No: IUS – REC 01- 103/2014
Date: 13 January, 2014

According to Article 3 and 15 of Rules of Rules on Work Procedures, IUS-UO-08-2/13 dated April 24th, 2013; Rector of the International University of Sarajevo brings the following

DECISION

I

This decision determines the right on flexible working hours for only Assistant Professors, Associate Professors and Full Professors employed at IUS, without administrative duties (Vice Rector, Deans and Vice Deans, Program Coordinators).

II

Flexible working hours from the previous item implies the obligation of the physical presence of employees at the premises of IUS, no less than 40 hours a week (teaching and consultations).

Employees are obliged to use their employee ID cards every time they arrive at IUS premises as well as every time they leave IUS premises including the use of ID card during the lunch in case of leaving IUS premises. Employees must use their ID cards both when they enter and when they exit IUS since IUS computer system does not count that particular day if employee fails to use ID card both times.

Electronic Gate Records will be audited monthly.

IV

By this decision Assistant Professors, Associate Professors and Full Professors employed at IUS, without administrative duties are given the option to work at the premises of IUS less than 40 hours a week with a deduction from their salary in the amount of 2% of the net amount that was agreed upon, for each hour of work outside the premises of IUS.

V

An employee, who opts for the reduced working hours from the previous Article, will sign an annex to the existing contract, which governs the items relating to compulsory attendance and salary levels.

Opted for this right, the employee is still required to fulfill all teaching and service obligations in accordance with the orders of superiors and employer.

VI

Academic personnel must get written permit from their administrators:
- For the paid/unpaid absence up to 5 (five) days, Academic personnel must get written permit from their Faculty Dean.
In case of paid/unpaid absence in the duration longer than 5 (five) days, Academic personnel must get written permit from the IUS Rector.

**VII**

Deans of each Faculty are hereby entitled to sign all decisions for paid/unpaid absences of the Academic Personnel up to 5 (five) days.

**VIII**

This Decision shall enter into force on the day of its adoption.

Deliver to:
- 1x HR Department
- 1x Members of the academic staff
- 1x Billboard
- 1x a/a