



**Rector's Instruction 17/2023 (IX.25.)  
on the imposition of a teaching and  
administrative break**

As the Rector of Óbuda University, I am responsible for the Employment Requirements of the Organisational and Operational Rules 8.

(1) of §, I order the introduction of special measures similar to those of last year in order to achieve efficient management, environmental awareness and energy-efficient university operation.

1., The personal scope of the instruction covers employees and students of Óbuda University.

2., The territorial scope of the instruction covers all real estate owned/used by Óbuda University.

3.1., I hereby declare an educational and administrative break from 20 December 2023 to 7 January 2024, during which time work and educational activities shall be suspended.

3.2., The Employer shall grant leave to employees for all working days (6+4 days) falling within the administrative break, provided that

a) in particular, leave due in 2023,

b) if the leave under (a) is insufficient, the leave due in 2024 shall be granted,

c) the leave must be granted in the year in which it is due; for the year 2024, up to 5 days of the leave for the year 2023 may be carried over, including the administrative holiday.

4., I am ordering the following measures to reduce the cost of public services:

During the administrative break

a) the average temperature of the air in the rooms and spaces of the University-owned buildings must not exceed 18 degrees Celsius,

b) IT equipment (computers, photocopiers, printers) must be disconnected from the power supply,

c) economical lighting should be used,

d) the air-conditioning system must be shut down.

5., If it is essential for the employee to work during the administrative break due to an unavoidable university assignment, the head of the department may authorise this.

6., Examinations at the University of Óbuda are suspended during the educational and

administrative break. 7., This instruction shall enter into force on the day of signature

and shall remain in force until 8 January 2024.

**Prof. Dr. Levente Kovács**  
Rector