

**ORDER
OF THE RECTOR OF VILNIUS UNIVERSITY**

**ON THE APPROVAL OF THE DESCRIPTION OF THE PROCEDURE FOR GRANTING
LEAVE TO THE EMPLOYEES OF VILNIUS UNIVERSITY AND THE AMENDMENT TO
ORDER OF THE RECTOR OF VILNIUS UNIVERSITY NO. R-348 OF 14 JULY 2014 “ON THE
APPROVAL OF THE DESCRIPTION OF THE PROCEDURE FOR FILLING IN THE TIME
SHEET AND ITS FORM”**

21 March 2018 No. R-161
Vilnius

In accordance with Article 43(1)(19) of the Statute of Vilnius University:

1. I hereby approve the attached Description of the Procedure for Granting Leave to the Employees of Vilnius University (hereinafter the ‘Description’).

2. I hereby declare that from the date of entry into force of this order, leave to the employees of Vilnius University shall be granted in accordance with the Description approved by Item 1 of this order.

3. I hereby amend the annex to the Description of the Procedure for Filling in the Time Sheet approved by Order of the Rector of Vilnius University No. R-348 of 14 July 2014 “On the Approval of the Description of the Procedure for Filling in the Time Sheet and its Form”. “Notation of the Time Sheet”:

3.1. I supplement this with Item 39:

39.	Unpaid Time Off		UTO
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3.2. I supplement this with Item 40:

40.	Paid Time Off		UTO
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Rector Prof. Artūras Žukauskas

APPROVED
by Order No. R-161 of 21 March 2018
of the Rector of Vilnius University

THE DESCRIPTION OF THE PROCEDURE FOR GRANTING LEAVE TO THE EMPLOYEES OF VILNIUS UNIVERSITY

CHAPTER I GENERAL PROVISIONS

1. The Description of the Procedure for Granting Leave to the Employees of Vilnius University (hereinafter the 'Description') establishes the procedure for granting leave to the employees (hereinafter the 'employees') of Vilnius University (hereinafter the 'University') as well as the procedure for recalling them from the leave.

2. The Description is drawn up in accordance with the Labour Code of the Republic of Lithuania, the Republic of Lithuania Law on Higher Education and Research, and the Statute of Vilnius University.

3. The provisions of the Description shall be considered an integral part of the system of legal acts regulating the rules of procedure of Vilnius University.

CHAPTER II PROCEDURE FOR GRANTING LEAVE

4. University employees shall be granted leave of the types provided for in the Labour Code of the Republic of Lithuania and the Description in accordance with the procedures laid down in the laws, their implementing legal acts, and the Description.

5. Leave shall be granted to an employee upon their request, agreed upon with all units of the University where the said employee performs functions under the employment contract (hereinafter the 'main job position') and in accordance with the agreements on additional job functions (hereinafter the 'additional job position'), as well as the Human Resources Department of the Central Administration of the University, except for the cases set out in the Description.

6. Annual, extended, and additional leave may be granted taking into account the employee leave schedule, which shall be approved by the Chancellor of the University by 15 April of the current year based on the information provided by the University units.

7. An employee shall be granted leave from all their positions at the University, except for the exceptions set out in this Description. Leave from all positions held by an employee shall be granted in agreement with the heads of all units of the University where the said employee performs functions under the employment contract and agreements on additional job functions, except for the exceptions set out in this Item. Lecturers and researchers shall be granted extended leave according to the employee leave schedule during the student vacation from all positions held without separate agreement with the heads of the University units, except for the cases when the pedagogical or research work is carried out only under the agreement on additional job functions.

8. The length of annual, extended, and additional leave from the additional job position shall be calculated on the basis of the length of leave established for the said job position by law and other labour law standards. Annual, extended, and additional leave in an additional job position, if the said job position is fixed-term, shall be granted for a period not exceeding the number of such days of leave which may be accumulated before the end of the agreement on the additional job functions.

9. Where annual, extended, and additional leave cannot be granted from all job positions held by an employee for the same period of leave due to differences in the number of days of leave accumulated in these job positions, different periods of leave established by legal acts or different social guarantees, leave shall be granted under the following procedure:

9.1. Where an employee is entitled to shorter leave from the main job position than from the additional job position held, shorter leave shall be granted to them from all job positions (i.e. the part of leave subject to be granted from all job positions). The remaining part of leave which cannot be granted from the main job position shall be granted only from the additional job position;

9.2. Where an employee is entitled to longer leave from the main job position than from the additional job position held, shorter leave shall be granted from all job positions (i.e. the part of leave subject to be granted from all job positions). The remaining part of leave which cannot be granted from all job positions held by an employee, shall be granted only from the main job position of an employee, whereas in the additional job position for this period, an employee shall be exempt from work by granting them unpaid time off.

10. Annual, extended, and additional leave of up to 5 (five) working days shall be granted only if an employee agrees to receive the holiday pay together with the remuneration. An employee shall express the consent referred to in this Item when filling in a request on granting leave.

11. A request on granting annual, extended, or additional leave submitted by an employee later than 10 (ten) working days before the requested leave in accordance with the procedures established in Item 5 of this Description may be fulfilled only if the employee agrees to receive the holiday pay together with the remuneration. An employee shall express the consent referred to in this Item when filling in a request on granting leave.

