



Contributions and Allowances from the Social Fund and Other Sources for Faculty Employees' Benefits

Article 1: Introductory Provisions

1. In accordance with Article 21 of the *Financial Management Rules of Charles University*, as amended (hereinafter referred to as the "Financial Management Rules of CU"), this Directive sets out the conditions for granting contributions and allowances from the Social Fund to employees of the Protestant Theological Faculty of Charles University (hereinafter referred to as the "Faculty").
2. This Directive replaces and, at the same time, repeals earlier Dean's directives which addressed this issue, namely Directives No. 11/2006, 3/2007, 4/2007, 5/2012, and 1/2016.

Article 2: Social Fund

1. Starting 1 January 2024, the Faculty's Social Fund is newly formed by levying 1% of the gross salary of the Faculty's employees.

Article 3: Contribution to a private pension insurance scheme, a supplementary pension savings scheme, a long-term investment product, or private life insurance

1. A faculty employee
 - a) who is employed by the Faculty, and
 - b) has and has had a full-time workload (1.0) for at least three years, and
 - c) does not claim a contribution under this Article for the same purpose at another unit of the University in the current calendar year, and
 - d) has a private pension insurance scheme, a long-term investment product, or private life insurance

is entitled to a contribution from the Social Fund equal to his or her own contributions for the purposes referred to in (d), but only up to a maximum of CZK 600 per month.

2. Compliance with paragraph 1 (d) is proved by a statutory declaration made by the employee.
3. Employees who return to work after maternity or parental leave and who, before the commencement of the maternity or parental leave, fulfilled the conditions referred to in paragraph 1 (a) and (b), are not required to fulfil the condition referred to in paragraph 1 (b) for a period of two years from the date of resumption of work.
4. The contribution referred to in paragraph 1 is paid on a monthly basis.
5. The employee will notify his or her insurance company that his or her employer will contribute to his or her private pension insurance scheme, long-term investment product, or private life insurance. The employee will receive a document from the insurance company with a number for the transfer of the employer's contribution which he or she will forward to the

payroll office. The application is made on a form which can be downloaded from the website of the Economic Office and also serves as a statutory declaration of the employee's own contribution.

6. The application may be submitted at any time.

7. The contribution referred to in paragraph 1 will not be paid from the second calendar month following the date on which the employee has been granted unpaid leave in excess of 31 days. The contribution referred to in paragraph 1 will also not be paid from the fourth month onwards if the employee is on sick leave for more than three calendar months.

8. In exceptional and special cases, the Dean may decide on the amount of the contribution or the conditions for granting it individually.

9. If the resources in the Social Fund of the Faculty are insufficient to cover the cost of the contribution, the Faculty will make up the difference from other sources. If, on the other hand, the volume of contributions paid out in a year falls below 50% of the annual income of the Social Fund, the Faculty will negotiate an increase in the contribution so that their volume is above this threshold by a sufficient margin.

Article 4: Meal Allowance

1. A Faculty employee who has a workload of 0.5 or more at the Faculty (i.e., 20 hours per week – 4 hours per day) is entitled to a meal allowance from the Social Fund pursuant to Article 21 (3) (d) of the *Financial Management Rules of CU*.

2. The Faculty provides the meal allowance by means of a lump sum meal ticket in the amount of CZK 39 per day.

3. If the resources in the Social Fund of the Faculty are insufficient to cover the meal allowances, the allowance may be partially or fully covered from other Faculty sources.

Article 5: Final Provision

1. This provision comes into effect on 1 July 2024.

In Prague on 25 June 2024

Jan Roskovec, Dean