



Item 23

**ANNOUNCEMENT No. 1  
OF THE RECTOR OF THE UNIVERSITY OF WARSAW**

of 24 January 2024

**on the announcement of the consolidated text of Ordinance No. 143 of the  
Rector of the University of Warsaw of 1 October 2019 on establishing the Work  
Rules and Regulations at the University of Warsaw**

The consolidated text of Ordinance No. 143 of the Rector of the University of Warsaw of 1 October 2019 is announced in the appendix to the announcement on the Work Rules and Regulations at the University of Warsaw (UW Monitor of 2019, item 319), taking into account the amendments made by:

- 1) Ordinance No. 32 of the Rector of the University of Warsaw of 21 February 2020 on paid study leaves for the employees not employed as academic teachers conducting scientific activities (UW Monitor of 2020, item 95);
- 2) Ordinance No. 21 of the Rector of the University of Warsaw of 24 April 2020 on amending the Work Rules and Regulations at the University of Warsaw (UW Monitor of 2021, item 36);
- 3) Ordinance No. 140 of the Rector of the University of Warsaw of 29 August 2023 on amending the Work Rules and Regulations at the University of Warsaw (UW Monitor of 2023, item 330).

Rector of the University of Warsaw:  
*A. Z. Nowak*

Appendix to Announcement No. 1 of the Rector of the University of Warsaw of 24 January 2024 on the announcement of the consolidated text of Ordinance No. 143 of the Rector of the University of Warsaw of 1 October 2019 on the Work Rules and Regulations at the University of Warsaw

**ORDINANCE No. 143  
OF THE RECTOR OF THE UNIVERSITY OF WARSAW**

of 1 October 2019

**on the Work Rules and Regulations at the University of Warsaw**

Pursuant to Article 104 and Article 104<sup>1-3</sup> of the Act of 26 June 1974, of the Labour Code (a consolidated text, Journal of Laws of 2019, item 1040, as amended), hereinafter referred to as the "Labour Code"; Article 23 and Article 126, section 1 of the Act of 20 July 2018, the Law on Higher Education and Science (Journal of Laws, item 1668, as amended), hereinafter referred to as the "Act"; § 36 of the Statute of the University of Warsaw (UW Monitor of 2019, item 190), hereinafter referred to as the "Statute"; Article 30, section 6 of the Act of 23 May 1991 on trade unions (a consolidated text, Journal of Laws of 2019, item 263) and other generally applicable labour legislation, it is hereby ordered as follows:

§ 1

The Work Rules and Regulations at the University of Warsaw, hereinafter referred to as the "Rules and Regulations", are hereby adopted, the text of which is attached as an appendix to this ordinance.

§ 2

In the academic year of 2019/2020, the teaching hours workload (teaching workload) of the academic teachers shall be settled according to the existing rules and regulations set out in Resolution No. 249 of the Senate of the University of Warsaw of 25 June 2014 on planning, establishing and settling teaching hours workload (teaching workload) of the academic teachers at the University of Warsaw (UW Monitor of 2014, item 132).

§ 3

An employee who, during their current employment at the University, has taken study leave for the purpose of conducting research outside the university under the provisions in force before the date of entry into force of the Act, may be granted the leave referred to in § 23 after a period of seven years starting from the date of the last leave granted under these provisions.

§ 4

As of the date of entry into force of the Rules and Regulations referred to in § 1, section 1, the Ordinance of the Rector of the University of Warsaw of 1 July 1997 on

the Work Rules and Regulations for Employees of the University of Warsaw shall be repealed.

§ 5

1. The Work Rules and Regulations shall enter into force two weeks after the date of notification to the employees by publishing the Rules and Regulations in the University of Warsaw Monitor at <https://monitor.uw.edu.pl>, and on the University of Warsaw website at <https://www.uw.edu.pl/>.

2. The Ordinance enters into force on the day it is signed.

*Rector of the University of Warsaw: M.  
Pałys*

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# **WORK RULES AND REGULATIONS AT THE UNIVERSITY OF WARSAW**

## **Chapter 1 GENERAL PROVISIONS**

### **§ 1**

1. The Work Rules and Regulations at the University of Warsaw, hereinafter referred to as the "Rules and Regulations" establish the organisation and order of the work process at the University of Warsaw, hereinafter referred to as the "University", "employer" or "workplace", and the related rights and obligations of the employer and the employees (academic teachers and employees not employed as academic teachers).

2. The provisions of the Rules and Regulations shall apply to all employees employed by the University under an employment relationship, irrespective of the period of employment, position, working hours, with the exception of the academic teachers to whom the Rules and Regulation shall apply to the extent not regulated by the Act and the legal acts issued on its basis.

3. Any discrimination in employment, direct or indirect, in particular on the grounds of gender, age, disability, race, religion, nationality, political opinion, trade union membership, ethnic origin, religion, sexual orientation, is unacceptable at the University, as well as by virtue of being employed for a fixed or indefinite period of time or on a full-time or part-time basis.

4. Relationships between all members of the University community, including superiors and subordinates, are based on the principle of respect and tolerance, as well as recognition of personal dignity.

5. The exercise of the activities related to the labour code remains the competence of the Rector, unless the authority of other entities to act in a specific area results from the provisions of the Rules and Regulations or other regulations.

6. The acts related to the enforcement of the labour code in relation to the Rector are performed by the Chairperson of the University Council.

7. The decisions of the university authorities do not affect the rights of the trade unions resulting from relevant acts.

8. A relationship of direct professional subordination between spouses and persons may not arise in the university for those who:

- 1) live in a shared household;
- 2) are related by blood or affinity up to the second degree, or live in a relationship of adoption, custody or guardianship.

9. The provision of section 8 shall not apply to the Rector.

## **Chapter 2 OBLIGATIONS OF THE EMPLOYER**

### **§ 2**

The employer shall in particular:

- 1) define responsibilities and familiarise the employees taking up employment with their duties, the way in which they will carry out the work in their designated positions and their basic entitlements;

- 2) provide working conditions appropriate to the specific duties;
- 3) organise work in such a way as to ensure that working time is fully utilised and that employees achieve, using their talents and qualifications, a high level of productivity and good quality of work;
- 4) counteract discrimination in employment, in particular on the grounds of sex, age, disability, race, religion, nationality, political opinion, trade union membership, ethnic origin, religion, sexual orientation, as well as by virtue of being employed for a fixed or indefinite period of time or on a full-time or part-time basis;
- 5) ensure safe and hygienic working conditions and provide the employees with the necessary personal hygiene equipment;
- 6) provide systematic health and safety training for the employees;
- 7) inform the employees of the occupational risks associated with their work performed;
- 8) refer the employees for preventive medical examinations, provide the employees with the necessary protective clothing, work clothes and personal protective equipment for their respective work positions, in accordance with current health and safety and fire safety regulations (working and protective clothing is allocated according to standards set by the University);
- 9) pay remunerations and other benefits in a timely and correct manner;
- 10) facilitate the employees in improving their professional qualifications;
- 11) provide for the living, social and cultural needs of the employees, according to possibilities and conditions;
- 12) respect the dignity and other personal rights of the employee;
- 13) apply open, objective and fair criteria for the evaluation of the employees and their performance, and in the case of the academic teachers, determine the criteria for the periodic evaluation for particular groups of employees and types of positions, upon consultation with the Senate, the trade unions, the students' self-government body and the doctoral students' self-government body;
- 14) make the provisions on equal treatment in employment available to the employees;
- 15) influence the process of developing the rules of social coexistence;
- 16) counter bullying and familiarise the employees with the anti-bullying procedure introduced at the University;
- 17) enable the employees to benefit from the forms of institutional support available at the University in dealing with staff and academic problems;
- 18) exempt an employee from work if such obligation arises from the Labour Code, from the regulations implementing the Labour Code or from other provisions of law;
- 19) in the manner adopted by the University, inform the employees about the possibility of full-time or part-time employment, as well as to inform the employees employed for a specified period of time about job vacancies;
- 20) keep and maintain, on paper or in an electronic form, records on matters relating to the employment relationship and the employees' personnel files (the employee's records);
- 21) issue a copy of all or part of the employee's records at the request of the employee or a former employee or authorised persons, in the event of the death of the employee or a former employee;
- 22) issue without delay an employment certificate to the employee in the event of termination or expiry of the employment relationship;
- 23) inform the employees about the legal basis regulating the functioning of the trade unions.

**Chapter 3**  
**OBLIGATIONS OF THE EMPLOYEES**

**§ 3**  
**Obligations of the employees**

1. The employee shall in particular:
- 1) perform the work entrusted to them in conscientious, diligent timely manner, in compliance with current legislation;
  - 2) look after the welfare and positive image of the University;
  - 3) comply with the instructions of their superiors which relate to work, provided that they are not contrary to the provisions of the law or the employment contract;
  - 4) observe the established working hours;
  - 5) observe the Rules and Regulations, and the work order and discipline in force at the University;
  - 6) know and observe health and safety and fire safety regulations and rules, confirm in writing that they are familiar with health and safety regulations as well as with the work rules and regulations, take part in training and instruction in this field and undergo the required examinations for verification purposes;
  - 7) undergo initial, periodic and follow-up medical examinations and other prescribed medical examinations and comply with medical instructions;
  - 8) comply with data safety legislation and rules, and receive training in data protection;
  - 9) observe professional secrecy and confidentiality as defined by separate regulations;
  - 10) keep confidential any information the disclosure of which could expose the employer to harm, and, in particular, keep documents, tools and materials in a place designated for this purpose by the employer, properly secure documents, tools and materials after the work has been completed;
  - 11) protect and use the University property for its intended purpose, solely for the performance of official duties;
  - 12) keep the workplace tidy and properly secure the equipment and work premises after the work has been completed;
  - 13) account for the property entrusted by the employer, in particular for the documents, advances taken, items, materials and equipment, before the termination of the employment relationship with the University;
  - 14) observe the principles of social coexistence, good academic manners and professional ethics at the University;
  - 15) avoid any situations leading to a conflict of obligations to the University and external stakeholders, and conflicts of self-interest, including material interest, with the interests of the University.

2. The employee may refuse to carry out an order from a superior which violates the conditions referred to in section 1, point 3 (i.e. which does not apply to work, remains contrary to the provisions of the law or the employment contract).

3. If, in the employee's opinion, an order is unlawful or contains a mistake, the employee shall inform about this fact their superior. If an order is confirmed in writing, the employee shall follow it, unless following the superior's order would lead to the commission of an offence or misdemeanour; and in the event of imminent danger to the employee's health or life, the provisions of § 41, sections 2 - 4 shall apply.

