



Instruction No. 7/2023 (XII.07) of the Rector and the Director-General for Economic Affairs on the Implementation of the Employment Requirements System of Károli Gáspár University of the Reformed Church in Hungary

Upon the authorization provided for in Article 1 (4) of the Employment Requirements System, Part II of the Organisational and Operational Rules of Károli Gáspár University of the Reformed Church in Hungary (hereinafter referred to as ERS), we issue the following Joint Instruction of the Rector and the Director-General for Economic Affairs (hereinafter referred to as HR Instruction).

1. Scope of the HR Instruction

Article 1

- (1) Scope of the HR Instruction covers persons referred to in Article 1 (1)-(2) of the ERS.
- (2) The HR Instruction contains detailed rules on the legal status and employment of employees, as well as the procedural and administrative rules relating thereto.
- (3) The forms prepared by the HR Directorate with the involvement of the relevant departments and made available at the University's website shall be used to fulfil the notification, approval, declaration and other obligations defined in the ERS and the HR Instruction.

2. Definitions

Article 2

For the purpose of this Instruction:

- a) *'screen workplace'* means a set of work equipment which, in addition to the screen device, may include a data input device (keyboard, scanner, camera and other data input device, other peripherals (pointer, printer, plotter, disc drive, modem, etc.), any accessories, software defining the human-machine interface, file holder, work chair, work desk or work surface, telephone and the immediate working environment,
- b) *'screen job'* means a job that requires the use of a screen-based device at a workstation for at least four hours of the employee's daily working time, including work carried out while watching the screen,
- c) *'glasses ensuring sharp vision for work in front of a screen'* means the lenses required for work in front of a screen, as determined by a specialist ophthalmological examination, and the frame necessary for the proper use of these lenses, not including glasses or contact lenses used by the employee independently of the work in front of a screen,
- d) *'commuting to work'* means
 - da) daily commuting to and from work between the place of residence or stay and the place of work outside the administrative boundaries by means of interurban (long-distance) travel for work purposes or by local public transport for transit purposes, and

- db) daily commuting to and from work between the place of residence or stay and the place of work within the administrative boundaries and travelling home, if the employee is unable to reach the place of work, because of its geographical location, either by local or interurban public transport or by local public transport the route of which has been specifically established or modified to ensure access to the employer's premises outside the municipality;
- e) *'daily commute'* means the daily or regular or occasional return journey between the place of residence or stay and the place of work, depending on the work schedule;
 - f) *'travelling home'* means travel to and from the place of work to the place of residence at most once a week – or up to four times a month in the case of a work schedule that differs from the general work schedule;
 - g) *'place of residence'* means the address of the apartment in which the employee lives or habitually resides;
 - h) *'place of stay'* means the address of the apartment in which the employee temporarily resides for work purposes without intending to leave his/her place of residence permanently;
 - i) *'long waiting time'* means a period of time which is disproportionately long in view of the employee's personal, family or other circumstances and which exceeds the time necessary to make the journey;
 - j) *'child'* means a child brought up or cared for in one's own household under the rules on family support; *'disabled child'* means a child in respect of whom a higher family allowance is granted under Act on Family Support;
 - k) *'workplace'* means the employer's site, as set out in the employment contract, where the employee habitually carries out his/her work or, in the absence of such a site or in the case of several such sites or a larger region, the employer's head office;
 - l) *'relative'* means spouse, direct relative, adopted, step- and foster child, adoptive, step- and foster parent or sibling, life partner, spouse of a direct relative, direct relative and sibling of spouse and spouse of sibling,
 - m) *'close relative'* means spouse, direct relative, adopted, step- and foster child, adoptive, step- and foster parent and sibling.

3. Employer's rights (Article 3 of the ERS)

Article 3

- (1) Certificates of employment for employees are issued by the HR Directorate.
- (2) Certificates of income for employees are issued by the HR Directorate on the basis of payroll data provided by the payroll administrator.
- (3) Certificates are handed over to employees by a member of the HR Directorate or a faculty member responsible for assisting in HR tasks.