12. Unpaid leave shall be granted from all job positions held by an employee or, at the choice of an employee, only from the main or additional position.

13. A list of job positions held by employees which may be granted extended leave in cases not provided for in the legal acts of the Republic of Lithuania may be subject to be approved by an order of the Rector of Vilnius University.

14. By a decision of the council of a core academic unit of the University or by that of a head of a core non-academic unit, sabbatical leave of up to 12 (twelve) months length shall be granted to employees, paying an average remuneration of the said employee.

15. When granting an employee sabbatical leave from any job position¹, the said employee may be exempt from work in other job positions held for this period by granting them unpaid time off.

16. Those employees who may be subject to be exempt from pedagogical work in the cases stipulated for in Article 71(2) of the Republic of Lithuania Law on Higher Education and Research but are not exempt from other job positions according to their job descriptions or other internal legal acts of the University, shall not be granted sabbatical leave.

17. Educational leave shall be granted from all job positions held by an employee, paying for it pursuant to the procedure established in the Labour Code of the Republic of Lithuania and to the extent that is not incompatible with this Item. The employees who are enrolled in formal education programmes shall be granted educational leave according to the certificates from educational providers conducting the said education programmes, retaining half of the average remuneration of the said employee. The employees who participate in non-formal education programmes for adults shall be granted education leave of up to 10 (ten) working days per year under the following conditions:

17.1. paying half the average remuneration of the employee if participation in the non-formal education programme for adults is related to the enhancement of the employee's qualification necessary for the performance of their job functions;

17.2. not paying if participation in the non-formal education programme for adults is not related to the enhancement of the employee's qualification necessary for the performance of their job functions.

18. Pregnancy and childbirth leave shall be granted to an employee in accordance with the notification from the State Social Insurance Fund Board under the Ministry of Social Security and Labour on the granted pregnancy and childbirth leave or according to the certificate on pregnancy and childbirth leave issued in accordance with the procedure established by legal acts.

19. An employee wishing not to take pregnancy and childbirth leave must inform the Human Resources Division of the University's Central Administration in writing in advance and sign an undertaking to inform the University immediately of the birth of the child by submitting

¹In accordance with Article 127(4)(5) of the Labour Code of the Republic of Lithuania, the period of sabbatical leave will not be included in the year(s) of employment, for which annual or extended leaves are granted, unless the parties agree otherwise under a separate agreement or unless otherwise provided for in other internal legal acts of the University or the collective agreement.

a birth certificate of the child issued in accordance with the procedure established in legal acts – the employee will be granted 14 (fourteen) days of pregnancy and childbirth leave in accordance with the procedure laid down in the Labour Code of the Republic of Lithuania.

20. In the cases laid down by law, other labour law standards, and this Description and in accordance with the procedure established thereof, an employee shall be granted time off by exempting them from the duty to work but preserving their workplace. When an employee is granted time off, it may be unpaid (unpaid time off) or paid by retaining an employee's average remuneration (paid time off) unless otherwise established by law or other labour law standards.

21. Unpaid time off shall be granted as follows:

21.1. during the working day (shift) at the request of the employee for the employee's personal needs;

21.2. during the secondment of an employee, where the said employee has concluded agreements on additional job functions and during the said secondment only one of the agreed job functions is carried out, unpaid time off shall be granted in respect of other functions of the said employee;

21.3. at the request of the members of the Works Council of Vilnius University (hereinafter the 'Works Council') – up to 3 (three) working days per year for teaching and education;

21.4. in other cases established by laws and other labour law standards and this Description, when employees are exempt from the duty to work.

22. Item 21(2) of the Description shall apply if no agreement is concluded with the employee on the remote performance of job functions for which they are not sent to the secondment.

23. Paid time off shall be granted as follows:

23.1. at the request of the members of the Works Council, 60 working hours per year for performing their duties, provided that no higher number of hours per year of paid time off is established in the agreement with the Works Council;

23.2. at the request of the members of the Works Council, up to 2 (two) working days per year for teaching and education, provided that no higher number of days is established in the agreement with the Works Council;

23.3. at the request of an employee, during the period of notice of termination of an employment contract, up to 10 per cent of the working time for the search for a new job;

23.4. in other cases established by laws and other labour law standards, when employees must be exempt from the duty to work by paying them for this time.

24. During the granted time off, an employee shall not be at the disposal of the employer (the University).

25. The granted time off shall be included in the total number of working days falling in the working year for which annual leave is granted.

CHAPTER III THE PROCEDURE FOR RECALLING EMPLOYEES FROM LEAVE

26. An employee may be recalled from annual, extended, and additional leave or part thereof or from the granted time off in respect to all job positions held under a mutual agreement between the University and the said employee on such recalling initiated by the University or an employee themselves. From leave other than that provided for in this Item, an employee may be recalled only on their own initiative.

27. The University may initiate the recalling of an employee from leave or the granted time off for unforeseen substantive circumstances only.

CHAPTER V FINAL PROVISIONS

28. Annual, extended, and additional leave may not be replaced by financial compensation, except for the cases established by law.

29. During the periods of leave and the granted time off, the same workplace (job position) shall be retained for an employee, except for the cases provided for by the Labour Code of the Republic of Lithuania and other laws, when an equivalent workplace (job position) may be offered.