## **§ 4**

### **Scope of responsibilities of the academic teacher**

1. The primary responsibilities of the academic teacher who is employed as:
  - 1) a researcher, include conducting scientific activities or participating in the education process of doctoral students;
  - 2) a teacher, include teaching and educating students or participating in the education process of doctoral students;
  - 3) a researcher and teacher, include conducting scientific activities, teaching and educating students and participating in the education process of doctoral students.
2. The responsibilities of the academic teacher include, in particular:
  - 1) teaching responsibilities and obligations:
    - a) fulfilment of the annual compulsory teaching hours load (teaching workload) at the first-cycle and second-cycle studies or at the long-cycle studies, as part of the individual interdisciplinary studies and at the doctoral school, in particular in the form of :
      - lectures,
      - discussion groups,
      - seminars,
      - practical classes,
      - laboratory classes,
      - study groups,
      - workshops, The provisions of the Rules and Regulations shall apply to all the employees employed by the University under an employment relationship, irrespective of the period of employment, position, working hours, with the exception of the academic teachers to whom the Rules and Regulation shall apply to the extent not regulated by the Act and the legal acts issued on its basis.
      - project works,
      - study supervision provided for the student at the individual interdisciplinary studies referred to in § 25 of the Rules and Regulations of Studies at the University of Warsaw, which include in particular determining the student's individual study plan and programme of studies, conducting the annual work or supervising and assessing performance from another equivalent academic assignment, preparing opinions and annual reports on the student's progress,
      - study supervision provided for the student carrying out an individual programme of studies in cooperation with a scientific supervision, as part of the individual organization of studies referred to in § 26, section 3, point 1 of the Rules and Regulations of Studies,
      - physical education classes,
      - language classes,
      - field classes (exercises) and internships,
      - other teaching tasks related to the fulfilment of the teaching workload;
    - b) the implementation of teaching-related tasks, which include in particular: conducting examinations, colloquia, short tests and tests, supervising the preparation of diploma dissertations (including acting as a supervisor or a co-supervisor of diploma dissertations and reviewing diploma dissertations), supervising credit works and semester works, preparing course programmes

(syllabuses), preparing teaching materials for classes provided for students and doctoral students, consultation hours, teaching duty hours, and observation of classes;

- 2) research obligations:
  - a) conducting research and development work on topics within the University and related to their own scientific development and publishing the results;
  - b) educating the scientific employees, i.e. supervision provided for the doctoral student (scientific and academic supervision provided during the process of developing a doctoral dissertation, providing the doctoral student with methodological and academic support necessary in conducting their research, help provided in the process of developing the IPB - the Individual Study Plan, and other responsibilities defined in the Rules and Regulations of Doctoral Schools), scientific seminars, doctoral seminars;
  - c) organisation of and participation in scientific conferences and symposia;
  - d) active participation in the scientific life of the University, cooperation with representatives of other academic centres in the country and from abroad;
- 3) administrative responsibilities which may include among others:
  - a) participation in the work of examination boards;
  - b) keeping records of teaching and research activities;
  - c) participation in meetings of collegiate bodies at the University, in the work of university committees (Rector's, Senate), faculty or discipline bodies and in meetings of collegiate bodies of the University or an organisational unit of which the academic teacher is a member;
  - d) participation in the work of teams and programmes related to the development of the University;
  - e) making efforts to obtain funding for research and development projects from external sources;
  - f) other work delegated by the Rector, the dean or the head of the university-wide unit.

3. The academic teacher employed in the teaching employment group or the research and teaching employment group shall carry out teaching duty hours, on the terms and to the extent determined by the dean or the head of the university-wide organizational unit in consultation with the head of the teaching unit within the meaning of the Statute.

4. The academic teacher shall not, without justified reason, resign from the function of a supervisor, an assistant supervisor, a reviewer in the proceedings relating to the filling of academic teacher positions, in particular if held by means of competition or promotion, a reviewer in the proceedings of awarding a doctoral degree, a habilitated doctor degree or a professor degree, as well as a reviewer as specified in Article 238, section 2 of the Act.

5. The academic teacher shall continuously improve their professional competence.

6. The academic teacher shall perform their duties in the organizational unit of the University which was indicated in their employment contract, however, the indication of such a unit may be waived in justified cases.

7. The Rector may delegate to the academic teacher performance of tasks in an organisational unit of the University other than the unit indicated in the employment contract, with their consent, unless otherwise provided for in the Act. Conducting

classes organised by another unit responsible for teaching is not considered as performance of tasks in another organisational unit of the University.

8. Delegating the tasks referred to in section 7 requires prior consultation with the heads of the relevant organisational units of the University.

9. The Rector may delegate to the academic teacher, with their consent, performance of task (duties of the academic teacher) at other university or institution with which the University holds a cooperation agreement, including a joint organizational units referred to in § 20 of the Statute, or a federation referred to in § 74 of the Statute.

10. The Agreement referred to in section 9 defines in particular the mode of task delegating, methods of confirming the performance of assigned tasks, and methods of this performance being accepted as part of the teaching workload if the tasks delegated refer to teaching.

11. The dean or the head of the university-wide organisational unit in which the academic teacher performs their duties shall determine the scope of responsibilities of the academic teacher being guided by the following principles:

- 1) the scope of responsibilities of the academic teacher shall be proportionate to the working time of the academic teacher;
- 2) the type of responsibilities delegated to the academic teacher shall take into consideration the assignment of the academic teacher to a particular group of employees (i.e. research and teaching employees, teaching employees or research employees);
- 3) the scope of responsibilities shall include all types of duties: teaching, research and administration;
- 4) the scope of responsibilities shall be adequate to the position held by the academic teacher and also shall consider any additional responsibilities related to teaching of the scientific staff;
- 5) the scope of responsibilities of the teaching employees and research and teaching employees shall define the teaching duties, including the annual obligatory number of teaching hours (teaching workload) and other tasks related to teaching.

12. A detailed scope of responsibilities of the academic teacher prepared by the dean or the head of the university-wide organisational unit shall be approved by the Rector.

13. The scope of responsibilities shall be presented to the academic teacher on the day of signing the employment contract, and if this is not possible, on the day of undertaking the job at the latest. The signing the employment contract is tantamount to acceptance of the responsibilities to be applied by the academic teacher.

14. The scope of responsibilities signed by the dean or the head of the university-wide organisational unit and by the direct superior of the academic teacher, and approved and accepted by the academic teacher, shall be filed together with the personal file of the employee.

**Chapter 4**  
**WORKING TIME - EMPLOYEES NOT EMPLOYED AS ACADEMIC TEACHERS**

**§ 5**  
**General provisions**

1. The working time shall mean the time during which the employee remains at the employer's disposal at the University or at any other place designated for the performance of work.

2. The employees not employed as academic teachers may be employed on a basic, balanced, task-based working time system, as well as a shortened working week system.

3. Working time shall not exceed eight hours per day and an average of 40 hours in an average five-day working week in an accepted settlement period not exceeding four months, subject to § 5 and § 7.

4. In the case of part-time employees, an individual working time schedule is established, comprising working days and days off work and the number of hours to be worked, which corresponds to the full-time equivalent in the employment contract.

5. At the written request of the employee, as approved by the direct superior, the head of the organisational unit may establish their individual working time schedule within the working time system to which the employee is subject.

6. At the written request of the employee, as approved by the direct superior, the head of the organisational unit may agree to subject the employee to a working time schedule which provides for different starting times on days which, according to that schedule, are working days for the employee, or an interval of time during which the employee decides on the time to start work on a day which, according to this schedule, is a working day for the employee (flexible working time). In the working time schedules referred to in the first sentence, repeated performance of work on the same day shall not constitute overtime working hours.

7. The performance of work in accordance with the working time schedules referred to in section 7 shall not prejudice the worker's right to daily rest (the employee shall be entitled to at least 11 hours of uninterrupted rest in each 24-hour period) and weekly rest (an employee shall be entitled to at least 35 hours of uninterrupted rest in each week; this shall include at least 11 hours of uninterrupted rest in each 24-hour period).

**§ 6**  
**Balanced working time system**

1. In the cases justified by the nature of the work or its organisation, a balanced working time system may be used; this system allows for an extension of the daily working time, but not more than by up to 12 hours, in a settlement period not exceeding one month.

1a.<sup>1</sup>In particularly justified cases, the settlement period which is referred to in section 1 may be extended, however, by no more than up to three months.

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<sup>1</sup> Added by § 1 of Ordinance No. 21 referred to in footnote 1.

2. A balanced working time system may be applied to property guarding employees as well as fire safety employees; this system allows for an extension of the daily working time by up to 24 hours, in a settlement period not exceeding one month.

## **§ 7**

### **Task-based working time system**

1. In positions where this is justified by the nature of the work or its organisation or of the workplace, a task-based working time system may be used.

2. The head of the organisational unit, upon consultation with the employee, determines the time necessary for the performance of the tasks assigned, taking into account the working time resulting from the standards specified in § 5, section 3.

3. In the case of part-time employees subject to the task-based working time system, tasks shall be defined in a way that is proportionate to the employee's existing working hours

4. The employees subject to the task-based working time system are not obligated to keep records of their working time and to draw up a working time schedule; in which case the working time schedule is determined by the employee.

## **§ 8**

### **Shortened working week system**

1. At the written request of an employee who, in particular because of their personal situation (e.g. caring for a young child, undertaking education) would like to reduce the number of working days in a week, a shortened working week system may be applied.

2. In the shortened working week system, it is permissible for an employee to work less than five days in a week, with an extension of the daily working hours for no more than up to 12 hours, in a settlement period not exceeding one month.

3. The head of the organisational unit, upon the favourable opinion of the employee's direct superior, may consent to the application referred to in section 1.

4. The shortened working week system shall be applied to the employee based on the employment contract.

## **§ 9**

### **Working time of a disabled employee**

1. The working time of a disabled employee shall not exceed eight hours per 24 hours and 40 hours per week.

2. The working time of a disabled employee classified as having a significant or moderate degree of disability shall not exceed seven hours per day and 35 hours per week.

3. A person with a disability shall not be employed during night time and in overtime.

4. The provisions of sections 1 - 3 shall not apply to persons employed in guarding positions and when, at the request of the employee, the doctor carrying out preventive examinations of the employees agrees to this. The cost of such examination is covered by the employer.

## **§ 10**

### **Breaks at work**

1. If the employee's daily workload:
  - 1) amounts to at least 6 hours, the employee shall be entitled to a work break of at least 15 minutes;
  - 2) is longer 9 hours, the employee shall be entitled to an additional work break of at least 15 minutes;
  - 3) is longer 16 hours, the employee shall be entitled to another work break of at least 15 minutes;

1a.<sup>2</sup>The break period referred to in section 1 is determined by the head of the organisational unit.

2. The employees with disabilities are entitled to an additional 15 minute work break for improvement gymnastics or rest.

3. The employees working in positions involving the use of screen monitors shall be entitled to a 5 minute work break following each hour of work at the monitor.

4. Work breaks for women who are breastfeeding a child are defined in § 38 of the Rules and Regulations.

5. The break period referred to in sections 1 - 4 shall be included in the working time.

## **§ 11**

### **Shift work**

1. The organizational units at the University are eligible to introduce a system of shift work if required.

2. Shift work is understood to be the performance of work according to a fixed working time schedule providing for a change in the time at which individual employees perform their work following a certain number of hours, days or weeks.

3. The working time schedules for particular shifts shall be determined by the heads of the organisational units in monthly schedules.

4. The work on the second shift at the University shall start no sooner than at 12:00 and shall end no later than at 22:00.

5. The employee shall be entitled to an allowance for each work hour performed in the second shift as specified in the Remuneration Rules and Regulations of the University of Warsaw.

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<sup>2</sup>Added by § 1, point 1, letter b of the Ordinance referred to in footnote 1.

**§ 12**  
**Night shift**

1. The night shift includes 8 work hours between 22:00 and 6:00.
2. The employee performing work during the night shift shall be entitled to an allowance for each work hour performed in the night shift in the amount specified in the Remuneration Rules and Regulations of the University of Warsaw.

**§ 13**  
**Sunday and public holiday work**

1. Work on Sunday and on public holiday shall be regarded as work performed between 6:00 on that day and 6:00 of the following day.
2. The employee working on Sundays shall benefit from a Sunday off at least once every four weeks.

**§ 14**  
**Overtime work**

1. Overtime work means work in excess of the employee's applicable working time standard, as well as work performed beyond a daily working time as specified in the existing system and schedule of working time.
2. Overtime work is acceptable in the event of:
  - 1) the need to carry out an emergency operation to protect human life or health, to protect property or the environment or to clean up an accident;
  - 2) specific needs of the employer.
3. Overtime work resulting from the specific needs of the employer shall be permitted upon the written order issued by the head of the organisational unit or by the person authorised by the head.
4. Time spent on the University premises or any other place designated for out-of-hours work, without a written order or without the knowledge and consent of the head of the unit, does not constitute overtime work.
5. The number of overtime work hours performed in relation to the circumstances set out in section 2, point 2 shall not exceed 350 hours per calendar year for an individual employee.
6. A weekly working time, including overtime, shall not exceed an average of 48 hours in an adopted settlement period.
7. In addition to the normal salary, the employee shall be entitled for the work performed in overtime to the following allowance:
  - 1) 100% of the regular remuneration, for work performed in overtime and occurring:
    - a) at night,
    - b) on Sundays and on public holidays which are not work days for the employee according to the employee's working time schedule,
    - c) on a day off granted to the employee in lieu of Sunday or public holiday work, according to the employee's working time schedule;
  - 2) 50% of the regular remuneration, for work performed in overtime falling on any day other than that specified in point 1.
8. An allowance of 100% of the regular remuneration is also payable for each hour of overtime work for exceeding the average weekly working time standard in an

adopted settlement period, unless the exceeding of this standard is due to overtime for which the employee shall be entitled to an allowance at the rate specified in section 7.

