Chancellor's Directive No. 1/2026. (I.05.) on the Rules of Procedure for Taking Long-Term Leave at the University of Pannonia

I. Purpose and scope of the Directive

(1) In accordance with the provisions of the Employment Requirement System (hereinafter referred to as the "ERS") and the relevant legislation, this Directive defines the procedure for taking long-term leave at the University of Pannonia.

(2) The purpose of this Directive is to provide information and guidance on the legal possibilities and obligations applicable where an employee is absent from work on a long-term basis, whether planned or due to illness.

(3) The personal scope of this Directive shall extend to all employees in an employment relationship with the University.

II. Establishment of legal basis

(1) The following regulatory framework shall apply with regard to the rules governing the taking of long-term leave:

a) Act I of 2012 on the Labour Code (hereinafter referred to as the "Labour Code");
b) Act LXXXIII of 1997 on the Benefits of Compulsory Health Insurance (hereinafter referred to as the "HIBAct");
c) Act LXXXIV of 1998 on Family Support (hereinafter referred to as the "FSAct");
d) the ERS.

III. Definitions and procedure

(1) ***Long-term absence:*** maternity leave, absence due to childcare and absence exceeding 30 calendar days due to illness or unpaid leave. For the purposes of

these rules of procedure, however, **continuous absence exceeding six months shall be regarded as long-term absence.** Upon return from long-term absence, the employee shall attend an occupational health examination prior to resuming work.

(2) ***Unpaid leave:*** the employee shall notify the employer in writing of the intention to take unpaid leave at least fifteen days in advance. Unpaid leave shall terminate on the date specified by the employee, but not earlier than the thirtieth day following the communication of the intention concerning the termination of the leave. Until the child reaches the age of three, the employee shall be entitled to unpaid leave for the purpose of childcare (provided that the child lives in the same household as the parent or foster parent on a habitual basis and is raised or cared for by the parent or foster parent), which shall be granted at the time requested by the employee. The employee shall also be entitled to unpaid leave for the duration of actual voluntary reserve military service. If unpaid leave is requested for any other reason, its granting shall be subject to the employer's discretion.

(3) ***Maternity leave:*** the mother shall be entitled to 24 consecutive weeks of maternity leave, of which she shall be required to take two weeks. Unless otherwise agreed, maternity leave shall be granted so that not more than four weeks fall before the expected date of childbirth.

(4) ***Infant care allowance:*** a woman shall be entitled to infant care allowance if, within the two years preceding the birth of her child, she has been insured for 365 days and the child is born during the period of insurance or within forty-two days following the termination or suspension of insurance, or, after the expiry of forty-two days following termination or suspension of insurance, during the period of payment of accident sick pay or within twenty-eight days following its termination. Entitlement to infant care allowance shall arise no later than the date of the child's birth, or, in the case of a premature child, from the first day of maternity leave. Infant care allowance shall be payable for the period corresponding to maternity leave, up to a maximum of 168 days from the date of birth, except in the case of premature children in accordance with the relevant statutory provisions on maternity leave. If the application for infant care allowance is submitted earlier than 28 days before the expected date of childbirth, the time limit for processing the application shall commence on the 28th day preceding the expected date of childbirth. No infant care allowance shall be payable if the insured person engages in gainful activity in any legal relationship within 90 days of the child's birth.

(5) ***Childcare allowance:*** the insured parent shall be entitled to childcare allowance if he or she was insured for 365 days within the two years preceding the child's

birth. The mother – as well as the person specified in Section (4) of Article 40 of the Health Insurance Benefits Act – who has been granted infant care allowance and whose insurance relationship terminated during the period of entitlement to infant care allowance, shall also be entitled, provided that entitlement to infant care allowance arose during the existence of the insurance relationship, that the person was insured for 365 days within the two years preceding the child's birth, and that the child is raised in his or her own household. Childcare allowance shall be payable from the day following the expiry of infant care allowance or the corresponding period (from the 169th day) until the child reaches the age of two.

(6) ***Childcare benefit:*** the parent, as well as the guardian – excluding the child protection guardian and a foster parent appointed solely for specific guardianship duties — shall be entitled to childcare benefit until the child reaches the age of three if the child is raised in his or her own household; in the case of twins, until the end of the year in which they become subject to compulsory schooling; and in the case of a child who is chronically ill or severely disabled, until the child reaches the age of ten. In addition to the above persons, and subject to the conditions specified therein, the biological or adoptive parent of the child's parent, and their cohabiting spouse (hereinafter collectively referred to as "**grandparent**"), shall also be entitled to childcare benefit if the child has reached the age of one, the child is raised in the parent's household, the parents declare in writing that they waive entitlement to childcare benefit and consent to the grandparent claiming it, and no other child in the parent's household receives childcare benefit.

