**Basic Information about Vacation**

1. The determination of vacation commencement is entirely at the employer’s discretion, who will take into account the legitimate interests of the employee. The employer is obliged to notify the employee in writing of the determined vacation period at least 14 days in advance, unless a shorter period is agreed upon with the employee. The employer is required to schedule the employee’s vacation so that it is taken within the calendar year in which the entitlement arose.
2. Vacation is calculated and taken in hours.
3. An employee who has worked for the employer for at least 4 weeks, either full-time or part-time, is entitled to vacation.
4. An employee who has worked for the employer for less than 4 weeks will not be entitled to any vacation.
5. Vacation is rounded up to the nearest whole hour when calculated.
6. Your current vacation entitlement can be tracked on your payslip or in IMIS under: *Personal IMIS/Absence/My Records/Remaining Vacation column*.

**Absences Fully Counted as Work for Vacation Entitlement Calculation**

1. Period of maternity leave.
2. Period during which the employee takes paternity leave or parental leave to the extent that a woman is entitled to take maternity leave.
3. Absence due to important personal obstacles to work, if listed in the implementing legal regulation, i.e. Government Regulation No. 590/2006 Coll.
4. Period of incapacity for work caused by an occupational accident or occupational disease arising during or in direct connection with the performance of work duties.
5. Period of long-term care under the Sickness Insurance Act, period of caring for a child under 10 years of age or another person under the Sickness Insurance Act, and period of caring for a child under 10 years of age for reasons stipulated in the Sickness Insurance Act.
6. Vacation.

**Absences Conditionally Counted as Work for Vacation Entitlement Calculation**  
The following work obstacles are considered as work performed for vacation entitlement purposes up to the amount of 20 times the set (or shorter) working hours, but only if the employee, in addition, has worked at least 12 times the set (or shorter) working hours during the calendar year.

1. Temporary incapacity for work, except for incapacity resulting from an occupational accident or occupational disease.
2. Quarantine ordered under another legal regulation.
3. Taking parental leave, except for the period during which the employee takes parental leave to the extent the employee is entitled to maternity leave.
4. Other important personal obstacles to work under Section 199, except for obstacles listed in

the implementing regulation pursuant to Section 199(2).