9. For the purpose of an employment contract with a part-time employee, the parties shall agree on the permissible number of working hours in excess of the working time agreed in the contract of employment, the exceeding of which shall entitle the employee to an additional remuneration referred to in section 7 in addition to the regular remuneration.

10. In exchange for the time worked as overtime hours, the head of the unit, at the written request of the employee, may grant the employee time off in the same amount (1 hour of time off for 1 hour of work).

11. Time off in lieu of overtime hours worked may also be granted without the employee's request. In this case, the head of the unit shall grant time off no later than by the end of the settlement period at a rate of half the number of overtime hours worked (1.5 hours of time off for 1 hour of work), however, this may not result in a reduction in the remuneration due to the employee for the full monthly working time.

12. The employee who was granted time off in lieu of overtime hours worked, as referred to in sections 10 and 11, shall not be entitled to an allowance for overtime work.

## **Chapter 5 WORKING TIME - ACADEMIC TEACHERS**

### **§ 15 General provisions**

1. Academic teachers are subject to a system of task-based working time.
2. The dean or the head of the university-wide organisational unit, upon consultation with the academic teacher, shall determine the time necessary for the performance of the tasks assigned taking into account the working time resulting from the standards specified in Article 129 of the Labour Code.
3. The academic teacher may be assigned to work on Sundays and on other public holidays, if this is required due to the organization of teaching classes or of research and administrative duties.
4. The provisions of § 7, section 4 shall apply respectively to the academic teachers, with the exception of teaching classes the schedule of which is determined by the head of the teaching unit (the KJD).

### **§ 16 Annual number of teaching classes workload (teaching workload)**

1. The annual teaching classes workload in the group of research and teaching employees at particular positions amounts to:
  - 1) professor - 180 teaching hours;
  - 2) University professor - 210 teaching hours;
  - 3) visiting professor - 210 teaching hours;
  - 4) assistant professor - 210 teaching hours;
  - 5) senior assistant - 210 teaching hours;
  - 6) assistant - 210 teaching hours;

2. The annual teaching classes workload in the group of teaching employees at particular positions amounts to:

- 1) professor - 240 teaching hours;
- 2) University professor - 270 teaching hours;
- 3) visiting lecturer - 270 teaching hours;
- 4) docent - 270 teaching hours;
- 5) assistant professor - 360 teaching hours;
- 6) senior assistant - 360 teaching hours;
- 7) assistant - 360 teaching hours;
- 8) lector - 540 teaching hours;
- 9) instructor - 540 teaching hours.

3. The annual teaching classes workload includes the time dedicated to the teaching of doctoral students.

4. In particular cases justified by the needs of the programme of studies, the academic teacher may be required to conduct teaching classes in overtime hours within the workload not exceeding:

- 1) 1/4 of the total annual teaching classes workload, for the research and teaching employee;
- 2) 1/2 of the total annual teaching classes workload, for the teaching employee.

5. The academic teacher may be assigned, with their consent, to teach classes as overtime teaching workload exceeding 1/4 or 1/2 of the regular teaching workload, however, including the hours referred to in section 4, not exceeding twice the annual teaching classes workload.

6. The academic teacher who is pregnant or brings up a child of up to four years of age shall not be employed overtime without their consent.

7. The academic teacher shall be entitled to remuneration for overtime work, which shall be awarded after settling the teaching classes workload, once a year, unless, at the request of the academic teacher, the period for settling the teaching workload is extended to two years or in relation to the payment of remuneration due at the moment of the termination of the employment relationship with the University. It is permissible to pay for overtime hours after the end of the first semester subject to completion of the full teaching workload in the first semester and the settlement of the teaching workload.

8. The rules and regulations for the settlement of the teaching workload are set out in Appendix No. 1 to the Rules and Regulations.

## **Chapter 6**

### **HOLIDAYS AND EXEMPTION FROM WORK**

#### **- EMPLOYEES NOT EMPLOYED AS ACADEMIC TEACHERS**

### **§ 17**

#### **Holiday leave of employees not employed as academic teachers**

1. The employee shall be entitled to annual, uninterrupted and paid holiday leave.

2. The number of days of the annual holiday leave and the rules and regulations for acquiring it are set out in the Labour Code.

3. The employee cannot waive their right to holiday leave.

4. At the request of the employee, holiday leave may be divided into parts. In such a case, however, at least one part of holiday leave shall last no less than 14 consecutive calendar days.

5. The employee may use 4 days of "on demand" leave during the calendar year according to the provision of Article 167<sup>2</sup> of the Labour Code). The employee submits a request for holiday leave on the day of the beginning of the leave at the latest, prior to starting work.

6. The employee shall use holiday leave in compliance with the holiday leave schedule. The holiday leave schedule does not include the on-demand leave.

7. <sup>3</sup>The holiday leave schedule for a particular year is prepared by the direct superior of the employee by June of a given year at the latest; it is then approved by the head of the organisational unit, taking into consideration the requests submitted by the employees and the requirement to ensure the normal flow of work.

8. The holiday leave schedule is announced to the employee by means accepted at the University organisational unit.

9. At the request of the female employee, her holiday leave is granted immediately after maternity leave; this also applies to a father-employee who brings up the child, as well as to any other member of the family as specified in Article 175<sup>1</sup>, point 3 of the Labour Code who takes advantage of the maternity leave.

10. <sup>4</sup>Prior to the beginning of holiday leave, the employee is obligated to file a holiday leave application which is approved by the head of the unit, in sufficient time allowing for the decision to be taken and for potential replacement arrangements to be made.

11. The dates of holiday leave may be changed at the request of the employee motivated by compelling reasons, as well as for special needs of the employer if the employee's absence would cause serious disruption to the flow of work.

12. The head of the unit is obligated to change holiday leave to a later date if the employee is unable to commence holiday leave on the agreed date for reasons that justify absence from work, and in particular because of:

- 1) temporary incapacity for work due to illness;
- 2) isolation due to an infectious disease;
- 3) being called up for military exercises or military training or to appear for territorial military service on a rotational basis for the period of up to three months;
- 4) maternity leave.

13. The employer may cancel holiday leave of the employee only if the employee's presence at work is necessitated by circumstances unforeseen at the commencement of the holiday leave. The employer is obligated to cover the costs incurred by the employee as a direct result of the cancellation of the holiday leave.

14. The employee shall be granted holiday leave in a given calendar year in which the employee became entitled to it.

15. Holiday leave not used within the period established in the schedule referred to in section 7 shall be granted to the employee by 30 September of the following calendar year at the latest. this does not apply to on-demand leave.

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<sup>3</sup>In the wording set forth under § 1, point 2, letter a of the Ordinance mentioned under footnote 3.

<sup>4</sup>In the wording set forth under § 1, point 2, letter b of the Ordinance mentioned under footnote 3.

16. Where annual holiday leave is not taken due to termination or expiry of the employment relationship, the employee shall be entitled to an allowance in lieu for the period of leave not taken, subject to section 17.

17. An employee's claims for holiday leave become time-barred after three years from the end of the third quarter of the calendar year following the calendar year for which holiday leave was earned.

18. During the term of employment termination notice, the employee is obligated to use their annual holiday leave entitlement, if the Rector or the head of the organisational unit grants holiday leave to the employee during this period.

19. If the parties agree that the employee takes holiday leave while in an employment relationship based upon another employment contract with the University signed immediately following the termination or expiry of the previous employment contract at the University, the employer shall not be required to pay the cash equivalent referred to in section 16.

### **§ 18**

1. Holiday leave shall be granted on days which are working days for the employee according to the employee's working time schedule, on an hourly basis, corresponding to the employee's daily working hours on the day in question.

2. When granting holiday leave in accordance with section 1, one day of holiday leave corresponds to 8 hours of working time.

3. The provisions of sections 1 and 2 shall apply respectively to the employee whose standard daily working time load is less than 8 hours resulting from separate regulations

4. The employees employed based on part-time contracts shall be granted annual leave allocated in hours.

5. The head of the unit shall be responsible for the proper granting and timely use of annual holiday leave by the employee.

### **§ 19**

#### **Additional holiday leave**

1. A person classified as having a significant or moderate degree of disability shall be entitled to additional holiday leave of 10 working days per calendar year.

2. The right to the first additional holiday leave is acquired by the employee after working for one year following the date on which the employee is classified in one of these degrees of disability.

3. Holiday leave referred to in section 1 shall not be granted to a person entitled to holiday leave in excess of 26 working days or to additional holiday leave on the basis of separate provisions.

4. If the amount of the additional holiday leave referred to in section 3 is less than 10 working days, this person shall be entitled to the additional holiday leave referred to in section 1, instead of this leave.

5. The total amount of holiday leave referred to in section 1 and exemption from work referred to in § 29, section 5, point 1 may not exceed 21 working days per calendar year.

6. An employee who holds the status of a veteran or an injured veteran shall be entitled to additional holiday leave of five days per calendar year.

7. The additional holiday leave referred to in section 6 shall not be granted if a veteran or an injured veteran shall be entitled to holiday leave in excess of 26 days per calendar year.

8. A war invalid in employment shall have their annual leave increased by 10 working days. However, this increase is not granted to an invalid taking holiday leave in excess of 26 working days per year.

9. Veterans and persons referred to in Articles 2 and 4 of the Act of 24 January 1991 on veterans and certain persons being victims of war and post-war repression in employment (a consolidated text, Journal of Laws of 2018, item 276, as amended), shall have their annual leave entitlement increased by 10 working days. This increase is not granted if these employees take holiday leave of more than 26 working days per year.

10. An anti-communist opposition activist or a person repressed for political reasons, as referred to in the Act of 20 March 2015 on anti-communist opposition activists and persons repressed for political reasons (i.e. Journal of Laws of 2023, item 388, as amended) shall be entitled to additional holiday leave of 5 working days per calendar year. This leave shall not be granted to a person entitled to holiday leave in excess of 26 working days or to additional holiday leave on the basis of separate provisions.

## **§ 20**

### **Doctoral dissertation preparation leave Exemption from work for defence of a doctoral dissertation**

1. The employee not employed as an academic teacher shall be entitled, at their request, to:

- 1) leave of absence for the preparation of the doctoral dissertation or for the preparation for the defence of the doctoral dissertation, granted by the head of the unit on dates agreed with a direct superior, in the amount of 28 days being working days of this employee, and
- 2) exemption from work for the defence of a doctoral dissertation.

2. For the above leave and exemption from work, the employee shall be entitled to remuneration determined as for holiday leave.

## **§ 21**

### **Exemption from work for participation in the habilitation colloquium**

1. An employee not employed as an academic teacher, at the request of whom the procedure was instituted to grant the degree of doktor habilitowany, shall be entitled, at their request, to exemption from work for participation in the habilitation colloquium.

2. The employee shall be entitled to remuneration for the period of exemption from work, determined in the same way as remuneration for holiday leave.

**Chapter 7**  
**HOLIDAY LEAVES – ACADEMIC TEACHERS**

**§ 22**  
**Holiday leave**

1. An academic teacher shall be entitled to holiday leave for 36 working days per calendar year. The employee cannot waive their right to holiday leave.