4. Establishment of employment relationship (Article 5-7 of the ERS)

Article 4

- (1) The 'Employment permit' form (hereinafter referred to as Employment Permit) must be sent for approval to the person exercising employer's rights in such a way that, after approval, it reaches the HR Directorate no later than 15 working days before the planned date of the establishment of the employment relationship.
- (2) On the basis of the Employment Permit,
 - a) the Directorate-General for Economic Affairs shall,

- aa) certify the availability of the payroll budget,
- ab) provide training on work and fire safety;
- b) the HR Directorate shall
 - ba) state that the initiative complies with the requirements laid down in the law and the Regulation,
 - bb) prepare the employment contract and other necessary documents,
 - bc) ensure the provision of documents and data required for the notification of employees within the statutory deadline,
 - bd) organise the occupational health examination.

(3) The HR Directorate shall hand over the Employment Permit to the payroll administrator without delay after all persons concerned have signed it.

(4) After signing the Employment Permit, the head of the initiating organisational unit shall make arrangements to request IT and other equipment and access to IT systems necessary for the employee's work.

Article 5

(1) The employee's personal file shall contain the employee's:

- a) Employment permit and permission to modify employment relationship,
- b) data sheet which records the presentation of documents proving that the requirements for the job have been met,
- c) CV,
- d) employment contract and any amendments thereto,
- e) information and its amendments under Article 46 (1) of Act I of 2012 on the Labour Code (hereinafter referred to as the Labour Code),
- f) job description and any amendments thereto,
- g) document terminating employment,
- h) proof of previous employment as a lecturer, researcher or teacher,
- i) document stating individual remuneration,
- j) declaration according to Article 26 (3) of Act CCIV of 2011 on national higher education (hereinafter referred to as NHEA) or a declaration on the withdrawal of the declaration according to Article 26 (3) of the NHEA, in the case of persons employed as lecturers, researchers or teachers,
- k) occupational health opinion,
- l) data protection information,
- m) study contract,
- n) contract for the use of property.

(2) Personal files should be kept for five years after the employee reaches the retirement age. If the employee's employment terminates after he/she has reached the retirement age, his/her personal file must be kept for five years from the date of termination of the employment relationship.

(3) The payroll administrator fulfils the University's reporting and data provision obligations in relation to the employment relationship on the basis of the data provided by the HR Directorate. The documents prepared by the payroll administrator are submitted to the tax authority by an authorized member of the Financial and Accounting Department (hereinafter referred to as FAD).

(4) The HR Directorate records the employment data of employees in the Neptun Education Administration System (hereinafter referred to as Neptun) on the basis of the guidelines issued by the Directorate of Education. The Directorate of Education checks the recording of data in Neptun and reports any errors which they correct together, and then the Directorate of Education provides data to the Higher Education Information System (Hungarian abbreviation: FIR) in respect of the teaching and research staff. The recording of data of persons employed on a fixed-term assignment contract in Neptun is the responsibility of the head of the organizational unit initiating the assignment, on the basis of the guidelines issued by the Directorate of Education.

5. Modification of the employment relationship (Article 8 of the ERS)

Article 6

(1) The ‘Permission to modify the employment relationship’ shall be sent for approval to the person exercising the employer’s rights so that, after approval, it reaches the HR directorate no later than 15 working days before the planned date of the modification.

(2) If the modification of the employment relationship affects the job or the employee’s organisational unit, the employee is obliged to transfer his/her duties using the form ‘Protocol on the transfer of duties’. During the handover, the employee shall give an itemised account of the documents in his/her possession based on the records.

6. Termination, cessation of employment (Article 9-14 of the ERS)

Article 7

The employee may initiate the termination of employment using the following forms:

- a) ‘Termination of employment with immediate effect during probationary period’,
- b) ‘Initiation of termination of employment by mutual agreement’,
- c) ‘Termination of employment by notice of termination by the employee.’

Article 8

(1) In the event of termination or cessation of employment, the employee is obliged to transfer his/her duties using the form ‘Protocol on transfer of duties’. During the handover, the employee shall give an itemised account of the documents in his/her possession based on the records.

(2) The HR Directorate shall immediately hand over to the payroll administrator the document certifying the termination of employment, and the Settlement sheet on the day of its receipt. Once the payments have been made, the HR Directorate will issue the documents required by law to the employee.

7. Working hours, work schedule (Article 18 of the ERS)

Article 9

(1) The organisational units shall keep a record on the employee’s attendance (hereinafter referred to as the attendance sheet). The employee shall sign the attendance sheet to confirm his/her arrival and presence at the workplace. The head of the organisational unit shall sign the attendance sheet to certify that the employees of the organisational unit have been present at work.

