ABSTRACT:

This bachelor degree thesis deals with the planning of annual leave for teaching and non-teaching staff and with their taking leave in different types of schools and educational establishments in the district of Havlíčkův Brod run by municipalities, in relation to valid legal regulations.

It is based on the assumption that annual leave is planned for the purpose of using up all leave of all employees in the year when they are entitled to take it.

The thesis summarizes the reasons for which not all annual leave is taken, looks at the compliance with legal regulations and tries to find out in which parts of schools and in which categories of staff the biggest problems with taking annual leave arise and how this affects the school budget. The results of the research survey could be applied in the vocational education of headmasters and headmistresses.