2. Academic teachers employed on a part-time basis shall be entitled to holiday leave in the amount proportional to employment time workload.

3. The academic teacher taking up employment for the first time, in the calendar year in which they have taken up employment, shall be entitled to holiday leave at the end of each month of work, at a rate of 1/12th of the holiday leave entitlement they have earned after working for a year. The employee's entitlement to further leave accrues in each subsequent calendar year.

4. For the determination of holiday leave in the case of the academic teachers, the principle of a five-day working week from Monday to Friday is established. Days off resulting from a five-day working week schedule do not count as annual leave.

5. A part-time academic teacher shall be granted holiday leave on their working days, according to the agreed schedule, on an hourly basis.

6. The academic teachers employed in the groups of research and teaching employees and teaching employees shall use their holiday leave during periods free from classes indicated in the Rector's ordinance on the organisation of the academic year and during periods free from classes resulting from the academic teacher's teaching schedule.

7. Holiday leave shall be granted in compliance with the holiday leave schedule in the calendar year in which the employee became entitled to it. The holiday leave schedule for a given calendar year is established no later than by the end of June of the year in question, by the dean or the head of the university-wide organisational unit, taking into account the requests of the academic teachers and the need to ensure the normal flow of work.

8. The academic teacher shall take holiday leave in accordance with the holiday leave schedule, and shall submit a holiday leave application before the start of their holiday leave.

9. Holiday leave shall be granted to the academic teacher by the dean or the head of the university-wide organisational unit upon request made in time for a decision to be taken and possible substitutions to be arranged, and accepted by the direct superior within the meaning of the unit rules and regulations.

10. The employees who perform the managerial functions referred to in § 56, section 1 of the Statute, shall be granted their holiday leave by the Rector.

11. The employer shall grant holiday leave to the employee in the calendar year in which the academic teacher obtained the right to it.

12. The provisions of § 17, sections 8, 9, 11 and 13 shall apply respectively in the case of holiday leave of the academic teacher.

13. Holiday leave not used within the deadline established in the schedule referred to in section 7 shall be granted to the employee by 30 September of the next calendar year at the latest.

14. During the period of an employment termination notice, the academic teacher is obligated to use their annual holiday leave entitlement if during this period, the Rector or the dean or the head of the university-wide organisational unit, as appropriate, grants them holiday leave.

15. If holiday leave is not used due to the termination or expiry of the employment relationship, the academic teacher shall be entitled to the cash equivalent for the period of unused holiday leave, subject to section 16.

16. Claims of the academic teacher in relation to their holiday leave shall expire after three years since the end of the third quarter of the calendar year following the calendar year for which holiday leave was due.

17. If the parties decide on the use of holiday leave during the period of the academic teacher remaining in the employment relationship under the subsequent employment contract concluded with the University directly after the termination or expiry of the previous employment contract with the University, the payment of the cash equivalent referred to in section 15 shall not be required.

18. The dean or the head of the university-wide organisational unit shall be responsible for correct granting of holiday leave and for using this leave by the academic teacher on a timely basis.

## **Chapter 8**

### **PAID RESEARCH LEAVES AND HEALTH LEAVE – ACADEMIC TEACHERS**

#### **§ 23**

##### **Leave to carry out research**

1. Upon a reasoned request, the academic teacher, holding at least a doctoral degree, may be granted paid research leave by the Rector during their seven years of employment at the University as provided for in Article 130, point 1 of the Act, and for a total period not exceeding one year, in order to carry out research.

2. The leaves referred to in section 1 may be granted for the total period not exceeding one year during seven years counting from the date of commencement of the first such leave. After the annual limit of the leave is reached, the subsequent research leave may be granted after the expiry of the period of seven years since the start date of the first leave referred to in the first sentence.

3. The leave request, subject to an opinion of a direct superior of the academic teacher, as well as of the dean or the head of the university-wide organisational unit, shall be submitted sufficiently in advance so as not to disrupt the normal flow of work, particularly with regard to teaching.

4. In the leave request, the academic teacher shall indicate at least the planned scope and subject of research works to be performed during the leave period and the period required for the performance thereof, as well as expected research outcomes and their documentation method.

5. The leave shall be used by the academic teacher in accordance with its purpose.

6. In the event of certain circumstances, including temporary incapacity due to illness, maternity, the need to undertake work duties, particularly teaching duties,

which make it impossible to use the leave for its intended purpose, the academic teacher may, with the Rector's approval, resign from or suspend their leave for an agreed period.

## **§ 24**

### **Doctoral dissertation preparation leave**

1. The Rector may grant a paid research leave referred to in Article 130, point 2 of the Act, to the academic teacher who prepares their doctoral dissertation, in the amount not exceeding three months.

2. The doctoral dissertation preparation leave shall be granted by the Rector, based on a justified request of the academic teacher, subject to an opinion prepared by the dean, the head of the university-wide organisational unit, or the direct superior within the meaning of the unit rules and regulations, and the dissertation supervisor or supervisors providing scientific supervision with respect to the process of preparing their doctoral dissertation.

3. The provisions of § 23, section 6 shall apply respectively to the doctoral dissertation preparation leave.

## **§ 25**

### **Other paid research leaves**

1. The academic teacher may be granted paid research leave referred to in Article 130, points 3 and 4 of the Act, for the purposes of:

- 1) education, scientific or teaching internship abroad;
- 2) participation in a conference;
- 3) participation in joint scientific research carried out together with a foreign entity based on the agreement on scientific cooperation;
- 4) participation in joint scientific research carried out together with Łukasiewicz Centre or an institute from the Łukasiewicz Network.

2. In instances referred to in section 1, the leave for the period not exceeding 60 days in an academic year shall be granted by the dean or the head of the university-wide organisational unit.

3. In particularly justified cases, at the request of the academic teacher, subject to an opinion of the dean or the head of the university-wide organisational unit, the Rector may grant the academic teacher the leave for the period exceeding 60 days, but no more than 12 months (365 days).

4. Provisions of § 23, section 6 shall apply respectively to the paid research leave.

5. The template of the paid research leave application shall be determined by the Rector.

## **§ 26**

### **Paid health leave**

1. The academic teacher up to 65 years of age, employed on a full-time basis, after at least 10 years of employment with the university, shall be entitled to paid health leave referred to in Article 131, section 1 of the Act.

2. The total amount of health leave during the whole period of employment cannot exceed one year.

3. If the period of employment of the academic teacher with the University is less than 10 years, the periods of employment as an academic teacher with other universities, confirmed by employment certificates, shall be taken into account when calculating the required period.

4. The academic teacher, who was previously employed with a university, in the application for the health leave, shall notify the Rector whether they took the leave when working for another employer and what was the period of this leave.

5. Where health leave is taken in parts, the subsequent leave cannot be granted before the expiry of three years since the end of the previous leave.

6. The academic teacher shall submit the application for health leave in accordance with the official procedure, i.e. with the knowledge of the dean or the head of the university-wide organisational unit.

7. The decision on the need to grant health leave to the academic teacher shall be taken exclusively by an occupational medicine physician working at the occupational medicine service unit with which the University concluded a contract. The physician shall carry out the medical examination based on the referral issued by the Rector, at the request of the academic teacher.

8. The Rector shall grant the health leave to the academic teacher based on the medical opinion stating that their medical condition requires abstinence from work, and specifying the treatment recommended and the time required to undergo this treatment.

9. The academic teacher and the University shall be entitled to appeal against the medical opinion based on the terms and the procedure set out in the Act.

10. The medical opinion issued in the appeal procedure shall be final.

11. During health leave, the academic teacher may not engage in gainful employment.

12. The template of the health leave application shall be determined by the Rector.

## **Chapter 8a CARE LEAVE<sup>5</sup>**

### **§ 26a**

1. The employee shall be entitled to care leave of 5 working days during the calendar year to provide personal care or support to a person who is a member of the family or living in the same household, and who requires care or support for serious medical reasons. A family member is considered to be a son, daughter, mother, father or spouse.

2. The care leave shall be granted by the head of the organisational unit based upon an application of the employee filed not less than 1 day prior to the commencement of such leave. The employee shall indicate in the application the name of the person who requires care or support for serious medical reasons, the reason for

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<sup>5</sup>Added by means of §1, point 5 of the Ordinance mentioned under footnote 3.

the need to provide personal care or support to this person by the employee, and in the case of a family member, the degree of relationship to the employee or, in the case of a person who is not a family member, the address of residence of that person.

3. The period of care leave shall be included in the period of employment on which the employee's entitlements depend.

4. The employee does not retain the right to remuneration for the period of care leave.

## **Chapter 9 UNPAID LEAVE**

### **§ 27**

1. The Rector may grant unpaid leave in accordance with the principles set out in the Labour Code to the employee, at the employee's request subject to an opinion of the head of the University organisational unit where the employee fulfils their duties.

2. The decision on accepting or rejecting the request shall be taken by the Rector, taking into account the need to organise work properly and any justification presented by the applicant.

3. The Rector shall grant unpaid leave to the employee if such a duty arises from universally binding legal regulations.

## **Chapter 10 LEAVES RELATED TO PARENTHOOD**

### **§ 28<sup>6</sup>**

Leaves arising from the employees' rights related to parenthood shall be granted by the Rector, at the employee's written request which shall be submitted in accordance with the official procedure.

## **Chapter 11 EXEMPTIONS FROM WORK**

### **§ 29**

1. The employer shall exempt the employee from work, with retention of the right to remuneration, for the period of:

- 1) 2 days in the case of the employee's wedding or birth of child, or death and funeral of the employee's married spouse, child, father, mother, step-father or step-mother;
- 2) 1 day in the case of a wedding of the employee's child or death and funeral of the employee's sister or brother, mother in law, father in law, grandmother, grandfather or another person who is a dependant of the employee or who is under their direct care.

2. The employee raising at least one child of up to 14 years of age shall be entitled to exemption from work for 16 hours or two days in a calendar year with retention of the right to remuneration. If both parents or guardians are employed, this

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<sup>6</sup>In the wording set forth under § 1, point 6 of the Ordinance mentioned under footnote 3.

right can be exercised by one of them. If the employee is employed on a part-time basis, exemption from work is granted proportionally to the working time of this employee, and the incomplete hour of exemption from work shall be rounded up to a full hour.

2a. During one calendar year, the employee shall be entitled to exemption from work in the amount of two days or 16 hours, for reasons of force majeure in urgent family matters caused by illness or accident, if the employee's immediate presence is required. During this exemption from work the employee retains the right to half of their remuneration.

2b. The exemption from work referred to in section 2a, granted on an hourly basis to the employee employed on a part-time basis shall be determined in proportion to that employee's workload. An incomplete hour of exemption from work shall be rounded up to a full hour.

2c. The provisions of section 2b referring to exemption from work granted on an hourly basis shall apply respectively to the employee for whom the daily working time load, resulting from separate regulations, is less than 8 hours.

2d. The head of the organisational unit shall grant the exemption of work referred to in section 2a on request filed by the employee on the date of exercise of that exemption at the latest.

3. During the notice period of at least two weeks in the case of termination of the employment contract by the employer, the employee shall be entitled to exemption from work to seek other employment, with retention of the right to remuneration for the period of:

- 1) two working days, in the case of a two-week and one-month notice period;
- 2) three working days, in the case of a three-month notice period, including also reduced notice period.

4. The employer shall exempt the employee from work, with retention of the right to remuneration, for a period necessary to carry out ad-hoc activities related to the employee's responsibilities in the trade union if those activities cannot be fulfilled in the time free from work.

5. The employee with severe or moderate disability shall be entitled to be exempt from work, with retention of the right to remuneration:

- 1) for up to 21 working days to participate in a rehabilitation holiday, no more than once a year;
- 2) for the purposes of carrying out specialist tests, medical or rehabilitation procedures, as well as for the purposes of obtaining or repair of orthopaedic devices if these activities cannot be carried out outside working hours.