(7) ***Data Report Form:*** as a general rule, prior to the commencement of long-term absence, the employee shall visit the relevant organisational units with the 'Data Report Form' (hereinafter referred to as "report form" or "form") issued by the Directorate of Human Resources Management (hereinafter referred to as "DHRM"), obtain the necessary signatures and, where required, arrange for the settlement of any outstanding debts. If the employee is prevented from doing so (e.g. due to incapacity for work), the supervisor shall be responsible for circulating the form. In the case of unpaid leave not taken for childcare purposes, the employee may not commence unpaid leave if the requirements set out herein have not been fulfilled. Following the collection of signatures, the form shall be submitted to the DHRM.

(8) ***Replacement:*** pursuant to the provisions of the ERS, the employee may be replaced by another employee for the performance of the duties previously carried out. If the replacement employee is engaged expressly for substitution purposes, the employment relationship may only be concluded for a fixed term, at the latest until the actual return of the replaced employee. If the absent

employee returns before the planned end date of the long-term absence, the employment relationship of the replacement employee shall either terminate or the organisational unit shall initiate continued employment in another form by launching the appropriate administrative procedure.

IV. Procedure for taking long-term leave with the designation of the persons responsible for the relevant tasks

(1) Long-term absence due to incapacity for work

Task	Employee	Organisational unit	DHRM	Comments
Notification of incapacity for work to the supervisor without delay	x			
Reporting the commencement of absence to the DHRM without delay	x	assists if necessary		Only possible via the Nexon system
Submission of medical certificate to the DHRM at the earliest possible date	x	x		Must be registered in the Posseidon system
Upon the occurrence of long-term absence (6 months), informing the supervisor and sending the Data Report Form			x	
Obtaining signatures on the Data Report Form and settling any outstanding debts	x	assists if necessary		If the employee is prevented from acting, the supervisor is responsible for ensuring circulation of the form
Upon termination of incapacity for work, informing the supervisor and the DHRM of the planned date of return to work	x			
Determination of accrued annual leave			x	Available for viewing via the Nexon system
Notification of the end of incapacity for	x			Only possible via the Nexon system

Task	Employee	Organisational unit	DHRM	Comments
work to the DHRM without delay				
Granting of accrued annual leave continuously from the day following the end of incapacity for work		x		Via the Nexon system

(2) Maternity leave and infant care allowance

Task		Employee	Organisational unit	DHRM	Comments
Notification of the planned start of maternity leave to the supervisor and the DHRM		x			DHRM provides support and advice
Sending the report form to the employee				x	
Obtaining signatures on the report form and settling any outstanding debts		x	assists if necessary		If the employee is prevented from acting, the superior is responsible for ensuring circulation of the form
Application for infant care allowance (two options)	before the birth of the child	x		assists	To be attached: **I.** infant care allowance application form, maternity record booklet **II.** child's birth certificate, social security number
	from the date of the child's birth	x		assists	To be attached: infant care allowance application form; child's birth certificate

(3) Childcare allowance and childcare benefit, and taking unpaid leave for the period in question

Task	Employee	Organisational unit	DHRM	Comments
Applying to employer for unpaid leave during childcare allowance (it is advisable to apply simultaneously for the childcare benefit period until the child reaches the age of 3)	x	assists	assists	The request/authorisation is prepared by the DHRM and sent to the employee. The completed request must be returned to the DHRM.
Communicating written employer authorisation to the employee			x	
Following expiry of childcare allowance, applying for childcare benefit from the Government Office; if necessary, requesting extension of unpaid leave	x			Sending the decision on the childcare benefit to the DHRM
If unpaid leave is interrupted, notifying return at least 30 days in advance	x	assists		Sending request to the DHRM; DHRM forwards the employer's response
Determination of accrued annual leave			x	Available for viewing via the Nexon system
Granting of accrued annual leave consecutively from the day following the end of unpaid leave		x		Via the Nexon system

(4) Taking unpaid leave for other reasons (other than childcare purposes)

Task	Employee	Organisational unit	DHRM	Comments
Submitting request for unpaid leave to the employer at least 15 days prior to commencement	x	assists	assists	The request must be submitted to the DHRM
Sending the report form to the employee			x	
Obtaining signatures on the report form without delay; settling outstanding debts	x			
Communicating the written employer decision to the employee; providing information			x	
If unpaid leave is interrupted, notifying return at least 30 days in advance	x	assists		Sending request to the DHRM; DHRM forwards the employer's response
Determination of accrued annual leave			x	Available for viewing via the Nexon system
Granting of accrued annual leave consecutively from the day following the end of unpaid leave		x		Via the Nexon system

V. Final provisions

(1) This Directive shall enter into force on 1st January 2026 and remain in effect until revoked.
(2) Upon its entry into force, this Directive shall repeal Chancellor's Directive No. 1/2023 (I.13) on the Rules of Procedure for Taking Long-Term Leave at the University of Pannonia.

Dated in Veszprém, on 5th January 2026

Zsolt Csillag m.p.
Chancellor

Person responsible for the maintenance of this Directive: Head of the Directorate of Human Resources Management