

Masaryk University Faculty of Law Instruction No. 10/2023

**Schedule of the end of the calendar year 2023 at the
Faculty of Law of Masaryk University**

(as amended with effect from 1 December 2023)

Pursuant to Section 28(1) of Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Additions to Other Acts (the Higher Education Act), as amended (hereinafter referred to as the "Higher Education Act"), I issue this instruction:

Article 1
Economic area

1. *Settlement of all travel orders*
Responsibility: staff submitting travel orders
Deadline: **13 December 2023 by 14:30**
Business trips taken after this deadline must be settled no later than the day after the trip ends.
2. *Settlement of small expenses*
Responsibility: staff submitting the petty cash account
Deadline: **15 December 2023 by 14:00**
3. *Accounting of all advances (permanent and extraordinary)*
Responsibility: staff submitting advance payments
Deadline: **15 December 2023 by 14:00**
4. *Closure of cash desks*
Faculty box office: **21 - 29 December 2023**
RMU box office: **21 - 29 December 2023**
5. *Submission of documents for changes in the asset register implemented by the end of 2023*
Responsibility: the staff responsible for looking after the property
Deadline: **8 December 2023**
6. *Checking the coverage of orders*
Responsibility: staff issuing orders
Deadline: **11 December 2023**
7. *Transmission of the last supporting documents for invoices issued in 2023*
Responsibility: staff submitting documents

Deadline: **4 January 2024**

Article 2
Personnel and payroll

1. *Submission of documents for the processing of out-of-work agreements, statements and proposals for payment of remuneration to the HR and Payroll Department*

Responsibility: heads of departments, institutes and divisions

Deadline: **13 December 2023 by 12:00 p.m.**

2. *Closing and sending electronic attendance records at workplaces*

Responsibility: sponsors of attendance + HR manager for closing the attendance register to the sponsor

Deadline: **14 December 2023 by 09:00**

After this date, changes in attendance in December will be handled by the HR manager, and attendance will be closed for the sponsor in December

3. *Taking leave*

During the Christmas holidays **from 27 December 2023 to 29 December 2023**, all employees are ordered to take leave (except for employees providing essential services).

Article 3
Area of project support

1. *Preliminary check of project contracts before project/calendar year closure*

Responsibility:

Head of Science, Research and Project Support

Head of the Department for Doctoral Studies and Rigorous Proceedings

Deadline: **15 December 2023**

2. *Submission of final documents for clearance for project contracts in 2023*

Responsibility: Head of Science, Research and Project Support

Deadline: **5 January 2024**

Article 4
Area of operation

The faculty building will be closed during the Christmas holidays, with staff being allowed access on working days **from 27 December 2023 to 29 December 2023 between 8:00 and 17:00.**

The Central Library will be closed from **22 December 2023 to 29 December 2023 inclusive.**

In Brno, 28 November 2023

Martin Škop
Dean

Translated with DeepL-Translator