6. The employee shall be exempt from work with retention of the right to remuneration in case of:

- 1) carrying out compulsory medical examinations and inoculations provided for in the legislation on the control of infectious diseases, the control of tuberculosis and the control of venereal diseases;
- 2) improving professional qualifications at the employer's initiative or with the employer's consent, and the employee developing professional qualifications shall be exempt from work on the working day in whole or in part, for the period necessary to arrive to obligatory courses on time and for the period of courses;

- 3) the donation of blood by the employee-blood donor or for the time necessary for the employee-blood donor to undergo the periodic medical examination prescribed by the blood donation centre if this cannot be done during their time off work;
- 4) the need to carry out examinations by a pregnant employee, as recommended by a physician, conducted in connection with the pregnancy if the examinations cannot be conducted outside working hours;
- 5) participation in the rescue operation and the necessary rest after its completion, to an employee being a member of the Mountain Volunteer Search and Rescue (Górskie Ochotnicze Pogotowie Ratunkowe) or a member of the volunteer rescue team operating within the framework of the coast rescue station of the Maritime Search and Rescue Service ("SAR Service");
- 6) the need to appear at the summons of a government or local government authority, court, public prosecutor's office, police or a body conducting proceedings in the cases of misdemeanour;
- 7) the need to appear before the authority competent in the field of general duty of defence for the time necessary to deal with the matter which is the subject of the summons;
- 8) the need to participate in a meeting of the conciliatory committee by the employee as a member of this committee; this also applies to an employee who is a party or witness in conciliation proceedings;
- 9) the employee's participation in the audit proceedings carried out by the Supreme Audit Chamber in the case of the employee being called to participate as a witness or an expert;

7. The employee shall retain their right to remuneration for the exemption period referred to in section 6, point 6, except for the employee's appearance in court as an accused. However, remuneration shall be due if the defendant or the accused was acquitted or the proceedings were discontinued.

8. The employee shall be exempt from work without retaining the right to remuneration in instances set out in the Labour Code, secondary legislation issued based on the Labour Code or other legal regulations.

### **§ 30**

1. Based on the written request, the employee may be exempt from work to handle important personal matters during working hours, subject to making up for the time of exemption from work.

2. In the request referred to in section 1, the employee shall undertake to make up for the time of exemption from work and shall indicate the date of making up for it, subject to sections 3-4.

3. This making up shall take place on the same day or on consecutive days, but no later than by the end of the settlement period.

4. This making up for the time of exemption from work shall be without prejudice to the employee's right to at least 11 hours of daily rest and at least 35 hours of weekly rest.

5. The time spent on making up for the time of exemption from work granted to an employee to attend to personal matters does not constitute overtime.

### **§ 31**

Exemptions from work shall be granted by a direct superior of the employee.

**Chapter 12**  
**WORK DISCIPLINE**

**§ 32**  
**WORK DISCIPLINE**

1. The employee shall appear for work at the workplace or other place of duty, as designated by the employer, at such time as to start work on time. Except for the employee working under the task-based working time system, the employee shall confirm arrival to work and leaving work by signing the register of attendance or punching the card in the reader if the electronic working time recording system functions at the University organisational unit.

2. The employee shall enter the hour of starting and ending work in the register of attendance.

3. The head of the organisational unit shall keep a record of employees leaving work during working hours for professional or personal purposes, subject to section 2.

4. The employee shall in each case notify their direct superior of the need to leave work, and the direct superior shall make a relevant entry in the record referred to in section 4.

5. An employee's leaving the workplace during working hours, without the superior's permission, will be considered an unexcused absence unless the employee justifies the absence.

6. The employee shall end work in accordance with the applicable working time schedule, subject to overtime work, and before leaving the workplace shall ensure order and cleanliness around their work posts, and properly secure documents, stamps, equipment and premises.

7. A direct superior of the employees shall supervise work discipline.

**§ 33**  
**Serious breach of basic employee's duties**

In particular, the following are considered to be grave breaches of fundamental labour duties:

- 1) unjustified refusal to comply with work instructions issued by the superior;
- 2) careless, unreliable and untimely fulfilment of duties assigned, including exposing the University to damage or loss;
- 3) entering work in an inebriated state or consuming alcohol at work, except for circumstances referred to in § 46, section 3 of the Rules and Regulations;
- 4) failure to submit, within the time limit set, the certificate confirming ability to work in the position occupied, issued by a physician conducting periodic medical examinations or check-ups;
- 5) failure to observe occupational health and safety regulations and principles, as well as fire safety regulations;
- 6) misappropriation of the property of the University;
- 7) wilful refusal to perform work (work abandonment);
- 8) failure to observe the working time schedule established;
- 9) leaving work without excuse (unexcused absence shall be understood to mean failure to appear at work on the working day or leaving the work post without justification or consent of a direct superior);

- 10) failure to comply with the rules of social coexistence, good academic manners and professional ethics;
- 11) acts and behaviours towards members of the University community showing features of discrimination or mobbing;
- 12) breach of personal data protection duties, in particular any disclosure of personal data or allowing unauthorised access to personal data;
- 13) failure to maintain confidentiality of secrets protected by the law.

## **§ 34**

### **Excusing absences from work**

1. Reasons excusing an employee's absence from work are events and circumstances, as defined by labour legislation, which prevent the employee from attending and performing work, as well as other instances of inability to work, specified by the employee and recognised by the head of the University organisational unit or by the direct superior of the employee as justifying absence from work.

2. The employee shall notify the head of the University organisational unit or their direct superior of the reason and expected duration of absence from work if the reason for that absence is known or foreseeable in advance.

3. In the event of reasons preventing the employee from attending work, the employee shall immediately notify the head of the University organisational unit or their direct superior of the reason for their absence and its expected duration, but no later than on the second day of their absence from work.

4. The notification referred to in section 3 shall be given by the employee in person or by another person, by telephone or other means of communication or by post, in which case the postmark shall be regarded as the date of the notice.

5. Absence from work or being late to work shall be justified by reasons making it impossible to attend work, in particular:

- 1) incapacity due to the employee's illness or isolation due to a contagious disease;
- 2) the need for personal care of a sick child or family member;
- 3) the need for the employee to personally take care of a healthy child up to 8 years of age, due to unexpected closure of the creche, child centre, kindergarten or the school the child attends;
- 4) illness of a babysitter or a person taking care of the employee's child during the day;
- 5) the necessity for the employee to appear in person in response to a personal summons issued by a competent authority in matters of general defence duty, a governmental or local governmental authority, a court, a public prosecutor's office, the police or an authority conducting proceedings in the cases of misdemeanour, as a party or witness in proceedings before those authorities;
- 6) undertaking a business trip during night-time hours, completed at such a time that 8 hours have not elapsed before the start of work, under conditions that do not allow for a night's rest;

6. The employee shall justify absence from work by presenting to their superior a written statement or evidence justifying the absence no later than when they report to work, unless the law provides for a different time limit for submitting evidence justifying the absence in question.

**Chapter 13**  
**REMUNERATION PAYMENT**  
**(date, place, time and frequency of payment)**

**§ 35**

1. Basic salary, seniority, function and task allowances shall be paid to the academic teacher monthly in advance, with the other remuneration components paid in arrears.

2. The right to remuneration paid in advance shall expire as at the last day of the month of the expiry of the employment relationship, provided that the employee shall retain remuneration paid for this month.

3. The basic remuneration and remuneration components paid in advance, referred to in section 1, shall be paid on the first working day of the month.

4. Remuneration for overtime hours shall be paid to the academic teachers within two months following the end of the academic year, subject to the provision of § 16, section 7.

5. Remuneration for work shall be paid to the employees not employed as academic teachers in arrears, no later than on the last day of the month; if the agreed day of payment of remuneration for work is a day off, remuneration shall be paid on the last working day preceding this day.

6. Remuneration financed from external resources shall be paid on the tenth day of the next calendar month. If this day of the month is a statutory day off, remuneration shall be paid on the last working day preceding this day.

7. Remuneration shall be transferred to a bank account identified by the employee in writing, unless the employee submitted a request, in hard copy, for direct payment (personal payment – payment in cash to a natural person).

8. At the request of the employee, the University shall present to the employee for review the documents providing a basis for calculation of their remuneration.

9. Every employee shall receive, as determined by the University, a summary (the so-called “payroll slip”) of remuneration components paid and deductions made.

**Chapter 14**  
**PROTECTION OF PREGNANT OR BREASTFEEDING WOMEN, AND RIGHTS**  
**RELATED TO PARENTHOOD**

**§ 36**

1. Pregnant or breastfeeding women cannot perform onerous, hazardous or harmful to health works that might have a negative impact on their health, the course of pregnancy or breastfeeding of a child. The list of jobs that are onerous, hazardous or harmful for health of pregnant or breastfeeding women is included in Appendix No. 2 to the Rules and Regulations.

2. The employer employing a pregnant or breastfeeding female employee in jobs referred to in section 1 shall adjust the employee’s working conditions in line with Article 179 of the Labour Code.

### **§ 37**

1. A pregnant employee cannot be employed to work overtime or at night. A pregnant employee cannot be delegated, without their consent, to work outside of their permanent workplace, or employed under the interrupted working time system.

2. The employer employing a female employee at night shall, during her pregnancy, change the working time schedule in a manner enabling the work to be performed outside of night time hours, and if this is not possible or is pointless, the female employee must be transferred to perform another work which does not have to be performed at night; if this is not possible, the employer shall release the employee from the duty to perform work for as long as necessary, with retention of the right to remuneration.

3. The employee taking care of a child, until the child reaches the age of four, may not be employed, without their consent, to work overtime or at night, or under the interrupted working time system, or to be delegated outside of their permanent workplace.

4. In working time systems and schedules, referred to in § 6 and § 8, working time of:

- 1) pregnant employees,
  - 2) and employees taking care of a child up to 4 years of age,
- cannot exceed 8 hours without their consent. The employee shall retain the right to remuneration for any period of non-performance of work due to the working time amount reduced for that reason.

### **§ 38**

1. The employer shall grant a pregnant employee exemption from work in order to carry out medical examinations prescribed by a doctor and performed in connection with pregnancy, if these examinations cannot be carried out outside working hours.

2. The female breastfeeding employee shall have the right to two half-hour breaks from work included in the working time. The employee breastfeeding more than one child shall have the right to two breaks from work, of 45 minutes each.

3. The employee, whose working time is less than 4 hours a day, shall not be entitled to breastfeeding breaks. The employee, whose working time is less than 6 hours a day, shall be entitled to one breastfeeding break.

4. The employee raising at least one child of up to 14 years of age shall be entitled to exemption from work, as referred to in § 29, section 2 of the Rules and Regulations.

## **Chapter 15 OCCUPATIONAL HEALTH AND SAFETY**

### **§ 39**

The Rector shall ensure safe and healthy conditions of work and education, in particular by making available appropriate infrastructure and carrying out training courses.

#### **§ 40**

Matters related to safety of events held on the premises of the University, including the rules for arranging and conducting events, shall be regulated by the Rector.

#### **§ 41**

1. Persons managing the employees shall be responsible for occupational health and safety within the scope set out in Article 212 of the Labour Code.

2. If the conditions of work do not comply with occupational health and safety regulations and pose a direct danger to the health or life of the employee, or if the work performed by the employee presents a threat of such a danger to other people, the employee has the right to refrain from work, and to notify their superior on such facts immediately.

3. If refraining from work does not remove the danger referred to in section 2, the employee has the right to move away from the place of danger, and to notify the superior on this fact immediately.

4. The provisions of sections 1 and 2 shall not apply to an employee, whose employee duty is to save human life or property.

