

University of Chemistry and Technology, Prague

Title	DECREE No. A/V/962/2/2021
Subject	Provision of meal contribution to employees of UCT Prague
Applicability	All school
Effective from	1 July 2021
Effective to	unlimited
Revision	-
Cancelled	Decree No. A/V/962/3/2020
Prepared by	Personnel Department
Issued by	Ing. Ivana Chválná

Article 1

Introductory provisions

1. This Decree regulates the right of the employees of UCT Prague (hereinafter the “employees”) to receive contributions to meals.
2. UCT Prague (hereinafter the “employer”) provides to its employees a contribution to meals in the form of monetary meal contributions.

Article 2

Rules for provision of meal contribution

1. The employees entitled to a contribution to meals in the form of a monetary contribution are those in employment relationship with a commitment of at least 50 % of the defined weekly working hours.
2. In addition, the right to a contribution to meal in the form of a monetary contribution applies to academic workers taking part in instruction whose commitment is lower than 50 % of the defined weekly working hours for the days when their daily scope of pedagogical activity exceeds 4.5 hours of a certain day of the labour week. A written confirmation is issued to the employee by the respective line manager always at the end of the calendar month, stating the days when the above scope of worked hours has been met, or for the defined period of academic

year. The confirmation is submitted by the employee to the employer via the Personnel Department.

3. The employer provides the employees the contribution to meals in the form of a monetary meal contribution at **the amount of CZK 50 for each worked shift lasting for at least 3 hours**. An employee with unevenly distributed working hours is entitled to a monetary meal contribution **at the amount of CZK 75 for a worked shift when the employee's shift including the obligatory break exceeds 11 hours**.

The contribution to meals in the form of a monetary meal contribution shall apply to employees working from home under the same terms and conditions.

4. In compliance with the Collective Agreement of UCT Prague, the right to receive the contribution in the form of a monetary meal contribution shall not apply to employees:

- a) working based on a work activity agreement or work performance agreement,
- b) during the time when they are given time off without salary compensation,
- c) during the time when they are on a sick leave or they are caring of a family member,
- d) during the time when they are on maternity leave or parent leave,
- e) who have been sent on a business trip for which they receive meal allowance or who are on training where catering is provided,
- f) during the time when they are on holiday for the entire day.

5. In compliance with the Directive No. A/S/961/3/2021, the employees have to provide the reasons of their absence by entering such information to the electronic attendance system OKbase.

6. The monetary meal contribution will be paid to the employee retrospectively, always as a total sum for the worked month within the salary settlement.

Article 3

Final provisions

1. This Decree becomes valid on the day of its signing and comes into effect on 1 July 2021.
2. In case of any discrepancy between this Decree and the Collective Agreement of UCT Prague, the Collective Agreement of UCT Prague shall prevail.

Ing. Ivana Chválná
Registrár