

TERMINATION OF EMPLOYMENT

Job loss

THERE ARE 2 WAYS IN WHICH THE EMPLOYMENT RELATIONSHIP CAN BE TERMINATED:

1. You resign voluntarily.

If you decide to leave your job, you must submit a written resignation to your employer.

The standard notice period is two months.

- In cases of disciplinary violations or failure to meet legal requirements or the employer's expectations for the position, the notice period may be shortened to one month.
- The notice period starts on the day your resignation is delivered to the employer (effective from June 1, 2025).

It is also possible to reach a mutual agreement with your employer regarding the termination of your employment. In such a case, a Mutual Agreement on Termination of Employment is signed, specifying the agreed date of termination and the conditions under which you are leaving.

2. You receive a notice of termination from your employer.

Your employer may terminate your employment for various reasons, such as.:

- Your position is being eliminated.
- You no longer meet the qualification requirements for the job.
- You repeatedly breach your work duties
 - o In such cases, the employer will typically issue a written warning letter (known as a "notice of reprimand"). If you receive two warning letters and do not correct your behavior, your employer may legally dismiss you. In this case, you are not entitled to severance pay.

ATTENTION!

- **IN CASES OF SERIOUS MISCONDUCT, YOU MAY BE DISMISSED IMMEDIATELY.** For example, if you come to work under the influence of alcohol or drugs.
- **HEALTH AND SOCIAL INSURANCE**
 - If you are employed, health and social insurance contributions are deducted from your salary. Your employer is legally required to pay them on your behalf.
 - **IF YOU ARE NOT EMPLOYED IN THE CZECH REPUBLIC, YOU MUST PAY FOR YOUR OWN HEALTH INSURANCE!**

REGISTRATION AT THE LABOUR OFFICE

- The Labour Office provides services related to job placement, may offer retraining courses, and pays unemployment benefits and retraining allowances.
- If you apply for assistance in finding suitable employment, you will be registered as a job seeker and added to the official job seekers register.

More information can be found on the website <https://www.uradprace.cz/>.



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