#### **§ 42**

1. The employees shall undergo preventive medical examinations, including initial, periodic medical examinations and check-ups in accordance with Regulation of the Minister of Health and Social Welfare of 30 May 1996 on carrying out medical examinations of employees, on the extent of the preventive health care for the employees, as well as on medical decisions issued for the purposes provided for by the Labour Code (consolidated text: Journal of Laws of 2016, item 2067).

2. The heads of the units, where work in conditions harmful to health or onerous is performed, shall ensure that environmental tests are conducted in accordance with the applicable regulations.

#### **§ 43**

Before being permitted to work, all the employees shall complete preliminary training on occupational health and safety and fire safety, and during the training at their workplace, shall be notified by their direct superior of any occupational risk connected with the work performed, as well as of the principles of protection against threats. They shall also participate in periodic trainings.

#### **§ 44**

All persons managing employees shall report accidents at work to the University's Health, Safety and Fire Safety Inspectorate without any undue delay.

#### **§ 45**

Types of working and protective clothes, application norms, principles for allocation of personal protective equipment, as well as working clothes and footwear, and types of personal protective equipment and personal hygiene means are governed by Ordinance No. 1 of the Chancellor of the University of Warsaw of 22 February 2012

on the management of working and protective clothing and personal protective and hygiene measures at the University of Warsaw (UW Monitor of 2012, item 78).

#### **§ 46**

1. It is forbidden for an employee to enter or remain on the University premises in an inebriated state.

2. Alcohol may not be brought onto the University premises except in accordance with the provision of section 3.

3. The Rector of the University, the dean or the head of the organisational unit may authorise organised events with a traditional glass of wine on the premises of the organisational units they manage.

#### **§ 47**

According to the Act of 9 November 1995 on health protection against the effects of tobacco and tobacco products use (consolidated text: Journal of Laws of 2018, item 1446, as amended), smoking is prohibited in the University buildings except in areas designated for smoking and appropriately signposted.

### **Chapter 16 DISCIPLINARY LIABILITY OF EMPLOYEES**

#### **§ 48**

1. For the failure to observe the established organisation and order in the work process, health and safety regulations, fire safety regulations and the accepted method of confirming arrival and attendance at work and of excusing absence from work, the employer may sanction the employee applying the following measures:

- 1) penalty of a warning;
- 2) penalty of a reprimand.

2. For the failure to comply with health and safety or fire safety regulations, leaving work without an excuse, coming to work in an inebriated state or consuming alcohol while at work, the employer may also apply a financial penalty.

3. The financial penalty for one breach as well as for each day of unexcused absence, shall not exceed one day's salary of the employee, and the total financial penalties shall not exceed a tenth of the salary payable to the employee after deductions have been made as referred to in Article 87, § 1, points 1-3 of the Labour Code.

4. The penalty shall not be applied two weeks after knowledge of the breach of the employee's duty and three months after the breach was committed.

5. The penalty can only be applied after the employee has been heard.

6. If, due to absence at the workplace, the employee cannot be heard, the two-week period provided for in section 4 shall not begin and the period which has begun shall be suspended until the date on which the employee reports for work.

7. The employer shall notify the employee in writing of the penalty applied, indicating the nature of the breach of the employee's duties and the date on which the employee committed the breach, and informing the employee of their right to object

and of the time limit for doing so; a copy of the notice shall be filed in the employee's personal file.

8. When applying the penalty, particular consideration shall be given to the nature of the breach of the employee's duties, the degree of the employee's fault and the employee's previous attitude to work.

9. If the penalty has been applied in violation of the law, the employee may, within seven days of being notified of the punishment, file an objection. The acceptance or rejection of the objection shall be decided by the employer after considering the position of the company trade union representing the employee. Failure to reject an objection within 14 days from the day on which it was filed shall be deemed to constitute acceptance of the objection.

10. The employee who filed an objection may, within 14 days from the date of notification of the rejection of that objection, apply to the labour court for the annulment of the penalty imposed.

11. In the event that an objection to the financial penalty applied is upheld or the penalty is annulled by the labour court, the employer shall reimburse the employee the equivalent amount of the penalty.

12. The penalty shall be considered null and void and a copy of the penalty notice shall be removed from the employee's personnel file after one year of impeccable service. The employer may, on its own initiative or at the request of the company trade union representing the employee, declare the penalty null and void before the expiry of this period.

13. The employer shall remove the notice of penalty from the employee's personnel file when it has upheld the employee's objection or when the labour court has ruled to overturn the penalty.

## **§ 49**

The penalties referred to in § 48 of the Rules and Regulations are imposed by the Rector at the request of the head of the organisational unit.

## **§ 50**

Notwithstanding the liability referred to in § 48, the academic teacher shall be liable to a disciplinary action for misconduct constituting a breach of the obligations of the academic teacher or the dignity of the academic teacher profession, under the terms of the Act.

## **Chapter 17 SURVEILLANCE AT THE UNIVERSITY**

## **§ 51**

1. Video surveillance shall be allowed at the premises and around the premises of the University of Warsaw.

2. Video surveillance is a special form of surveillance of a particular area performed by applying technical measures allowing image recording.

## **§ 52**

### **Purpose, scope and method of video surveillance application**

1. The purpose of video surveillance shall be:
  - 1) ensuring and improving safety of the employees at the premises of the University;
  - 2) ensuring and improving protection of the property of the University;
  - 3) maintaining confidentiality of secrets protected by the law;
  - 4) ensuring safety of the personal data processed.
2. The scope of video surveillance application is determined in the documentation of the unit responsible for video surveillance.
3. The employee may obtain additional information on the application of video surveillance as specified in the information notice (contact details in the notice on the processing of personal data) which is placed at the area subject to surveillance.
4. Monitoring shall not cover the areas referred to in Article 22<sup>2</sup>, § 1<sup>1</sup> and § 2 of the Labour Code.
5. The surveillance system cameras shall record images (vision). The monitoring system does not record sound (phonics).
6. The surveillance system operates 24 hours a day.
7. Images recorded shall be processed only for the purposes for which they are collected, and stored for a period of three months starting the date of recording.
8. If the image recorded is used as evidence in the proceedings carried out based on legal regulations or the head of the University organisational unit obtains information on its potential use as evidence in the proceedings, the time limit set in section 7 shall be extended until final closure of the proceedings.
9. After the expiry of periods referred to in sections 7 and 8, the recordings of the image containing personal data shall be erased, unless separate regulations decide otherwise.
10. The head of the organisational unit shall inform the employees in writing or by means of an official e-mail about the use of video surveillance already in place and about the possible introduction of video surveillance no later than two weeks before its launch. A confirmation of the notification to the employee shall be kept in the personal file of the employee.
11. The rooms and the area subject to visual surveillance shall be marked with boards notifying of the video surveillance system installation, including the notice on the processing of personal data shall be placed in a visible and generally accessible place.
12. The boards referred to in section 11 shall be placed in visible places no later than one day before the launch of the video surveillance system. In addition, the information boards are provided with a graphic sign indicating the use of video surveillance.

## **§ 53**

### **Purpose, scope and method of the monitoring of electronic systems**

1. The University may use monitoring of electronic systems where appropriate, including monitoring of an employee's work email, referred to in Article 22<sup>3</sup> of the

Labour Code, to ensure that work is organised to allow full use of working time and proper use of the working tools provided to the employees.

2. The monitoring of electronic systems may cover the university e-mail of the employee, the electronic entry and exit control system, as well as any electronic systems used at the University.

3. The monitoring of electronic systems cannot violate the secrecy of correspondence and other personal rights of the employees.

4. The provisions of § 52, section 10 shall apply accordingly.

## **Chapter 18 FINAL PROVISIONS**

### **§ 54**

1. The employees may lodge complaints and motions to the Rector.

2. Complaints and motions shall be examined in accordance with the procedure set out by the Code of Administrative Procedure.

### **§ 55**

1. Matters pertaining to the employment relationship of the University employees, not regulated herein, shall be governed by the provisions of the Labour Code, the Act and the Statute.

2. A newly recruited employee is obliged to familiarise themselves with the content of the Rules and Regulations before starting work.

3. A written confirmation of getting acquainted with the content of the Rules and Regulations shall be kept in the personal file of the employee.

### **§ 56**

1. The Rules and Regulations shall remain binding for an indefinite period.

2. Amendments to the Rules and Regulations can be introduced in accordance with the procedure applicable to its introduction, as specified in the Labour Code.

**SCHEDULING, SETTING THE NUMBER, AND RULES OF SETTLEMENT OF  
TEACHING HOURS WORKLOAD (TEACHING WORKLOAD) OF ACADEMIC  
TEACHERS  
AT THE UNIVERSITY OF WARSAW**

**§ 1**

**Terms and definitions**

1. Teaching workload means the obligatory teaching hours workload, during an academic year, of the academic teacher employed in the group of research and teaching employees or teaching employees, determined proportionally to the working hours workload (the type of contract) specified in § 16 of the Rules and Regulations.

2. Teaching hour equals 45 minutes.

3. Dean – the term dean, used for matters covered by this Appendix, shall apply respectively to the head of the university-wide organisational unit.

4. The colleges of studies and the college of inter-area individual studies, i.e. the organisational units of the University as referred to in § 16 and § 17 of the Statute respectively, organize studies in the fields of studies.

5. Doctoral school means an organisational unit of the University, referred to in § 18 of the Statute, providing studies for doctoral students.

6. KJD means a head of a teaching unit within the meaning of the Statute, arranging education in the certain field or fields of studies, an equivalent of a college director at the college of studies, a vice-dean in charge of student affairs at the faculty, a director in charge of studies at a university-wide organisational unit, provided that the director of the college of multi-area individual studies shall fulfil tasks of the KJD within the scope set out in the rules of the college of multi-area individual studies.

7. Teaching and learning council – a collegiate body, referred to in § 68 of the Statute, competent for one or more fields of studies, established at the organisational unit of the University which organises studies.

8. The types of teaching hours workloads taken into consideration for the purpose of settling the teaching workload: regular hours and irregular hours (other teaching loads).

9. Regular hours mean teaching classes which meet the following conditions:

- 1) included in the programme of studies in the field of studies or at the doctoral school;
- 2) included in the weekly plan (schedule) of classes;
- 3) conducted for groups of not less than the minimum size set by the:
  - a) the KJD after consultation with the teaching and learning council,
  - b) the director of the doctoral school for classes within the programme of studies at the doctoral school,
  - c) the head of the university-wide unit referred to in § 19, section 1, point 2 of the Statute, performing service-oriented teaching activities on behalf of the units organising studies.

Regular hours shall also include:

- 1) field courses and internships obligatory for a particular field of studies, however, the number of teaching hours accepted for calculating teaching workload amounts to the number of teaching hours provided for in the programme of studies or in the teaching programme;
- 2) other activities carried out continuously, but due to non-standard teaching methods (e.g. classes delivered using distance learning methods and techniques), which do not meet the conditions referred to in this point, to the extent determined by the KJD, after consulting the teaching and learning council;
- 3) scientific supervision of a student of multi-area individual studies referred to in § 25 of the Rules and Regulations of Studies at the University of Warsaw, or scientific supervision of a student pursuing an individual programme of studies in cooperation with the scientific supervisor within the framework of the individual organisation of studies referred to in § 26, section 3, point 1 of the Rules and Regulations of Studies, in the total amount of 10 hours a year per one student and maximum 60 hours a year per one academic teacher;
- 4) teaching classes conducted outside the University in accordance with principles set out in § 4, sections 9 and 10 of the Rules and Regulations.

10. Irregular hours mean other teaching workloads which are not regular hours included in the number of teaching hours on an annual basis up to 1/3 of the teaching workload set in § 16 of the Rules and Regulations. The dean, at its own initiative or at the request of the KJD, after consulting the faculty council and trade unions, shall draw up the list of teaching hours workloads which are not regular classes but included in the teaching workload. In particular, in the case of classes of a specifically difficult or onerous nature (e.g. classes taught in a foreign language which are not lectures, translation or language study classes in philology courses if taught in a foreign language which is not the native language of the instructor; classes taught on Saturdays and public holidays), the additional work load may be the basis for the award of irregular hours of up to 1/2 of these classes.

