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Article 1

Introductory provisions

This Amendment modifies the Rector's Directive No. 33/2024 Rules Governing Telework Policy (the so called "Work from Home") at Tomas Bata University in Zlín (hereinafter also referred to as the "Directive").

Article 2

Content of the Amendment

(1) The provision of Article I Paragraph 5 of the Directive is amended to read as follows:

In the event of serious or sudden operational circumstances, or because of exceptional or extraordinary work assignments requiring the employee's presence at the workplace, the superior is entitled to:

- a) cancel work from home arrangements on a single day in advance;
- b) recall the employee during the work from home regime on a single day.

In such a case, employees are obliged to report to the workplace (detailed conditions to be specified in the Agreement).

The day on which the work from home arrangement is cancelled or the employee is recalled to the workplace pursuant to this paragraph shall not be deemed to have been used as a work from

home day, and the employee shall retain the option to use the day at another time by agreement with the superior.

The employee shall be entitled to request that the superior provide evidence of the reasons for cancelling the work from home arrangement or recalling the employee to the workplace.

(2) The provision of Article II Paragraph 4 of the Directive is amended to read as follows:

The employer sets the total number of days allowed for the performance of work from home at a maximum of 4 days per month, and unused days allowed for the performance of work from home per the particular month cannot be carried over to the next month. The specific days to be used are subject to agreement between the employee and the immediate superior, unless the immediate superior specifies the use of work from home regime.

(3) This Directive contains Annex 1, which sets out the full text of the Directive incorporating the amendments introduced by Amendments No. 1 and 2. Annex 2 is added as Annex 4 to the Directive and constitutes a template for an amendment to Agreements concluded before this Directive entered into force. Annex 3 to this Directive amends and replaces in its entirety Annex 1 to the Directive.

(4) The other provisions of the Directive shall remain unchanged.

(5) The Amendment to the Directive has been discussed with representatives of all trade unions operating at TBU.

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