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Article 1

For the purpose of promoting a healthy work-life balance, the Rector hereby declares an official time off for employees personally caring for a child who is commencing compulsory schooling, subject to the conditions set out in this Rector's Decree (hereinafter referred to as the "Decree").

Article 2

(1) The official time off announced by the Rector shall consist of one working day and shall be intended to enable the employee to accompany the child to and from primary school on the first day of the child's compulsory schooling. Subject to the conditions set out in this Decree, the official time off may only be taken by an employee who personally cares for the child, and may be taken only once in respect of the same child.

(2) The official time off announced by the Rector under this Decree shall be taken by the employee on the basis of an application, the template of which is set out in Annex 1 to this Decree. The employee shall submit the application for approval to their immediate superior, who shall approve the taking of the official time off unless prevented from doing so by serious operational reasons, which the superior shall state in writing. If the application is approved by the immediate superior, the employee shall attach the application to their working time record.

(3) The official time off under this Decree may not be taken:

- during the probationary period;
- during annual leave;

- during a period when the employee has been certified by a doctor as temporarily unfit for work or is caring for a sick child or another family member permanently living in the same household.

(4) The official time off may only be taken as a full day, i.e. for a period of 8 hours. In the case of employees with shorter working hours, the day of leave shall correspond to the length of their average shift. Unused leave may not be carried forward to the following calendar year.

(5) The employee's salary shall not be reduced for the period of the official time off taken under this Decree.

(6) The employee shall record the taking of the official time off in the system designated by the Employer for recording hours worked.

Article 3

(1) This Decree includes Annex 1, which contains the template application for taking the official time off announced by the Rector.

(2) This Decree was discussed with representatives of all trade union organisations operating at TBU on 20 August 2026.

Document version			
Date	Version	Changed	Description of change
20 August 2026	01	Official time off announced by the Rector	Creation of document

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