11. Overtime hours mean teaching hours taught in the number exceeding the obligatory annual teaching workload established according to these principles, and for which the employee shall be entitled to additional remuneration, however, in the case of:

- 1) the reduction in the teaching workload referred to in § 4, the remuneration for overtime hours shall be paid for hours worked in excess of the teaching workload obligatory for a particular position;
- 2) part-time employment, the remuneration for overtime hours shall be due after exceeding the number of teaching hours set proportionally to the teaching workload.

12. Period of teaching workload settlement means a settlement period equivalent to one academic year. Upon a written application of the academic teacher, the dean may extend the period of teaching workload settlement for up to two years.

13. Reduction in teaching workload means the reduction of the obligatory annual teaching workload; it can be granted only to the academic teacher employed on a full-time basis (full-time contract) for whom the University is a primary workplace within the meaning of Article 120 of the Act.

14. Underload means a situation in which the number of teaching hours performed in a particular settlement period is less than the obligatory teaching workload.

15. Home organisational unit means the organisational unit within the meaning of § 114, section 1 of the Statute, specified in the employment contract, where the academic teacher performs their duties and the teaching workload of this academic teacher is settled. The settlement of the teaching workload of the academic teacher conducting classes at more than one unit at the University shall be carried out only by the home organisational unit. If this unit is not specified in the employment contract, the Rector shall appoint the organisational unit responsible for the settlement of the teaching workload of the academic teacher.

## **§ 2**

### **Stages of implementing the teaching process**

1. Obligatory stages of implementing the teaching process include:
  - 1) teaching workload scheduling completed no later than by the end of May of the academic year preceding the academic year for which the plan is prepared;
  - 2) allocation of teaching classes to the academic teachers;
  - 3) monitoring the implementation of the planned teaching workload and making any adjustments to the plan;
  - 4) filing an annual report by the academic teacher on the teaching workload completed;
  - 5) content, formal and financial auditing of reports submitted by the academic teachers;
  - 6) settlement of the teaching workload after the end of the academic year, but no later than by the end of October in the next academic year, subject to § 1, section 12, second sentence;
  - 7) providing the Rector with summary information on the teaching workloads completed after the annual settlement.

2. Planning and settling teaching workloads and reporting process supported by the USOS system (University Study-Oriented System).

## **§ 3**

### **Scheduling and specifying teaching workloads**

1. The dean shall plan teaching workloads, i.e. specify and allocate teaching classes to the academic teachers for a particular academic year, in particular with the aim to:

- 1) ensure the fulfilment of teaching duties;
- 2) ensure an optimal use of teaching staff resources in order to minimise the occurrence of both underloads and overtime.

2. With regard to the matters referred to in section 1, the Dean undertakes any actions in consultation with the KJD, whose responsibility is to take care of the quality of teaching and the selection of persons conducting teaching classes, and with the director of the doctoral school, whose duties include ensuring proper organisation of teaching and taking care of the proper implementation of the teaching process provided to the doctoral students.

3. The KJD shall notify the dean of the type and amount of teaching classes scheduled in the programme of studies at a particular field, level and profile. The KJD can recommend persons for teaching of all or part of the classes, for which such persons are required.

4. The director of the doctoral school shall notify the dean of the type and amount of classes scheduled in the programme of studies at the doctoral school together with proposed staff.

5. The teaching workload shall be completed at the full-time studies or at the doctoral school. In exceptional circumstances, it is permissible to supplement the teaching workload with teaching hours provided for part-time or postgraduate studies, taking this into account in the cost of studies.

6. The dean shall plan teaching classes in a manner ensuring an even workload for all academic teachers; no underload shall be planned.

7. The dean may assign an academic teacher to teach, as part of their teaching workload, in courses other than those organised by the home organisational unit of the University, as well as at another university or school as referred to in the Act of 14 December 2016, the Education Law (consolidated text: Journal of Laws of 2019, item 1148) under a contract concluded with such a school.

8. Upon consent of the dean of the home teaching unit, an academic teacher may complete the whole or part of the teaching workload, at another organisational unit of the University.

9. In specific cases justified by the need to implement the teaching programme, the dean shall assign an academic teacher to teach classes as overtime, in the amount not exceeding 1/4 of the teaching workload in the case of the research and teaching employee, and 1/2 of the teaching workload for the teaching employee, except that the number of overtime hours determined shall be rounded up to the nearest whole hour.

10. The academic teacher may, with their written consent, be assigned to teach classes in overtime hours in the amount exceeding 1/4 or 1/2 of the teaching workload, except that, together with the hours referred to in section 9, not more than twice the annual teaching hours load.

11. An academic teacher who is pregnant or raising a child until the child is 4 years of age may not be assigned to work overtime hours without their written consent.

12. When planning and determining annual teaching hours loads, the dean shall take into account the teaching workload reduction granted to the academic teacher as referred to in § 4.

13. The KJD shall announce the staff allocation and class schedules at least four months before the start of the semester in which they are to take effect.

14. Before the beginning of the academic year, the dean shall present to the academic teacher for signing: "Allocation of teaching hours for the academic year / semester".

15. The dean, in consultation with the KJD and the director of the doctoral school, supervises the implementation of the planned teaching workload and makes any necessary adjustments to the teaching hours workload arising from the occurrence of circumstances which affect the teaching workload, including, in particular, a change of the position or the type of the employment contract, granting of a teaching workload reduction, absenteeism, following an initial settlement of the teaching workload after the end of the first semester.

#### **§ 4**

##### **Reduction of teaching workload**

1. At the request of the academic teacher consulted with the dean, the Rector can reduce the annual teaching hours workload of the academic teacher, in particular for the following reasons:

- 1) research workload;
- 2) performance of teaching classes with an exceptionally high level of difficulty, during the first year of conducting these classes;
- 3) the burden of organisational tasks at the University;
- 4) PKA or RGNiSW membership.

2. The reduction of the teaching workload may be granted only to the academic teacher employed on a full-time basis, and for whom the University is a primary workplace, and for a maximum of one academic year at a time.

3. Except in exceptional cases justified by the important interests of the University, the Rector shall not grant the reduction of the teaching workload to the academic teacher with an additional employment within the meaning of Article 125 of the Act or conducting business activities.

#### **§ 5**

##### **Settlement of teaching workload**

1. The settlement of the teaching workload shall mean establishing the number of teaching hours completed by the academic teacher during a particular settlement period, after taking into account:

- 1) the teaching workload set in accordance with § 3 of this resolution;
- 2) reduction of the teaching workload;
- 3) principles for setting and settling the hours allocated to the period of justified absence from work, including taking up employment after the beginning of the academic year or expiration of the employment relationship before the end of the academic year.

2. During the period of illness or another unexpected justified absence of the academic teacher, the teaching hours resulting from the teaching workload set for a particular position, and which according to the plan of teaching classes would fall during the period of this absence, shall be regarded as hours worked according to the plan, for the purpose of establishing the number of teaching hours.

3. In the case of the academic teacher for whom the teaching hours workload was not planned due to:

- 1) signing an employment contract after the beginning of the academic year,
- 2) foreseen absence from work related, in particular, to study leave, long-term illness, health leave, unpaid leave or other leave of absence, military service or alternative

service, maternity leave, leave on maternity leave conditions, paternity leave, parental leave, and child care leave,

- 3) the termination of the employment relationship before the end of the academic year, one thirtieth of the annual teaching workload determined for the post concerned for each week of absence for the period in which teaching is carried out at the University shall count towards the teaching hours worked.

4. Any teaching classes planned but not conducted due to the cancellation of classes announced by the Rector, the KJD or the director of the doctoral school, shall be regarded as classes taught in accordance to the plan.

5. The dean, in consultation with the KJD or the director of the doctoral school, shall specify the method of settling classes conducted by more than one teacher.

6. The KJD or the director of the doctoral school shall notify the dean on the delivery of teaching classes by the academic teachers employed at the faculty, and on any potential changes to the programme of studies or to the teaching programme at the doctoral school affecting the staff allocation.

7. The settlement of the teaching workload of the academic teacher distinguishes regular hours and irregular hours, separately for the full-time and part-time studies (the classes at the full-time studies are conducted separately from the part-time studies), at the doctoral studies (doctoral schools) or at the postgraduate studies.

8. While settling the teaching workload of the academic teacher, the dean shall establish the number of teaching hours taught, including:

- 1) the number of regular hours completed at the full-time studies and at the doctoral school;
- 2) the number of irregular hours completed at the full-time studies and at the doctoral school;
- 3) the number of regular and irregular hours at part-time studies in the situation referred to in § 3, section 5, second sentence;
- 4) the number of overtime hours completed at the full-time and part-time studies and at the doctoral school;
- 5) the number of hours at the postgraduate studies, in the situation referred to in § 3, section 5, second sentence.

9. The settlement of the teaching workload of the academic teacher may result in overtime hours or underload.

10. The dean shall settle the teaching workload of the academic teachers within one month from the end of the teaching workload settlement period within the meaning of § 1, section 12.

11. In the case of the termination of the employment relationship with the academic teacher, before the end of the academic year, the dean shall settle the teaching workload of the academic teacher upon the termination of the employment relationship.

12. The remuneration for overtime work shall be paid within two months from the end of the settlement period within the meaning of § 1, section 12, and subject to section 13, or in circumstances referred to in section 11, upon the termination of the employment relationship University.

13. It is permissible to pay for overtime hours upon the end of the first semester subject to the completion of the full teaching workload in the first semester and following the settlement of the teaching workload.

14. In the case of continuous underload of the academic teacher, the dean shall implement the following measures:

- 1) commissioning classes at other organisational units of the University;
- 2) assigning the tasks supporting the teaching and learning process (in the case of periodic, short-term underloading);
- 3) implementing, in cooperation with the KJD, activities aimed at the development of teaching competences of the academic teacher;
- 4) reducing the employment basis of the academic teacher (in the case of underloads without clear prospects for their elimination).

15. The dean shall be responsible for the correct settlement of the teaching workload, including the content, formal and financial auditing of reports submitted by the employees. Assigning some tasks related to the process of planning and settling the teaching workload to the organisational units of the faculty (e.g. to institutes, chairs, department) does not release the dean from their full responsibility for planning and settling the teaching workload.

## **§ 6**

### **Report on the teaching workload completed**

1. Reports on the teaching workload completed shall include the annual report submitted to the dean by the academic teacher and the annual report on the teaching workload completed by all the employees submitted to the Rector by the dean.

2. The employee shall submit the annual report on the teaching workload completed to the home teaching unit, in the manner and by the deadline set by the dean.

3. The KJD or the director of the doctoral school shall confirm completion of the teaching classes by the academic teacher by making an appropriate annotation on the annual report with their signature and stamp.

4. No later than on 15 December each year, the dean shall submit to the Rector the annual report on the teaching workload completed of all the employees.

5. The dean shall attach an explanatory note to the annual report, if the settlement of the teaching workload of the employees revealed significant deviations from the planned teaching workload planned for a particular academic year.

**LIST OF ONEROUS, HAZARDOUS OR HARMFUL TO HEALTH WORKS FOR  
PREGNANT OR BREASTFEEDING WOMEN**

- I. Work involving excessive physical exertion, including manual handling of loads.
- II. Work performed in cold, hot and fluctuating microclimates.
- III. Work involving exposure to noise or vibrations.
- IV. Work involving exposure to electromagnetic fields in the frequency range between 0 Hz and 300 GHz, and to ionising radiation.
- V. Work under increased or reduced pressure.
- VI. Work involving contact with harmful biological agents.
- VII. Work involving exposure to harmful chemical agents.
- VIII. Work posing a risk of serious bodily or mental injury.

