

APPROVED
Mykolas Romeris University
Rector's Order 17 June, 2026
Order No. 1I-170

PROCEDURES FOR GRANTING VACATION LEAVE TO EMPLOYEES OF MYKOLAS ROMERIS UNIVERSITY

CHAPTER I GENERAL PROVISIONS

1. The Procedure for Granting Vacation Leave to Employees of Mykolas Romeris University (hereinafter referred to as the "University") (hereinafter referred to as the "Procedure") regulates the procedure for granting, transferring, extending, and canceling leave, as well as for calculating vacation pay, for the University's faculty, research staff, administrative staff, and other employees (hereinafter collectively referred to as "employees").

2. The Procedure has been prepared in accordance with the Labor Code of the Republic of Lithuania, Resolution No. 496 of the Government of the Republic of Lithuania dated June 21, 2017, "On the Implementation of the Labor Code of the Republic of Lithuania," and Order No. ĮSAK-1407 of the Minister of Education and Science of the Republic of Lithuania dated October 9, 2003, "On the Approval of the List of Positions Whose Work Is Considered Pedagogical."

CHAPTER II GRANTING, TRANSFER, EXTENSION, AND CANCELLATION OF LEAVE

3. Employees may be granted leave as provided for in the Labor Code of the Republic of Lithuania, upon their request, except in the case provided for in paragraph 10 of these Regulations.

4. Employees may be granted extended or incentive leave. Such leave is granted by order of the rector, which specifies the conditions for granting and using the leave.

5. Extended or incentive leave may be granted on the following grounds:

5.1. upon the recommendation of a supervisor and with the approval of, depending on the reporting line, the rector, the vice rector responsible for the relevant area, or the director, following an annual performance review in which the employee's performance is assessed as having exceeded the set goals, if the employee is not subject to a salary review in accordance with the Description of the Terms and Conditions of Remuneration for Mykolas Romeris University Staff, approved by the University Council, up to 5 additional working days of leave may be granted;

5.2. upon a reasoned proposal by the supervisor and with the approval of, depending on the reporting line, the rector, the vice-rector responsible for the relevant area or the

director, if the employee has implemented a complex project, managed a crisis situation, or performed other work of particular significance to the University, may be granted up to 2 additional working days of leave;

5.3. upon a reasoned recommendation by the rector, the vice rector responsible for the relevant area, or the director, if the request concerns the granting of incentive leave to a group of employees, without linking such leave to work performance.

6. Faculty members and other employees whose positions are equivalent to teaching positions, as well as research staff, are granted at least 40 working days (if working 5 working days per week) or at least 48 working days (if working 6 working days per week) of annual leave. Employees in other positions are granted at least 20 working days of annual leave, while employees who are single parents raising a child under the age of fourteen or a child with a disability under the age of eighteen, and employees with disabilities, are granted 25 working days of annual leave.

7. Employees working under a cumulative working time system are granted annual leave of no less than four weeks, while employees who are single parents raising a child under the age of fourteen or a child with a disability under the age of eighteen, and employees with disabilities, are granted five weeks of annual leave.

8. Annual leave is granted to employees at least once per calendar year.

9. For the first year of employment, the full annual leave is generally granted after working at least half of the number of working days in the calendar year.

10. For faculty members, annual leave during the summer period is granted without separate requests by order of the rector, effective from the first working day of July of the current year, except for faculty members serving as directors of institutes, deputy directors of institutes, and associate deans, who are subject to the general procedure for granting leave.

11. For employees with agreements regarding additional work, annual leave is granted for one of the positions held. For employees with agreements regarding additional work, the start date of leave is the same for all positions held.

12. For employees with agreements regarding additional work, the duration of leave is calculated and leave is granted in accordance with the following rules:

12.1. if, under their primary duties, an employee is entitled to a longer vacation than under their additional duties, the employee is granted the longer vacation;

12.2. if the employee is entitled to a shorter vacation period under their primary duties than under their additional duties, the employee may, at their discretion, be granted:

12.2.1. the shorter period of annual leave from all positions combined;

12.2.2. a longer period of annual leave for the additional duties. Upon the expiration of the leave period for the primary duties, the employee returns to their primary duties while continuing their leave for the additional duties.

13. Leave is recorded in the personnel module of the Lithuanian Information System for the Management of Science, Studies, Activities, and Processes (EDINA) (hereinafter referred to as the EDINA system), based on the employee's request submitted via the Document Management System (hereinafter referred to as eDVS).

14. The employee must submit the request no later than 5 working days before the first day of the planned leave in the eDVS Leave and Rest Time Register. The request must specify the dates of the planned vacation and, if necessary, include documents confirming the employee's entitlement to special-purpose vacation or rest time. The vacation request is approved by:

14.1. the responsible employee of the Personnel Accounting Unit of the Personnel Management Center;

14.2. the employee's immediate supervisor;

14.3. the Director of the Academic Affairs Center, if the employee serves as a faculty member.

15. All requests for leave must be approved by the University's vice-rector.

16. An employee who has an agreement for additional work must have their vacation request approved by all of their immediate supervisors. If an employee is unable to take the vacation granted to them due to unforeseen circumstances (temporary incapacity for work, an accident, etc.) that arise before the start of the vacation or during the vacation, the unused vacation days will be granted upon submission of a new request.

17. The heads of academic units and administrative departments are responsible for ensuring the uninterrupted operation of their units.

18. An employee may be recalled from vacation or a portion thereof at the initiative of the University or the employee, based on a request for such recall submitted by the employee via the eDVS system.

CHAPTER III PROCEDURE FOR CALCULATING LEAVE

19. Vacation is calculated in working days; public holidays are not included in the duration of vacation.

20. For employees working under a cumulative accounting system, vacation is calculated in calendar days.

21. The work year for which annual leave is granted begins on the date the employee starts work under the employment contract.

22. An employee's right to take a portion of their annual leave is forfeited if they have accumulated more annual leave days than they are entitled to over a three-year period, based on the employee's established leave entitlement, except in cases provided for by the laws of the Republic of Lithuania where the employee was actually unable to take such leave.

CHAPTER IV PROCEDURE FOR PAYMENT OF VACATION PAY

23. During annual leave, the employee shall be paid his or her average wage (hereinafter referred to as "vacation pay"), calculated in accordance with the laws of the Republic of Lithuania.

24. If an employee, having acquired additional rights and obligations under an agreement on additional work, exercises the right to a longer period of annual leave in their additional duties, the portion of the vacation granted under the agreement on additional work shall be paid at the average wage for those duties, calculated separately in accordance with the laws of the Republic of Lithuania.

25. Vacation pay shall be paid no later than the last working day before the start of annual leave. If an employee is granted annual leave of no more than 3 working days, vacation pay shall be paid together with the current month's wages at the employee's request.

26. On the employee's last day of work, the employee shall be paid compensation for unused vacation from all positions held. If only the agreement on the performance of additional work is terminated, the employee shall be paid compensation for unused vacation in accordance with the agreement on additional work.

CHAPTER V FINAL PROVISIONS

27. These regulations are mandatory and apply to all University employees.

APPROVED

Mykolas Romeris University Trade Union
Chairwoman, Prof. Dr. Eglė Bilevičiūtė