(2) On the basis of the attendance sheet and the documents justifying the absence, the head of the organisational unit shall ensure the completion of the monthly working time sheet, which the organisational unit shall forward to the HR Directorate, signed by the head of the organisational unit, each month, by the data reporting deadline previously communicated by the HR Directorate.

8. Extraordinary work (Article 21 of the ETS)

Article 10

- (1) After the extraordinary work, the head of the organisational unit shall send the form 'Performance certificate of extraordinary work' to the HR Directorate.
- (2) The time off or weekly rest period granted to the employee for extraordinary work shall be indicated as 'RK' (Hungarian abbreviation) on the attendance sheet.

9. Granting of leave (Article 23 of ERS)

Article 11

During the calendar year, the head of the organisational unit shall pay particular attention to ensuring that all leave is granted to the employees in an appropriate timeframe before the statutory deadlines.

Article 12

- (1) The leave taken by the employees during the year shall be recorded on leave record sheets in the organisational unit. The HR Directorate shall determine the amount of regular leave to be taken for the year by 31 January each year and shall inform the employee thereof. To this end, the organisational units shall send the closed leave record sheets for the previous year to the HR Directorate by 10 January of the year in question.
- (2) The head of the organisational unit shall assess the employees' need for leave for the year in question.
- (3) Leave is granted to the employee by filling in the leave record sheet and the approval of the head of the organisational unit or, in the case of the head of the organisational unit, the immediate superior.
- (4) The day of leave taken shall be indicated as 'SZ' on the attendance sheet.
- (5) Leaves of employees employed as receptionist shall be recorded on the duty roster.
- (6) A father's claim for leave at the birth or adoption of a child shall be requested on the form 'Request for paternity leave', accompanied by the documents indicated therein. Paternity leave shall be indicated as 'ASZ' on the attendance sheet.

10. Sabbatical (Article 24 of the ERS)

Article 13

Sabbatical may be initiated by the employee using the form 'Request for sabbatical'.

11. Absence due to inability to work (Article 25 of the ERS)

Article 14

- (1) The employee shall send the certificate of absence due to inability to work to the HR Directorate or to the faculty member in charge of labour affairs.
- (2) The absence due to inability to work – sick leave or the period of sick pay – shall be indicated as 'B' on the attendance sheet.

12. Unpaid leave (Article 26 of the ERS)

Article 15

- (1) The form 'Request for unpaid leave' must state the reason for the request and be accompanied by the supporting documents.
- (2) The unpaid leave shall be indicated as 'FN' on the attendance sheet.
- (3) The claim for maternity leave shall be submitted on the form 'Request for maternity leave'.

13. Exemption from work (Article 27 of ERS)

Article 16

- (1) The entitlement to an exemption from work according to Article 27 (1) d) of the ERS shall be reported on the form 'Declaration of entitlement to exemption from work (blood donation)', accompanied by a certificate of blood donation.
- (2) The entitlement to an exemption from work according to Article 27 (1) f) of the ERS shall be reported on the form 'Declaration of entitlement to exemption from work (death of a relative)', accompanied by the copy of the death certificate.
- (3) The entitlement to an exemption from work according to Article 27 (1) m) of the ERS shall be reported on the form 'Declaration of entitlement to exemption from work (care of a relative)', accompanied by a certificate from the doctor treating the person in need of care stating the existence of a serious health condition and the justification for the care.
- (4) If the employee initiates an exemption from work according to Article 27 (1) n) (exemption from work on the basis of the employer's permission), he/she must state the exact reason and duration thereof. The request must include a recommendation from the employee's immediate superior.
- (5) The exemption from work shall be indicated as 'M' on the attendance sheet.

14. Occupational health examination (Article 33 of the ERS)

Article 17

- (1) The HR Directorate shall organise the occupational health examination and refer the employee for an examination before starting work and when periodic examinations are due, and at the periodical due date, as well as in the event of an unscheduled examination.
- (2) The employee is obliged to make an appointment for the examination and to appear for the examination at the time booked.
- (3) If the employee is obliged to reimburse the fee for the examination according to Article 33 (3) of the ERS, the Financial and Accounting Department shall arrange for reimbursement based on the data provided by the HR Directorate.

