

Employment in the Czech Republic - Working hours

In the Czech Republic, full-time work is set at 40 hours per week. In the case of part-time work, the number of hours per week is reduced. At the same time, the wage, vacation entitlement and other benefits provided are also reduced. The employer decides on the start and end of working hours. If you work in shifts, you must have a shift schedule at least 14 days in advance.

- Two-shift or three-shift work schedule - employees rotate after 12 or 8 hours within one day.
- Long or short week - this means that you work more days in one week (usually Monday, Tuesday, Friday, Saturday, Sunday) and fewer days in the other week (usually Wednesday, Thursday).

Some employers may offer flexible working hours or a home office:

FLEXIBLE WORKING HOURS - the beginning and end of working hours are determined by the employee, according to the time period set by the employer. So if your employer specifies that you must be at work between 10:00 and 14:00, it is up to you whether you come to work at 8:00 or 10:00. The end of your working hours will, of course, shift according to the amount of your hours.

COMPRESSED WORKING WEEK – always by agreement with the employer. In practice, this means that you only go to work for 4 days instead of 5, but you have to work your weekly hours on those 4 days. So if you have to work 40 hours a week, you can work 4 days a week for 10 hours.

HOME OFFICE – WORKING FROM HOME – always depends on the agreement with the employer and the nature of the activity performed. Homeoffice means you work from home. How often, and if at all, you can choose to homeoffice is determined by your employer. But even if you work from home, you have to follow health and safety at work rules.

What about entitlement to compensatory time off or sick leave?

- If you work nights, weekends or public holidays, you are **entitled to extra pay**.
- If you work overtime, you can take **compensatory time off**, if agreed your employer. For example, if you have 2 hours overtime, you can go home 2 hours early the next day.
- If you are sick, you are entitled to a **"sick leave"** - a certificate of incapacity for work will be issued by your doctor. So you do not go to work while you are sick. You are entitled to sick pay, i.e. part of your wage.
- If you need to see a doctor, you can get your doctor to sign **a pass** that you hand in at work. You do not have to work the time you spend at the doctor's office.
- If the child you are caring for is ill, you can have a **family member care leave** issued to you to hand in at work and stay at home. You are entitled to a part of your wage.
- If you don't feel well, you can take **a sick day**. But not all employers offer this option. It is up to your employer to decide whether and how many days to give you. If you choose a sick day, you do not have to take a sick leave from your doctor.

IF YOU ARE UNSURE ABOUT YOUR SITUATION, IT IS BETTER TO CONSULT WITH SOMEONE. AT THE CENTRE FOR THE INTEGRATION OF FOREIGNERS, WE WILL BE HAPPY TO HELP YOU. PLEASE MAKE AN APPOINTMENT IN ADVANCE.



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