



File No: OE-RH/56/2023. Budapest, 16 January 2023.

**1/2023.(I.16.) Rector's Instruction  
on energy-saving measures, worker availability and working time  
on exemption from its obligations**

As the Rector of Óbuda University, I order the introduction of special measures for the implementation of efficient management, environmental awareness and energy-saving university operations. Our aim is to reduce the increased overheads caused by the international energy crisis and to achieve significant results in the short term by implementing energy-saving measures.

In the year 2023, in addition to the leave guaranteed by the Labour Code, I will exempt teaching staff, i.e. lecturers, researchers and teachers, from their work obligation for 10 working days between 6 February and 19 February. This exemption from work does not constitute additional leave and does not affect the payment of salary (i.e. the number of days of leave is not changed and salary is paid for this period). Absence records are kept by the departments and do not need to be included in the staff report.

In order to achieve the highest possible energy savings in the University buildings, between 6 February 2023 and 19 February 2023, employees not performing teaching duties shall perform their duties according to the work schedule determined by the heads of the departments, under the guidance of the Rector. The Head of Department may, in the case of jobs which allow it, order home working, taking into account the nature of the work and the need to complete the tasks in time.

In recognition of the merits of employees who have made outstanding efforts in administrative work, I will order the granting of 5 days of additional leave in 2023 for employees working in the position of office manager or above, in addition to the leave guaranteed in the Labour Code (additional leave that increases the number of days of basic and additional leave).

For workers who are entitled to both benefits, the exemption from the obligation to work applies.

This instruction enters into force on 16.01.2023 and is valid until revoked.

**Prof. Dr. Levente Kovács**      rector

1034 Budapest,  
Bécsi út 96/b.

+36 (1) 666-5626  
+36 (1) 666-0000

[rektor@uni-obuda.hu](mailto:rektor@uni-obuda.hu)  
[www.uni-obuda.hu](http://www.uni-obuda.hu)