15. Screen-based workplaces and glasses reimbursement (Article 33 of the ERS)

Article 18

- (1) When designing workplaces with screens, the minimum requirements (equipment, environment, human-machine interface) listed in Annex 3 to Decree No. 50/1999 (XI.03) of the Minister of Health on the minimum health and safety requirements for work in front of a screen shall be taken into account.
- (2) The head of the organizational unit shall organise work processes in such a way that continuous work in front of a screen is interrupted by breaks of at least 10 minutes per hour, which cannot be combined, and that the total time actually spent in front of the screen does not exceed daily six hours per day.

(3) The following jobs and job groups are considered screen jobs at the University:

- a) teaching jobs (lecturer, researcher, teacher),
- b) managerial jobs,
- c) facility manager, caretaker,
- d) receptionist,
- e) administrative, management jobs.

Article 19

(1) The employer is obliged to initiate an eye and vision examination of the employee at the occupational health physician:

- a) before starting employment in a screen job,
- b) every two years thereafter,
- c) if a visual complaint arises which can be linked to screen work.

(2) In justified cases, the occupational health physician can refer the employee to an ophthalmological examination by an occupational health service provider with a referral in accordance with Annex 1 to the Decree of the Minister of Health. The occupational health physician shall certify the justification and need for glasses to ensure sharp vision by filling in the form 'Certificate of entitlement to glasses'.

Article 20

(1) If the results of the ophthalmological examination show that the glasses or contact lenses used by the employee are not suitable for work in front of a screen, or that the employee needs glasses for work in front of the screen, the University will reimburse the cost of glasses ensuring sharp vision for screen-based work, once every two years, up to a maximum of HUF 30,000 net, on the basis of an invoice.

(2) The reimbursement of expenses under section (1) shall be charged to the budget of the organisational unit employing the staff member.

Article 21

(1) The employee may submit the request for reimbursement of expenses using the form 'Request for reimbursement of expenses for glasses' after an eye and vision examination according to Article 19 (1).

(2) The request shall be submitted to the HR Directorate within 30 days of the date of the invoice. The request shall be accompanied by

- a) a medical certificate under Article 19 (2),
- b) an invoice issued for the purchase of the glasses, indicating the employee's name, address and tax ID number.

(3) The staff member of the HR Directorate shall certify on the request form that the employee has been employed in a screen job and that he/she has not used the allowance within two years.

(4) The HR Directorate summarises the requests and forwards them to payroll. The eligible amount of the reimbursement is paid together with the monthly salaries for the month concerned on the basis of the requests submitted to the HR Directorate by the 18th day of the current month following the month in question.

(5) Requests for reimbursement of expenses for glasses may be submitted every 2 years, unless an ophthalmological examination reveals a deterioration or improvement in vision during this period.

(6) In case of loss or damage of the glasses, the replacement or repair is at the employee's own expenses.

(7) The HR Directorate keeps a record of the use of the reimbursement for glasses.

(8) When planning the budget, the HR Directorate shall provide to the CFO and the heads of the organisational units with data on the number of employees in screen-based job.

16. Salary supplement (Article 34 and 56 of the ERS)

Article 22

(1) The salary supplement shall be determined by defining the specific task and the exact duration.

(2) No salary supplement may be determined for the head of the organisational unit for the management of an organisational unit within that organisational unit.

(3) A maximum of three salary supplements may be granted to an employee at the same time.

(4) Salary supplement in addition to the basic salary for the teaching staff in accordance with Article 34 (4) b) of the ERS may be granted only for the following activities:

- a) senior management and leadership functions of the University,
- b) chairperson or member of a university committee or council, chairperson of a faculty committee, established by the OOR,
- c) Rector, dean's senior adviser, adviser,
- d) workshop leader of a college of excellence,
- e) editor in chief, editor of a university publication,
- f) regular editing of university publications,
- g) permanent faculty quality assurance tasks,
- h) permanent tasks related to the operation of doctoral schools,
- i) in individual cases authorized by the Rector.

(5) A salary supplement for an employee in a functional job in addition to the basic salary in accordance with Article 34 (4) b) of the ERS can be determined

- a) for the head of the organizational unit and his/her deputy,
- b) for permanent tasks carried out by the employee in addition to his/her job description and involving a high level of responsibility (in particular: money management, inventory management),
- c) on the basis of a differentiated work load in an institute or department in line with the principles specified in a joint instruction of the Rector and the General-Director for Economic Affairs.

17. Substitution fee (Article 35 of the ERS)

Article 23

(1) The substitution fee may be initiated by the head of the organisational unit on the form 'Determination of substitution fee'.

