



Item 98

**ORDINANCE No. 40
OF THE RECTOR OF THE UNIVERSITY OF WARSAW**

of 13 April 2026

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

Pursuant to Article 104, Article 104¹, § 1, point 2, and Article 104², Article 104³ and Article 135, § 2 of the Act of 26 June 1974 – Labour Code (consolidated text: Journal of Laws of 2025, item 277, as amended), Article 23, section 2, point 5 and Article 126, section 1 of the Act of 20 July 2018 – Law on Higher Education and Science (consolidated text: Journal of Laws of 2024, item 1571, as amended), § 36, section 1 of the Statute of the University of Warsaw (UW Monitor of 2019, item 190, as amended) and Article 30, section 5 of the Trade Unions Act of 23 May 1991 (consolidated text: Journal of Laws of 2025, item 440, as amended), it is hereby ordered as follows:

§ 1

The Work Rules and Regulations at the University of Warsaw, constituting the Appendix to 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 (consolidated text: UW Monitor of 2024, item 23), are hereby amended as follows:

1) in § 5:

a) section 3 shall read:

“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 § 6 and § 8.”;

b) sections 5, 6 and 7 shall read:

“5. At the request of an employee, submitted in paper or electronic form, and 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 request of an employee, submitted in paper or electronic form, and approved by the direct superior, the head of an organisational unit may agree that the employee be subjected to the working time schedule which provides for different times of starting work on days which, according to the schedule, are working days for the employee, or a period of time during which the employee decides on the time of starting

work on a day which, according to the 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 6 shall not prejudice the employee's right to daily rest (an 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).”;

2) in § 6, section 2 shall read:

“2. A balanced working time system may be applied to employees engaged in guarding property or protecting persons, as well as fire protection employees, in which the daily working time may be extended to up to 24 hours, within a settlement period not exceeding one month.”;

3) in § 8:

a) section 1 shall read:

“1. At the request of an employee, submitted in paper or electronic form, 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.”,

b) point 4 shall be deleted;

4) in § 14:

a) sections 3 and 4 shall read:

“3. Overtime work resulting from the specific needs of the employer shall be permitted upon the order issued in paper or electronic form 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 an order or without the knowledge and consent of the head of the unit, does not constitute overtime work.”,

b) section 10 shall read:

“10. In exchange for the time worked as overtime hours, the head of the unit, at the request of the employee, submitted in paper or electronic form, may grant the employee time off in the same amount (1 hour of time off for 1 hour of work).”;

5) in § 27, section 1 shall read:

“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 submitted in paper or electronic form, subject to an opinion of the head of the University organisational unit where the employee fulfils their duties.”

6) following Chapter 10, Chapter 10a shall be inserted and read as follows:

**“Chapter 10a
REMOTE WORK**

§ 28a

1. The rules and regulations for performing remote work and the rights and duties of the Employer and Employees related thereto are set forth in the “Agreement on the Rules and Regulations for Performing Remote Work” concluded on the basis of Article 67²⁰ § 1 of the Labour Code.

2. The principles of performing occasional remote work at the University of Warsaw are set forth in Ordinance No. 127 of the Rector of the University of Warsaw of 5 July 2023 on the principles of performing occasional remote work at the University of Warsaw.”;

7) in § 30, section 1 shall read:

“1. Based on the request submitted by the employee in paper or electronic form, 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.”;

8) in § 34, section 6 shall read:

“6. The employee shall justify absence from work by presenting to their superior, in paper or electronic form, a 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.”;

9) in § 35:

a) section 7 shall read:

“7. Remuneration shall be transferred to a bank account identified by the employee in the employee portal fiori.sap.uw.edu.pl, unless the employee submitted a request, in paper or electronic form, for direct payment (personal payment – payment in cash to a natural person).”;

b) section 9 shall read:

“9. Every employee shall receive, in electronic form via the employee portal fiori.sap.uw.edu.pl, a summary (the so-called “payroll slip”) of remuneration components paid and deductions made.”;

10) in § 37, section 3 shall read:

“3. The employee taking care of a child, until the child reaches the age of eight, 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.”;

11) in § 52, section 10 shall read:

“10. The head of the organisational unit shall inform the employees, in paper or electronic form 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.”

12) Appendix No. 1 to the Work Rules and Regulations at the University of Warsaw is hereby amended as follows:

a) in § 1, section 12 shall read:

“12. Period of teaching workload settlement means a settlement period equivalent to one academic year. Upon an application of the academic teacher submitted in paper or electronic form, the dean may extend the period of teaching workload settlement for up to two years.”;

b) in § 3:

– section 11 shall read:

“11. An academic teacher who is pregnant or raising a child until the child is four years of age may not be assigned to work overtime hours without their consent submitted in paper or electronic form.”;

– section 14 shall read:

“14. Before the beginning of the academic year, the dean shall present to the academic teacher the “Allocation of teaching hours for the academic year/semester”, in paper or electronic form. The academic teacher shall confirm, in paper or electronic form, that they have familiarised themselves with the “Allocation of teaching hours for the academic year/semester”.

§ 2

The ordinance shall enter into force on the day it is signed.

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