days and other rules are governed by regulations established in ZP sections § 211 to § 223, the PU Collective Labour Agreement, the PU Employment Code (Pracovní řád UP), and PU interior norms.

**2. The Period of Giving Notice on Ending Employment** is determined by ZP section § 51.

**3. The Work Week** is established in accordance to that set forth in ZP section § 79. **The Work Timetable** is established by the PU Employment Code, or the decision of the Employer according to ZP section § 81, or as governed by ZP section § 85 (flexible working hours), or ZP section § 317 (Employee not working at the Employer’s workplace).

**4. Wage Conditions:**

a) information on your wage classification is contained in the wage notice, which was given to you upon signing the Employment Agreement;

b) the method of remuneration is governed by PU regulations, the PU Employment Catalogue (Katalog prací UP), the PU Collective Labour Agreement, the Czech Labour Law and its subsequent amendments;

c) wages are to be paid after work is completed, at latest in the calendar month following the month in which the Employee has a right to wages or any portion thereof;

d) paydays are to be always established in the calendar year in question according to PU norms;

e) wages are paid during working hours at pay points determined by the Employer; upon the request of the Employee, wages will be sent to a designated account at a financial institution.

**5. The PU Collective Labour Agreement** is concluded between the PU management and representatives of individual labour organisations conjoined in the PU Coordinated Labour Council (Koordinační odborová rada UP). Individual components of PU (faculties and institutions) may, within the framework of the PU Collective Labour Agreement, conclude their own collective labour agreements.

**6. The Employer’s Obligations** are set forth in ZP sections § 301 to § 302 in particular, and are described in more detail in the PU Employment Code. In accordance with the obligations stated above, **the Employee is required to keep all information confidential** learned in conjunction with carrying out the work for the Employer, for providing such information may harm or damage the business or assets of the Employer and/or violate the legitimate interests of the Employer or Employees.
**7. Other Rights and Obligations:** zadejte text

In Olomouc, zadejte datum

 ………………………………………………………………. ………………………………………………………………..

 signature of the Employee on behalf of the Employer