(2) The substitution fee can be paid on the basis of the performance certificate issued by the head of the organisational unit.

(3) The substitution fee is not due during periods when the employee is not entitled to salary, in particular during leave or sick leave.

18. Target task (Article 36 of the ERS)

Article 24

(1) The determination of the target task and target allowance may be initiated by the head of the organisational unit using the form 'Determination of target task', subject to the availability of financial resources. Target tasks and target allowances may be determined for project-related tasks that are not part of the job description or that significantly exceed it for a shorter period of time. If a task is a permanent, ongoing task of the organisational unit, it must be included in the job description of a staff member.

(2) The initiator shall consult the HR Directorate and Directorate-General for Economic Affairs by electronic means in advance. The target tasks must be set before the start of the deadline for the completion of the tasks, therefore the initiative must be launched for signature in due time. If the Rector/Chancellor who has set the target task does not approve the initiative, the value of any task that may have already been carried out will not be paid.

(3) In all cases, the target task to be performed, its duration, the amount of the target allowance and the person entitled to receive the performance certificate must be indicated on the form. It is not enough to indicate a general description of the subject of the target task, but the tasks to be carried out must be precisely determined, and if possible in terms of their expectable quantity, so that the person certifying the performance can determine the extent of the actual performance.

(4) The 'Determination of target task' form completed and duly signed shall be sent to the HR Directorate. If the target task is assigned to an employee of another organisational unit, this may be done with the agreement of the head of the organisational unit of the employee.

(5) The target allowance can be paid on the basis of the performance certificate. When certifying the performance of long-term target tasks, the actual performance during the month/period in question should be indicated. In the case of partial performance, the performance certificate must specify the tasks actually performed and a partial payment must be made. The certifier of performance must initiate the payment in proportion to the performance within 30 days of the expiry of the performance deadline, or notify the HR Directorate or Directorate for Economic Affairs, if the performance has failed. If the deadline is not met, the target allowance may be paid based on a specific justification, with the permission of the Chancellor.

(6) The signed performance certificate, together with the signed target task statement, must be sent to the HR Directorate which, after a formal check, forwards it to the Directorate for Economic Affairs for countersignature. The HR Directorate forwards the countersigned performance certificate to the payroll department for payment, and then sends it to the organisational unit that initiated the target task.

(7) In particular, a target task may be set for the following tasks included in the budget of the organisational unit,

- a) talent nurturing, mentoring,
- b) tasks relating to the organisation of academic competitions, conferences,
- c) tasks funded from external sources (e.g. Erasmus),
- d) organising internships,
- e) participation in admission procedure, e.g. aptitude tests,
- f) specific tasks related to university professional publications other than those for which a royalty is payable (which cannot be settled with a supplement),
- g) teaching activities which are not included in the teaching workload and are not evaluated in the Performance Evaluation System (TÉR), e.g. teaching duties of an administrative employee.

(8) In cases where a task and the amount of allowance due for it are defined by a regulation, a Rector's order /Chancellor's instruction or an agreement concluded with an external partner,

instead of determining a target task, the performance certificate should be issued with reference to the relevant point of the regulation, instruction or agreement, using the form 'Performance certificate of a one-off task'. This applies in particular to the allowances provided for in the habilitation and doctoral regulations, the Theolinguia and JLPT language exams and cooperation agreements with partner schools.

19. Reimbursement of travel expenses (Article 38 of the ERS)

Article 25

(1) The University shall reimburse the employee 100% of the daily travel expenses to work in exchange for a travel pass or ticket in accordance with the provisions of Government Decree No. 39/2010 (II.26) on reimbursement of commuting expenses.

(2) The University shall reimburse the cost of a full-price ticket and a ticket purchased with a travel discount for commuting to work in accordance with the government decree on public transport travel discounts, if the employee travels to the place of work

- a) on a 2nd class carriage of a domestic or cross-border national public rail,
- b) on a regular national, regional and suburban bus service,
- c) on a suburban train (HÉV),
- d) on a regular boat, ferryboat or ferry.

Article 26

(1) The University may reimburse the costs of the employee's daily travel expenses to work by car, if

- a) there is no public transport between the employee's place of residence and the place of work,
- b) the employee cannot use the public transport because of his/her work schedule or can only use it with a long waiting time,
- c) the employee cannot use the public transport due to a disability in accordance with the government decree on the rules for classification and review of severe disability allowance, including the case when the employee's commuting to work is ensured by a relative,
- d) the employee has a child under the age of ten in a nursery care or a child learning in a public education institution and provides a declaration to that effect.