**I. Work involving excessive physical exertion, including manual handling of loads**

1. For pregnant women:
  - 1) all work in the case of which the highest value of physical work load measured based on the net energy expenditure for performance of work exceeds 2900 kJ per working shift and in the case of occasional work (performed up to 4 times per hour if the total time of work performance does not exceed 4 hours a day) – 7.5 kJ/min;
  - 2) manual lifting and carrying of objects the weight of which exceeds 3 kg;
  - 3) manual operation of equipment components (levers, cranks, steering wheels, etc.) requiring using force of more than:
    - a) 12.5 N for operation with both hands, in the case of permanent work and 25 N in the case of occasional work defined in point 1,
    - b) 5 N for operation with one hand, in the case of permanent work and 12,5 N in the case of occasional work defined in point 1;
  - 4) foot operation of equipment components (pedals, buttons, etc.) where a force in excess of 30 N is required;
  - 5) manual lifting and shifting:
    - a) objects in the case of continuous work,
    - b) objects with the weight exceeding 1 kg in the case of occasional work defined in point 1;
  - 6) two-handed shifting of objects if the force applied, necessary to start the load movement, exceeds:
    - a) 30 N – in the case of pushing,
    - b) 25 N – in the case of pulling;
  - 7) manual rolling and rolling-up of rounded objects and participating in group shifting of objects;
  - 8) manual handling of liquid materials - hot, corrosive or hazardous to health;
  - 9) transport of loads using a one-wheel wheelbarrow and a multi-wheeled hand trolley;
  - 10) work in forced body position;

- 11) work in a standing position for more than 3 hours per working shift, whereas time in a standing position cannot in each case exceed 15 minutes, after which a 15-minute break should be taken;
- 12) work involving using display screens for more than 8 hours a day, whereas time worked using a display screen cannot in each case exceed 50 minutes, after which a 10-minute break should be taken, included in working time.

2. For breastfeeding women:

- 1) all works in the case of which the highest value of physical work load measured based on the net energy expenditure for performance of work exceeds 4200 kJ per working shift and in the case of occasional work defined in section 1, points 1 – 12.5 kJ/min;
- 2) manual lifting and carrying of objects the weight of which exceeds:
  - a) 6 kg – in the case of continuous work,
  - b) 10 kg – in the case of occasional work defined in section 1, points 1;
- 3) manual operation of equipment components (levers, cranks, steering wheels, etc.) requiring using force of more than:
  - a) 25 N for operation using both hands, in the case of permanent work and 50 N in the case of occasional work defined in section 1, points 1;
  - b) 10 N for operation with one hand, in the case of permanent work and 25 N in the case of occasional work defined in section 1, points 1;
- 4) foot operation of equipment components (pedals, buttons, etc.) requiring using force of more than:
  - a) 60 N – in the case of continuous work,
  - b) 100 N – in the case of occasional work defined in section 1, points 1;
- 5) manual shifting of objects with the weight exceeding 6 kg, where the height exceeds 4 metres or along a distance above 25 meters;
- 6) manual upwards shifting – on uneven surfaces, up ramps, stairs, where the maximum slope does not exceed 30° and the height does not exceed 4 metres – of objects with the weight exceeding 6 kg;
- 7) manual upwards shifting – on uneven surfaces, up ramps, stairs, where the maximum slope exceeds 30° and the height exceeds 4 metres – of objects with the weight exceeding:
  - a) 4 kg – in the case of continuous work,
  - b) 6 kg – in the case of occasional work defined in section 1, point 1;
- 8) two-handed shifting of objects if the force applied, necessary to start the load movement, exceeds:
  - a) 60 N – in the case of pushing,
  - b) 50 N – in the case of pulling;
- 9) manual rolling and rolling-up of rounded objects (in particular barrels and large-diameter pipes) if:
  - a) the weight of the objects rolled on even, hard and smooth surfaces exceeds 40 kg per one woman,
  - b) the weight of objects rolled up on ramps exceeds 10 kg per one woman;
- 10) participation in group shifting of objects;
- 11) manual handling of liquid materials - hot, corrosive or hazardous to health;
- 12) transporting loads with weight exceeding:

- a) 20 kg – in the case of transport using a wheelbarrow on the surface with the slope not exceeding 5% or 15 kg – on the surface with the slope exceeding 5%,
- b) 70 kg – in the case of transport using a 2-wheel trolley on the surface with the slope not exceeding 5% or 50 kg – on the surface with the slope exceeding 5%,
- c) c) 90 kg – in the case of transport using a trolley with 3 or more wheels on the surface with the slope not exceeding 5% or 70 kg – on the surface with the slope exceeding 5%.

The above-mentioned permissible load weights also include the weight of the transport device and apply to transporting loads on a level, hard and smooth surface. In the case of transporting loads on an uneven or unhardened surface, the permissible load weight, including the weight of the trolley, may not exceed 60% of the specified values

13) carrying loads on a rail trolley of the weight exceeding, including the mass of the trolley:

- a) 120 kg – in the case of transport on the surface with the slope not exceeding 2%,
- b) 90 kg – in the case of transport on the surface with the slope exceeding 2%;

14) 14) transport of loads:

- a) on a wheelbarrow or multi-wheel trolley on the surface with the slope exceeding 8%,
- b) on a wheelbarrow or multi-wheel trolley along a distance exceeding 200 meters,
- c) on a rail trolley on the surface with the slope exceeding 4%,
- d) on a rail trolley along a distance above 400 meters.

## **II. Work performed in cold, hot and fluctuating microclimates.**

For pregnant and breastfeeding women:

- 1) work performed in hot micro-climate, in conditions, where the PMV indicator (predicted mean vote), determined in accordance with the Polish Standard, is more than 1.0;
- 2) work performed in cold micro-climate, in conditions, where the PMV indicator (predicted mean vote), determined in accordance with the Polish Standard, is less than -1.0;
- 3) work performed in an environment with significant micro-climate variations, in particular with sudden air temperature changes in a range exceeding 15°C and more, without an option for at least 15 minutes' adaptation in a room at an intermediate temperature.

## **III. Work involving exposure to noise or vibrations**

For pregnant women:

- 1) work performed in conditions involving exposure to noise where:
  - a) the exposure level related to an 8-hour daily or an average weekly working time, as defined by the Labour Code, exceeds 65 dB,
  - b) the C-weighted peak sound level exceeds 130 dB,
  - c) the maximum A-weighted sound level exceeds 110 dB;

- 2) work performed in conditions of exposure to infrasound noise, whose frequency-corrected equivalent sound pressure level G, related to an 8-hour daily or an average weekly working time, as defined by the Labour Code, exceeds 86 dB;
- 3) work performed in conditions involving exposure to ultrasonic noise in the case of which:
  - a) equivalent levels of acoustic pressure in the third octave bands with the centre frequencies from 10 kHz to 40 kHz, related to an 8-hour daily or an average weekly working time, as defined by the Labour Code,
  - b) the maximum levels of acoustic pressure in the third octave bands with the centre frequencies from 10 kHz to 40 kHz, exceed the following values:

Centre frequency of third octave bands (kHz)	Equivalent level of acoustic pressure related to an 8-hour daily or an average weekly working time, as defined by the Labour Code, (dB)	Maximum level of acoustic pressure (dB)
10; 12.5; 16	75	95
20	85	105
25	100	120
31.5; 40	105	125

- 4) work performed in conditions involving exposure to vibrations acting on the human body through the upper limbs, in the case of which:
  - a) the value of daily exposure expressed in the form of energy equivalent for 8 hours of influence of a vector sum of effective, frequency-weighted vibration accelerations determined for three directional components ( $a_{hwx}$ ,  $a_{hwy}$ ,  $a_{hwz}$ ), exceeds  $1 \text{ m/s}^2$ ,
  - b) the value of exposure for 30 minutes and less expressed in form of a vector sum of effective, frequency-weighted vibration accelerations determined for three directional components ( $a_{hwx}$ ,  $a_{hwy}$ ,  $a_{hwz}$ ), exceeds  $4 \text{ m/s}^2$ ;
- 5) all works performed in conditions involving exposure to vibrations generally acting on the human body.

#### **IV. Work involving exposure to electromagnetic fields in the frequency range between 0 Hz and 300 GHz, and to ionising radiation**

1. For pregnant women:
  - 1) work within electromagnetic fields with the intensity exceeding values for the safe zone, set in regulations on maximum permissible concentration and intensity of harmful factors in the work environment;
  - 2) work performed in conditions involving exposure to ionising radiation as defined in the Atomic Law.
2. For breastfeeding women – work performed in conditions involving exposure to ionising radiation as defined in the Atomic Law.

#### **V. Work under increased or reduced pressure.**

For pregnant or breastfeeding women, work performed as divers, work in pressure vessels, and all works under increased or reduced pressure.

## **VI. Work involving contact with harmful biological agents**

1. For pregnant and breastfeeding women:

- 1) work involving risk of infection with: hepatitis B virus, varicella zoster virus, rubella virus, HIV virus, cytomegalovirus, listeria, toxoplasmosis;
- 2) work performed involving carrying for animals with infectious and invasive diseases.

2. For pregnant women – work performed involving exposure to other biological agents classified to risk groups 2-4, in accordance with regulations on biological agents harmful to health in the work environment and protection of health of the employees exposed to these agents, if the professional risk assessment results, taking into account the therapeutic activities required due to certain biological agents, show a threat to health of the pregnant woman or adverse impact on pregnancy, including the foetus development.

## **VII. Work involving exposure to harmful chemical agents**

For pregnant and breastfeeding women:

- 1) work involving exposure to substances and mixtures meeting the criteria for classification in accordance with Regulation (EC) No. 1272/2008 of the European Parliament and of the Council of 16 December 2008 on classification, labelling and packaging of substances and mixtures, amending and repealing Directives 67/548/EEC and 1999/45/EC and amending Regulation (EC) No 1907/2006 (Official Journal of the EU L 353 of 31.12.2008, page 1, as amended). in one or more of the following hazard classes or categories together with one or more of the following hazard statements:
  - a) germ cell mutagenicity, category 1A, 1B or 2 (H340, H341),
  - b) carcinogenicity, category 1A, 1B or 2 (H350, H350i, H351),
  - c) harmful to fertility, category 1A, 1B or 2, or the additional category of harmful effects on lactation or harmful effects on breastfed children (H360, H360D, H360FD, H360Fd, H360Df, H361, H361d, H361fd, H362),
  - d) specific target organ toxicity after single exposure, category 1 or 2 (H370, H371)– regardless of their concentration in the work environment;
- 2) work involving exposure to the following chemical substances, irrespective of their concentration in the work environment:
  - a) chemical agents of known and dangerous percutaneous absorption,
  - b) cytostatics,
  - c) manganese,
  - d) synthetic oestrogen and progesterone,
  - e) carbon monoxide,
  - f) lead as well as organic and inorganic lead compounds,
  - g) mercury as well as organic and inorganic mercury compounds;
- 3) work involving exposure to organic solvents if their concentration in the work environment exceeds 1/3 of maximum permissible concentrations set in regulations on maximum permissible concentration and intensity of factors harmful to health in the work environment;
- 4) work or technology processes involving release of chemical substances, their mixtures or carcinogenic or mutagenic agents listed in regulations on chemical

substances, their mixtures, agents or technological processes with carcinogenic or mutagenic effect in work environment.

#### **VIII. Work involving the risk of severe physical or mental injuries**

4. For pregnant and breastfeeding women:

- 1) work in trenches and in tanks and canals;
- 2) underground work in all kinds of mines;
- 3) working at a forced rhythm (for example, on a conveyor belt);
- 4) other work involving a risk of serious physical or mental injury, including firefighting, participation in chemical rescue operations, disaster recovery, working with explosives, working with livestock slaughtering and handling breeding stock.

5. For pregnant women - working at height - outside fixed galleries, platforms, platforms and other fixed elevations with full fall protection (without the need for personal fall protection equipment), and climbing up and down ladders and brackets.