



UVEG GENERAL CALENDAR

1. ¹ANNUAL LEAVE.

The civil servant and contract staff of the UVEG have the right to a paid holiday of 22 working days during each calendar year. This amount will be reduced to the corresponding days if the duration of the services provided has been less than one calendar year. One business day will be added to the resulting amount upon the completion of 15, 20, 25 and 30 years of services respectively.

Regarding leave, Saturdays are not considered working days, without prejudice to any adaptations that may be established for special hours where applicable.

1.1 General Terms and Conditions.

a) Administration and Services Staff (PAS)

Leave should preferably be taken in August, always respecting the needs of the service and taking into account the reconciliation of work and family life. When requests are denied on this basis, the denial must be made in writing and duly substantiated.

Annual leave may be taken in one or several periods. If divided, no period may be less than five business days. However, up to five individual days may be taken.

The period of leave must be requested two months in advance, in the ongoing year, from the person responsible for the administrative unit, who will decide according to the needs of the service and the instructions in this document, which are complemented by those negotiated in the annual addendum.

If a person is required to change their period of leave due to the needs of the service, they will be granted an additional five working days. Management must be informed of this circumstance in advance for authorisation.

When any member of the University of Valencia has to join work for one day during the authorised annual holiday period, two additional working days of holiday may be compensated. It is not necessary for Management to be previously informed of this compensation for authorisation.

b) Teaching and Research Staff (PDI)

Teaching staff are required to take paid annual leave in August. Exceptionally, for justified academic reasons or to promote the reconciliation of work and family life, the director of the department may authorise leave during other periods, provided that the needs of the service are covered.

Changes to the period of leave must be requested by 15 June.

¹ Ammended the Governing Council on 17 December 2019. (ACGUV 286/2019). Entry into force on 1 January 2020)



The interested party may appeal against the director of the department's denial of the modifications requested to the rector.

Departments must send the list of holiday periods of the assigned teaching and research staff to the Rector's Office by 30 June.

1.2 Holiday timetable.

The staff responsible for the various units must prepare the holiday timetable for the assigned staff before 10 June of the current year. This table must be public knowledge for the members of the corresponding unit.

Any subsequent modifications of the contents of the table must undergo the same process.

1.3 Interruption of holidays².

When situations of temporary incapacity, leave for birth, adoption, custody, fostering or of the parent other than the biological mother, risk during breastfeeding or risk during pregnancy, prevent the start of holiday leave within the calendar year to which they correspond, or once the holiday leave period has begun due to one of these situations, this period may be enjoyed even if the calendar year to which it corresponds has ended.

The period of holiday leave that has not been taken is subject to the needs of the service and must be previously authorised by the person responsible for the staff of the unit while not creating, in any case, any increase in the legal duration of the holiday period.

The proportional part of the holidays for temporary staff, or those who have not completed the calendar year of work, including retirees, is established by legal or conventional rules. Additional days of leave for seniority can be fully enjoyed.

In any case, the holidays are to be taken within the calendar year. Any postponement of leave (which must be taken within the first quarter of the following year) is absolutely exceptional, and is subject to the needs of the service and requires the prior agreement of or a document signed by the parties: the person concerned and the head of the unit.

2. TIMETABLE FOR JUNE, JULY, AUGUST AND SEPTEMBER³.

In the months of June, July, August and September, the weekly working day of all staff is reduced by three hours, with a proportional reduction of the same when the corresponding working timetable is not full-time.

The University may plan the total or partial closure of buildings and facilities during the month of August. The staff assigned to services in these buildings or facilities will take their leave during the closure period, unless their administrative situation prevents it.

² and ³ amended by the Governing Council on 17 December 2019. (ACGUV 286/2019). Entry into force on 1 January 2020)



In August, the centres and services will be closed in the afternoon.

3. CHRISTMAS AND EASTER WEEK⁴.

At both Christmas and Easter, UVEG staff are to have a calendar week of leave, which cannot be interrupted or taken at a different time.

In this calendar week, days for personal affairs days or annual leave may be accumulated, as long as needs of the service allow this.

The organisation of services during the Christmas and Easter periods is the responsibility of the people responsible for the staff, in accordance with the annual addendum to the general working calendar. Each service will establish and make public, with sufficient notice, the opening timetable and the distribution of staff in each shift, favouring the reconciliation of personal, family and work life.

If the number of working days of each shift is not the same due to official holidays, the necessary compensation will be negotiated.

Temporary staff who provide services in the periods indicated have a number of days of leave proportional to the time they have worked during the six months prior to the corresponding Christmas or Easter leave, which cannot be paid in lieu.

During the Christmas and Easter holiday periods, the weekly working day of all staff is reduced by three hours, with a proportional reduction of the same when the relationship is not full-time.

4. ANNUAL PUBLIC HOLIDAYS.

The UVEG staff has the number of annual public holidays stipulated by the official calendar. To these, the following will be added:

- The day of the opening of the academic year.
- The day of the centre or service. The staff of the central services and of the services to be determined will be grouped into two work shifts to take a free day, which must be chosen between the two groups, that are established for this purpose in the addendum of the general calendar of each year.
- Three days for local holidays.
- Holy Saturday.
- 24 and 31 December.

Services will be closed on Saturdays in August.

The rest of the days that can be considered public holidays or that are kept by the Central Registry as the only open service are negotiated in the annual addendum.

⁴ Amended by the Governing Council on 17 December 2019. (ACGUV 286/2019). Entry into force on 1 January 2020)



5. MINIMUM SERVICES.

In the UVEG, if minimum services are not established in a timely manner by negotiation, the opening of centres, services and the General Registry is to be considered the minimum service.

Personnel who are required to cover a minimum service have one day off in compensation. In any case, the needs of the service must be respected.

6. LEAVE FOR PERSONAL AFFAIRS⁵.

UVEG staff will have the maximum number of days for their personal affairs established in the Basic Statute of Public Employees (EBEP. The proportional share of the personal affairs day for temporary staff, or those who have not completed the calendar year of work, including retirees, is established by legal or conventional rules. The additional personal affairs days for three-year pay supplements can be fully enjoyed.

Days of leave for personal affairs must be requested from the person responsible for each centre, service or management unit at least two days in advance of the requested day. Failure to respond means the request is accepted. If the answer is negative, this must be communicated in writing and be duly motivated.

The days of leave for personal affairs can be taken from 1 January of the current year until 28 February (or 29 February if applicable) of the following year. Days cannot be accumulated from one year to another.

This leave is subject, in any case, to the needs of the service.

7. COMPENSATION LEAVE FOR PUBLIC HOLIDAYS ON SATURDAYS.

The Addendum to the annual calendar will incorporate, at most, one-day leave when any of the paid, non-recoverable and not substitutable by the Autonomous Community holidays falls on a Saturday.

The annual addendum to the general calendar will incorporate two days of leave when 24 and 31 December fall on a public holiday, Saturday or non-working day.

The annual addendum to the general calendar will determine the system for taking and timetabling these days of compensation.

NOTE

This general calendar will be completed by the negotiation of the addendum to the annual calendar, which must, as a minimum, respect that which is established in this document.

Valencia, 17 December 2019.

⁵ Amended by the Governing Council on 17 December 2019. (ACGUV 286/2019). Entry into force on 1 January 2020