(2) The University provides reimbursement in the amount of 18 Ft/km.

(3) In the case of an employee entitled under Section (1) c) and d), the University also qualifies commuting to work from within the administrative boundaries as commuting under the Travel Decree.

Article 27

(1) The University shall reimburse 100% of the monthly costs of travel home for its employees in exchange for a pass or ticket, under the provisions of the Travel Decree, subject to the limitation set out in Article 3 (3) b) of the Travel Decree (the maximum amount of reimbursement is published by the Central Statistical Office every year in a notice, HUF 47,820 Ft/month in 2023).

(2) The University shall reimburse the cost of travel home pursuant to section (1) in the case of travel by the modes of transport referred to in Article 25 (2).

(3) In the case of travel home by car, the University shall reimburse the employee's costs to the

extent of Article 25 (2).

Article 28

(1) The request for reimbursement of travel expenses shall be submitted to the HR Directorate or to a faculty member in charge of labour matters using the following forms:

- a) 'Request for reimbursement of daily commuting expenses',
- b) 'Request for reimbursement of expenses for travelling home',
- c) 'Request for reimbursement of expenses for daily commuting/travelling home by car'.

(2) The request shall be accompanied by a copy of the document certifying the employee's place of residence or stay. If the document does not indicate the place of stay, the employee's declaration of the place of stay must be attached.

(3) The employee is obliged to notify the HR Directorate in writing without delay but no later than 5 working days of the change, if there is a change in the data on which the request is based after the request was submitted.

(4) If the request complies with the requirements, the employer will pay the reimbursement of expenses, on the basis of a regular accounting, from the date of submission of the request.

(5) No reimbursement of expenses may be made for days not taken for work purposes, in particular paid or unpaid leave, study leave or in case of inability to work.

(6) The employee shall repay any unauthorized reimbursement of expenses.

Article 29

(1) The reimbursement is paid on the basis of a full account subsequently each month.

(2) The statement of account of travel expenses shall be submitted to the HR Directorate by the 15th day of each month, or the next working day if it is a not working day, using the form 'Monthly summary of travel expenses', signed by the employee concerned and the head of the organisational unit.

(3) The statement of account shall be accompanied by

- a) the expired ticket or pass in the case of daily commuting to work or travelling home;
- b) the road register in the case of daily commuting to work or travelling home by car.

(4) The statement of account (the documents referred to in section (2) and (3) must be submitted

- a) within 2 months after the expiry of the pass;
- b) within 2 months of the end of the month of the road register;
- c) on the last day of work in the event of termination of employment provided that the accountability of a fractional monthly ticket is determined on the basis of the month of expiry. In the event of termination of employment, the reimbursement is paid pro rata temporis.

(5) Settlement is not possible after the expiry of the deadline referred to in section (4). In exceptional and justified cases, in particular in the event of permanent inability to work, the HR Director or the Head of the HR Department may derogate from the accounting period.

Article 30

(1) The HR Directorate shall check and summarises the submitted documents.

(2) The HR Directorate shall forward the summary table to the payroll department for payment.

Article 32

- (1) The reimbursement of travel expenses is charged to the budget of the organisational unit employing the employee.
- (2) The extent to which the reimbursement of travel expenses of the organisational unit has been used is shown in the monthly controlling report issued by the Controlling and Neptun Department.
- (3) If the organisational unit is likely to exhaust or exceed the budget for the following month's reimbursement of travel expenses, the head of the organisational unit in charge of the implementation of the budget shall notify the Directorate-General for Economic Affairs which budget resources, by means of reallocation, will be used for the payment of the next month's reimbursement of travel expenses.

20. Social allowances (Article 40 of the ERS)

Article 32

- (1) The secretarial tasks related to the operation of the University's Welfare Committee (hereinafter referred to as the Committee) are carried out by the HR Directorate.
- (2) The Committee meets every quarter. In justified cases, it may also meet out of turn at the decision of the chairperson or, the members may submit their proposals in writing between two meetings.
- (3) The request for social allowances shall be submitted to the HR Directorate addressed to the Committee.
- (4) If necessary, the HR Directorate shall request the employee to correct deficiencies. The deficiency shall be submitted no later than 2 days before the Committee's meeting. Late or repeatedly incorrect requests may not be submitted to the Committee. Any requests received after the deadline will be submitted to the next committee meeting.

