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NOTICE:

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On the 33rd session held on 20th of June 2025 based on Article 10 of the Employment Relationships Act (Official Gazette of the Republic of Slovenia, No. 21/13 et seq.; hereinafter referred to as ZDR-1), Article 13 of the Collective Agreement for Research Activity (Official Gazette of the Republic of Slovenia, No. 45/92 et seq.), Article 13 of the Statute (SA-RUD-1001-06), the Rules on Internal Organization and Job Classification (SA-RUD-1002-07), Governing Board has adopted the following rules

**REGULATION ON
WORK FROM HOME**

Introductory provisions

Article 1

Work from home allows the employees to more easily balance their professional and private lives, pursuing the goals of streamlining the work process, increasing work efficiency, and improving the employee's well-being.

According to this regulation, home working is considered to be:

- work which the employees perform at their home or
 - in premises of their choice that are outside the employer's workplace or
 - telework performed by an employee using information technology,
- and falls within the employer's activity or is necessary for the employer's activity.

Work from home can be agreed upon in cases where the nature of the work allows it and the employee's absence does not hinder the organization of work, and the employee demonstrates independence at work, the ability to self-organize work, efficiency at work, responsibility, and reliability.

Work from home can be performed for all jobs defined in the Rules on Internal Organization and Systematization of Jobs at the Employer.

An employee working from home is an employee who works from home occasionally or regularly.

Words written in the masculine grammatical form are considered neutral for both masculine and feminine grammatical genders.

Forms of work from home

Article 2

The following forms are considered as work from home:

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- occasional performance of certain work tasks from home, which is carried out on the basis of a work-from-home permit; and
- regular performance of work tasks from home, which is carried out based on an employment contract for performing work from home.

Permission to work from home occasionally

Article 3

Employees in positions that, according to the systematization, fall under a research and development unit (hereinafter referred to as the center), are granted permission to occasionally work from home by the head of the center. For other employees, permission to work from home is granted by the director. Approval may be given orally or in writing, based on an oral or written request from the employee.

An employee may be granted permission to work from home occasionally in cases where a specific work task is to be performed occasionally. Exceptionally, an employee may also be granted permission to work from home in other justified cases (e.g. due to the employee's health and social conditions, extraordinary weather or traffic conditions, etc.).

Occasional work from home that has already been approved can be cancelled at any time. Occasional work from home is expected to be allowed once a week. In exceptional cases, an employee may be allowed to work from home to a greater extent.

An employee who occasionally performs work from home is not considered as employee working from home for informing to labor inspection purpose.

Employment contract for work from home

Article 4

An employment contract for work from home is concluded in cases when the employee and the employer agree to regularly perform work from home.

The scope of work from home is agreed upon in the employment contract.

Article 5

To regularly work from home, the employee completes a declaration for working from home.

Before concluding an employment contract for work from home, the employee from HR:

- obtains written permission from the employee to have the planned work areas inspected by a safety engineer,

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- provides the safety engineer with the employee's statement and written permission to inspect the premises,
- inform the labor inspectorate about the start of working from home.

Working hours

Article 6

The scope and dynamics of work from home for an individual employee must be agreed upon in a way that does not disrupt the normal work process.

An employee who works from home must come to the employer's business premises or other premises as instructed or attend meetings, conferences and other activities if the work process requires it or if so ordered by the director, regardless of the scope of working hours set for working from home .

Article 7

The employee must be reachable during work from home via all communication channels (office email, telephone, conference call applications) from 9:00 to 15:00, unless a different time interval for availability or other telecommunications channels is agreed in advance for justified reasons. A part-time employee is reachable within the mandatory working hours in proportion to the share of employment. The remaining working hours are arranged by the employees themselves. In doing so, an employee must arrange working hours, breaks and rest in a way that considers the minimum standards that still ensure safety and health at work.

In the case of work from home, overtime cannot be ordered.

Reporting and monitoring work results

Article 8

At the request of the head of the center or director, the employee must provide a written report on the work performed and other required evidence of the work results achieved.

Resources and materials for performing work and compensation

Article 9

Employee is entitled to compensation for the use of one's own funds when working from home in the amount of:

- EUR 1 gross/day, to reimburse the costs incurred by the employee in connection with work from home (costs for energy, water, maintenance of equipment, telephone and internet connection, etc.).

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The compensation is determined for full-time work. For part-time work, the amount is reduced proportionally. The compensation is paid up to an amount that is not included in the tax base.

Compensation for the use of one's own mobile phone and/or one's own computer for work purposes is determined by a special decision of the director on compensation for the use of one's own devices necessary for performing work at the workplace.

Access to the employer's information system

Article 10

The employer provides access to work email and other parts of the information system and enables a secure connection to the employer's information system.

Internet access, which is a prerequisite for connecting to the information system and for accessing e-mail, is provided by the employee. The employee also provides an appropriate audio connection (telephone, microphone for communication via communication channels used by the employer).

The employee must ensure the protection of all data and documents in accordance with laws and general acts of the employer. An employee must also ensure appropriate storage of work-related documents to prevent destruction or access by third parties.

Other rights and obligations of employees who work from home

Article 11

The employee has the same rights and obligations as an employee working on the employer's business premises.

An employee who works from home is entitled to reimbursement of transportation costs to and from work for the days they are present at the employer's business premises. They are also entitled to reimbursement of meal costs for the time they work from home.

Even while working from home, the employee must respect and implement regulations and measures on occupational health and safety and perform work carefully to protect one's life and health and the life and health of other persons. In order to ensure a safe and healthy working environment and control over work equipment, the employee will occasionally, as a rule once a year, allow the employer or the employer's authorized person to enter the premises where one performs work from home.

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The employee must notify the employer of any change that could affect the organization and conditions for work from home.

Final provisions

Article 12

The Appendixes to the rules are:

- Appendix 1: Application for work from home
- Appendix 2: Work from home checklist
- Appendix 3: Instructions for stretching exercises
- Appendix 4: Instructions for working with a computer

The director may approve changes to the appendixes, consequently only the appendix is changed, and employees are notified of the change in the usual manner and the changed appendix is published as a new item in the document system. A decision by the Board of Directors is not required to change the appendixes.

Article 13

On the date of entry into force of this regulation, the previous Regulations on Home and Remote Work No. SA-RUD-1006-01 shall cease to be valid. Consents for work from home granted based on the previous regulations remain valid.

1 Article 4

The proposal was sent to employees for discussion via the internal newsletter on April 7, 2025.

The Rules shall enter into force on the 8th day from the date of their adoption by the Board of Directors.

The current version of this Regulation is available in the document system.

Rudolfovo - Science and Technology Center Novo mesto
President of Governing Board
dr. Tomaž Savšek