



UNIVERSITAS SCIENTIARUM SZEGEDIENSIS
SZEGEDI TUDOMÁNYEGYETEM

Registration Number: IKT/5-768/197/2020

Subject: Rector – Chancellor Circular 11/2020. (XI.9.) on rules for private and official travels

To All Heads of Units of the University of Szeged,

Respected Head of Unit,

Respected Colleagues,

For the duration of health emergency, declared by the Government Decree No. 478/2020. (XI. 3.) in connection with private and official travels, we order strict adherence to and compliance with the following rules:

1. According to the rules in effect, the private travels of employees are not restricted, the employee can travel abroad at his/her own risk in view of the current epidemic situation.

The University of Szeged does not recommend trips abroad in the current situation. If however, you decide on travelling abroad, then we call to your attention again that you are obliged to report your trip (indicating the destination and the duration of your trip) to your direct supervisor prior to leaving the country. The supervisor is obliged to keep an up-to-date record of the reports.
2. If the employee decides to travel abroad on his/her own responsibility, he/she shall bear the labour liability and the costs of the epidemiological measures in respect of the consequences thereof. If – as a result of the measures related to the travel abroad – the employee is unable to start working in a condition suitable for work, after the expiry of the declared leave period, he/she shall be entitled to absence as follows:
 - a) in the event of proof of incapacity for work, the employed person shall be entitled to social security benefits,
 - b) in the event of an impediment arising from other epidemiological measures, the employer may provide for the possibility of absence at the expense of the employee's regular annual leave.
3. Ordering official foreign missions and receiving foreign delegations may take place in accordance with laws and regulations in effect.





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We do not recommend official trips abroad or the reception of foreign delegations at the University of Szeged in the current situation, they may be retained only in cases of special professional justification.

We call the attention of the Heads of Units – authorized to order official trips and the receipt of delegations – to exercise due diligence and act responsibly when taking a decision on the order, consider the possible epidemiological, work organization and labour consequences, in view of the current pandemic situation.

4. Simultaneously with the issue of this circular

- the Rector – Chancellor Circular 5/2020. (VI.25.) on the rules applicable after the end of the health emergency, as well as
- the Rector – Chancellor Circular 6/2020. (VII.15.) on the rules for travelling abroad during the period of epidemiological preparedness

shall be repealed.

We kindly ask you to inform your colleagues directly about the contents of this circular.

Thank you in advance for your helpful contribution!

Issued on: November 16 2020, Szeged

Sincerely,

Judit Fendler Dr.
Chancellor

László Rovó Prof. Dr.
Rector