Article 33

- (1) In case of need, the employee may, upon request, be granted a non-reimbursable social allowance, if he/she
 - a) has been unable to work due to an illness for more than 30 days,
 - b) has been in hospital, or
 - c) needs financial support due to other social circumstances (e.g. the occurrence of an event involving significant financial loss, permanent loss of income, permanent loss of earning, long-term care for a relative).
- (2) Social allowance may only be granted to an employee whose net monthly income per person in his/her household does not exceed three times the net amount of the minimum wage calculated according to the general rules (without benefits) in force at the time the request is assessed. An employee with a higher income may be granted social allowance only in exceptional and particularly deserving cases, if he/she can prove his/her need.
- (3) Requests for social allowance, together with the recommendation of the immediate superior shall be submitted to the HR Directorate on the form 'Request for non-reimbursable social allowance'. The request must state the exact reason and the requested amount. The request must be accompanied by supporting documents, certificates.
- (4) The employee may receive social allowance only once in the current year. The person exercising the employer's right may derogate from this provision in exceptionally deserving

cases on the recommendation of the Committee.

(5) The maximum amount of the non-reimbursable social allowance is HUF 500,000 gross.

(6) The Committee examines the requests and submits its proposal to the Rector and the Director-General for Economic Affairs.

Article 34

(1) The employee who has a new-born child or adopts a child is entitled to a non-reimbursable childbirth allowance if he/she raises the child in his/her own household.

(2) The employee is entitled to the childbirth allowance after each new-born or adopted child separately.

(3) The request for childbirth allowance shall be submitted to the HR Directorate on the form 'Application for childbirth allowance' within 6 months of the birth or adoption of the child. The request form must be accompanied by a copy of the child's birth certificate or, in the case of adoption, a copy of the decision authorizing the adoption of the child.

(4) The amount of the childbirth allowance is twice the current gross minimum wage.

(5) The Committee will examine the request and, if the requirements are met, will arrange for the payment of the allowance.

Article 35

(1) In the event of the death of a close relative, the employee is entitled to a non-reimbursable funeral grant if the funeral costs were covered in part or in full by the employee.

(2) The request for funeral grant shall be submitted on the form 'Application for funeral grant' within 3 months of the death. The request for funeral grant must be accompanied by

- a) a copy of the death certificate,
- b) a copy of the invoice for the funeral costs issued to the name of the employee.

(4) In the event of the death of an employee or retired employee of the University, a funeral grant may also be paid to the deceased's relative. The request may be submitted by the deceased's relative or by the head of the organisational unit concerned or by a senior manager, and shall be subject to the provisions referred to in section (3).

(5) The Committee will examine the request and, if the requirements are met, arrange for the payment of the grant.

21. Salary advance (Article 41 of the ERS)

Article 36

Salary advance may be requested once in 12 months on the form 'Request for salary advance'.

22. Study contract (Article 45 of the ERS)

Article 37

(1) The conclusion of the study contract is initiated by the employee at the HR Directorate, with the support of his/her immediate superior, by indicating the relevant data of the contract. If approved by the person exercising employer's rights, the contract will be prepared by the HR Directorate for signature.

(2) The provisions of the Labour Code shall apply to the conclusion of the study contract. A

copy of the contract shall be placed in the employee's personal file.

Article 38

(1) On the basis of a study contract, the employee may be exempted from the obligation to work for the period necessary to pursue studies, in particular for the duration of lectures, consultations, examinations, compulsory internships, preparation of the thesis, including term papers (hereinafter referred to as working time allowance for studies). Examination is an assessment specified by the educational institution.

(2) The employee is entitled to a working time allowance of 4 days per examination, including the day of the examination, and 10 days for the preparation of the thesis, based on the certificate of the educational institution. The employee is entitled to his/her salary during the period of the working time allowance.

(3) The employee shall inform the HR Directorate of the expected period of absence during the studies, which shall prepare the employee's registration sheet on working time allowance for studies.

(4) In the framework of the study contract, the University may provide a contribution to the tuition fee of the self-funded programme, in the amount and under the conditions specified therein. The net amount of the contribution may not exceed the amount of the tuition fee certified by the educational institution. The employer's contribution does not cover the costs of textbooks, exam fees, in particular the fee for retake exams, retake final examination and other procedural costs, and the costs incurred as a result of the employee's misconduct.

