

**Annex No. 1/2025**

**to the agreement on the rules for remote working (teleworking)**

**concluded on 14.10.2024.**

concluded in Kielce on 11 June 2025 by and between:

**Jan Kochanowski University of Kielce** with its registered office at ul. Żeromskiego 5, 25-369 Kielce, represented by:

Prof. dr. hab. Beata Wojciechowska – Rector,

and trade unions operating at the Jan Kochanowski University of Kielce: **1) Trade Union of Librarians and Library Employees 'Bibliotekarze Polscy' represented by:**

mgr. Justyna Adamczyk – President of the Workplace Organisation at the University Library;

**2) NSZZ 'Solidarność' at the Jan Kochanowski University of Kielce, represented by:**

mgr. Kazimierz Kunisz – President of the Workplace Committee, mgr. Marcin Wicha – Vice-President of the Workplace Committee;

**3) Polish Teachers' Union at the Jan Kochanowski University of Kielce, represented by:**

dr Rafał Kołodziejczyk – President of the University Board of the Polish Teachers' Union (ZNP) at the Jan Kochanowski University of Kielce;

**4) Trade Union of Employees at the Jan Kochanowski University of Kielce, represented by:**

dr. hab. Paweł Rodziewicz, Professor at the UJK – President.

**§ 1**

1. The Parties hereby agree to amend the agreement on the rules for remote working concluded on 14 October 2024 (hereinafter referred to as the 'Agreement') as follows:

1) § 4 shall be amended to read as follows:

**'§ 4**

**Procedure for recommending and granting approval for remote working**

1. An eligible employee shall submit to the employer a request to perform remote working (Annex 1 to this Agreement) or occasional remote working (Annex 2 to this Agreement) on paper or in electronic form no later than on the day preceding the day on which the employee intends to start performing remote working. Employees referred to in § 2(4) and (5) shall submit their request together with documents confirming the circumstances referred to in § 2(4) and (5).
2. In particularly justified cases, the employer may grant approval for remote working upon request submitted on the same day on which it is to commence.

3. In the request, the employee shall indicate the place of remote working, which the employee cannot change without the prior consent of the employer.
4. The instruction to the employee to perform remote working may be given in any form that allows the employee to become familiar with the instruction.
5. It is permissible to provide remote working or to instruct remote working for part of the employee's working hours resulting from the employee's daily working hours.
6. The employer is entitled to refuse an employee's request to work remotely.
7. The provisions of this paragraph concerning remote working shall apply mutatis mutandis to occasional remote working.'

2) Annex 1 to the Agreement shall be replaced by the text constituting Attachment 1 to this Annex;

3) Annex 2 to the Agreement shall be replaced by the text constituting Attachment 2 to this Annex.

2. The remaining provisions of the Agreement shall remain unchanged.

## **§ 2**

### **Final provisions**

This Annex shall enter into force two weeks after it has been communicated to Employees by publication in the Public Information Bulletin.

## **Application for remote working**

### **1. I am hereby requesting permission to perform remote working:**

(a)\* full-time (permanent),

(b)\* periodically on certain days, i.e.: .....  
(indicate days or period of remote working)

\*) – tick the requested form of remote working

### **2. Proposed place(s) of remote working:**

(address(es) where the remote working will be performed)

(employee signature)

(consent of employer)

## **Determination of a lump sum for remote working**

Based on the calculation applicable at the University, depending on whether the employee will use company or private computer equipment, the lump sum for remote working for the employee has been agreed as follows:

..... PLN (monthly/daily/hourly)\*

According to the terms of the remote working agreement.

(signature of the employee) (signature of the employer)

\* delete as appropriate

Attachment 2 to the Annex

Date:

## **Application for occasional remote working**

**1.** I am hereby requesting permission to perform occasional remote working (up to 24 days per calendar year) during the period from to i.e. days.

The number of days of occasional remote working remaining to be used in the current year is.....

**2. Proposed place(s) of remote working:**

(address(es) where the remote working will be performed)

(employee signature)

(opinion specifying the work performed by the employee as part of occasional remote working and signature of the immediate superior)

I agree/don't agree<sup>1)</sup>

(signature of the employer)

<sup>1)</sup> Delete as appropriate