(5) In the case of school-based training, the employee receives a taxable income, if the cost is borne by the employer. After the amount paid by the University for the tuition fee taken over by the University, the amount of tax and contributions chargeable to the employee is deducted from the employee's salary.

(6) The employee is obliged to inform the head of the organisational unit and the HR Directorate in writing of any important changes in his/her studies, the successful or unsuccessful completion of the semester, the exemption from work obligation by submitting the study leave registration form, the expected period of absence for the following semester and any change in the amount of the tuition fee. The employee shall present the degree and qualification obtained under the study contract to the HR Directorate within 15 days of its receipt.

Article 39

(1) If the employer obliges the employee to pursue studies, the employee's participation in studies shall be ordered on the form 'Designation for compulsory studies', provided that the financial resources are available. The mandatory designation shall be initiated by the employee's immediate superior at the person exercising employer's powers.

(2) In the case of a mandatory designation, the employee is entitled to working time allowance referred to in Article 38 (1)-(2), and the fee and all costs related to the training are born by the employer.

Article 40

(1) Registration of the working time allowance for the employee's studies is made on the form 'Registration sheet on working time allowance for studies' issued by the HR Directorate. On the attendance sheet, the use and authorization of the working time allowance is made in the same way as for normal leave.

(2) The working time allowance for studies shall be indicated as 'TSZ' on the attendance sheet.

23. Mandatory teaching workload (Article 53 of the ERS)

Article 41

(1) When calculating the time spent on teaching, all teaching activities in all organisational units and training at the University shall be taken into account (education from and to other units).

(2) The workload exceeding the mandatory teaching workload (minimum number of contact hours) will be accounted and compensated at the end of the academic year, taking into account the average of teaching workload of the two semesters.

24. Final provisions

Article 42

(1) This instruction shall enter into force on 1 January 2024, provided that, in accordance with Article 87 of the ERS,

- a) the salary supplements fixed for a calendar time period remain in force until the expiry of the fixed deadline,
- b) the salary supplements fixed for an indefinite period will expire, the deadline for preparing the amendments of the employment contracts of the employees concerned is 28 February 2024,
- c) the Rector will decide on the Dean's initiative regarding the remuneration of Professor Emeritus by 28 February 2024.

(2) Upon the entry into force of this Instruction, Rector's Order No. 16/2022 (X.17) on the reimbursement of travel expenses to and from work and the Joint Instruction of the Rector and the Director-General for Economic Affairs No. 1/1/2022 (VIII.30) on the minimum health and safety requirements for working in front of a screen and on the reimbursement of expenses for glasses ensuring sharp vision will be repealed.

Budapest, 7 December 2023

Prof. Dr. László Henrik Trócsányi
Rector

Dr. Gyula Csáki-Hatalovics
Director-General for Economic Affairs

Forms:

1. Employment permit
2. Permission to modify the employment relationship
3. Notification of data change
4. Declaration on further legal status
5. Declaration for the determination of additional leave for children
6. Settlement sheet
7. Simplified settlement sheet
8. Initiation of termination of employment by mutual agreement
9. Termination of employment with immediate effect during probationary period
10. Termination of employment by notice of termination by the employee
11. Performance certificate of extraordinary work
12. Unpaid leave
13. Exemption from work (blood donation)
14. Exemption from work (death of a relative)
15. Exemption from work (care of a relative)
16. Exemption from work (on the basis of the employer's permission)
17. Order of substitution
18. Performance certificate of substitution
19. Determination of target task
20. Performance certificate of target task
21. Initiation of employment over 70 years
22. Application for maternity leave
23. Request for reimbursement of daily commuting expenses by public transport
24. Request for reimbursement for travelling home
25. Request for reimbursement of expenses for daily commuting/travelling home by car
26. Monthly summary of travel expenses
27. Road register
28. Request for reimbursement of expenses for glasses
29. Request for non-reimbursable social allowance
30. Application for childbirth allowance
31. Application for funeral grant
32. Request for salary advance
33. Request for study contract
34. Registration sheet on working time allowance for studies leave registration sheet
35. Designation for compulsory studies
36. Protocol on the transfer of duties
37. Request for paternity leave
38. Request for sabbatical