

WORK REGULATIONS AT THE JAN KOCHANOWSKI UNIVERSITY IN KIELCE

Chapter I General

provisions

§ 1

The legal basis for the establishment of the work regulations (hereinafter referred to as the Regulations) is Article 126 sec. 1 of the Act dated July 20, 2018 – Law on Higher Education and Science (Journal of Laws of 2020, item 85), Article 104 et seq. of the Labor Code (Journal of Laws of 2019, item 1040 as amended) and Articles 26 and 30 of the Act of May 23, 1991 on labor unions (Journal of Laws of 2019, item 263, as amended).

§ 2

The Regulations establish the organization and order of the work process and define the related rights and obligations of the employer and employees at the Jan Kochanowski University in Kielce.

§ 3

Unless specific provisions of the Regulations provide otherwise, they apply to all employees regardless of the type of work, position and FTE.

§ 4

Whenever the Regulations refers to:

- 1) the University – it should be understood as the Jan Kochanowski University in Kielce,
- 2) the Statute – it should be understood as the Statute of the Jan Kochanowski University in Kielce,
- 3) the rector – it should be understood as the Rector of the Jan Kochanowski University in Kielce,
- 4) the employer – it should be understood as the University represented in labor relations by the rector or University employees authorized by the rector within the scope of the authorization granted to them,
- 5) a head of an organizational unit – it should be understood as a person authorized and obliged to manage an organizational unit of the University,
- 6) a supervisor or manager – it should be understood as a person authorized in accordance with the Organizational Regulations of the University to exercise direct supervision and direction over the performance of duties by an employee, and in particular to give him/her work orders,

- 6) an employee – it should be understood as a person employed at the University under a employment relationship, regardless of its type.
- 7) the act constituting the basis for the establishment of the employment relationship – it should be understood as an employment contract, act of appointment, act of election,
- 8) the premises of the workplace – it should be understood as the headquarters of the University and the headquarters of its organizational units and their facilities,
- 9) an organizational unit – it should be understood as units separated in the organizational structure of the University and defined in detail in the Organizational Regulations of the University, including: faculty, branch, institute, department, clinical department, plant, doctoral school, university-wide organizational units, center, collegium, facility for postgraduate education, workroom, laboratory, study, department, team, section, position, service or business unit, other organizational unit of a didactic or administrative nature,
- 10) the employer's business secret – it should be understood as technical, technological, organizational or other information of economic value not disclosed by the employer to the public, generically specified in writing by the employer and made known to employees,
- 11) labor law provisions – it should be understood as the provisions of the Act – Labor Code, the Act – Law on Higher Education and Science, the provisions of other laws and executive acts, the Articles of Association, as well as internal laws defining the rights and obligations of employees and the employer.

§ 5

1. The employer is obliged to make the content of the Regulations known to all employed workers.
2. The employer is obliged to acquaint the employee with the content of the Regulations before the employee starts work. The employee confirms this circumstance by signing a declaration in the Human Resources Department that he or she has familiarized himself or herself with the Regulations. The declaration is contained in a clause included in the act that forms the basis for the employment relationship at the University.

Chapter II

Rights and obligations of the employer

§ 6

The employer is obliged to:

- 1) provide employees with work assignments that are consistent with the content of the employment relationship,
- 2) describe to the employees taking up work the scope of their responsibilities, the manner in which work should be performed in designated positions and their basic rights,
- 3) organize work in a way which ensures the full utilization of the working hours, as well as the high productivity and quality of employees, using their skills and qualifications,

- 4) ensure timely and proper payment of wages, respecting the principle that their type and amount may not be disclosed without the consent of the employee, except in cases specified by law,
- 5) facilitate the improvement of professional qualifications by employees,
- 6) meet the social needs of employees in accordance with the available resources,
- 7) issue the necessary materials and work tools to the employee,
- 8) apply objective and fair criteria for assessing employees and their performance,
- 9) keep documentation on matters related to the employment relationship, and personal files of employees,
- 10) ensure safe and hygienic working conditions and conduct systematic training of employees in occupational health and safety,
- 11) inform the employee about occupational risks and dangers to life and health associated with their work, and the principles of protection against risks,
- 12) shape the principles of social intercourse at the University,
- 13) comply with the principle of equal treatment of women and men, according to the detailed provisions contained in Appendix 1 to the Regulations,
- 14) counteract discrimination in employment, in particular on the basis of sex, age, disability, race, religion, nationality, political views, trade union membership, ethnic origin, creed, sexual orientation, as well as on the basis of temporary or permanent employment, or full-time or part-time employment. Information for employees containing the applicable legal standards for equal treatment in employment is attached as Appendix 2 to the Regulations,
- 15) counteract mobbing,
- 16) conduct at own expense tests and measurements of factors harmful to health, record and store the results of these tests and measurements and provide them to employees at their request,
- 17) care for the dignity and other personal rights of the employee,
- 18) inform workers in a manner adopted at the University of the possibility of full-time or part-time employment, and to inform temporary workers of job vacancies,
- 19) immediately issue an employment certificate to an employee in connection with the termination or expiration of the employment relationship; the issuance of an employment certificate is not subject to the employee's prior settlement with the employer.

§ 7

The employer has the right to organize, supervise and control the work of the employee, in particular:

- 1) to decide on the location and equipment of individual workstations,
- 2) to order overtime work in accordance with applicable regulations,
- 3) in case of doubts about the employee's state of health necessary for the performance of their duties – to refer them for appropriate medical examinations,

- 4) to assess the suitability of the employee, their progress at work and level of qualification, and in this regard subject the employee to appropriate tests and examinations specified by separate regulations,
- 5) to apply the system of rewards and penalties specified by the regulations for violation by the employee of the established organization and order of work, health and safety regulations, fire regulations, as well as the accepted method of confirming arrival and presence at work and justifying absence from work,
- 6) in the event that an employee does not have the qualifications required for the position, oblige the employee to supplement their professional qualifications – on pain of termination of the employment relationship, or its existing terms and conditions.

§ 8

1. The basic obligations of the supervisor include, in particular:
 - 1) familiarizing the employee with their duties and responsibilities and basic rights,
 - 2) familiarizing the employee with the rules for securing the employer's property and the rules for protecting company secrets,
 - 3) assigning work and specifying the manner of its performance,
 - 4) systematically informing the employee about the employer's procedures and rules for the job,
 - 5) ensuring safe and healthy work conditions,
 - 6) ensuring the allocation of the necessary tools, materials and equipment for the work, due work and protective clothing and personal protective equipment,
 - 7) planning and accounting for working time, including, in particular, maintaining time record sheets,
 - 8) evaluating the employee's qualifications and performance in accordance with the employer's rules,
 - 9) controlling the observance of work order and discipline,
 - 10) not allowing an employee to work or removing them from work in situations where there is a risk that the employee cannot perform their duties, in particular due to: state of intoxication or other mental and physical condition that prevents the employee from performing work normally, failure of the employee to perform the required medical examinations within the prescribed time limit, the inability of the employee to continue to perform work at a given position, as determined by a medical certificate,
 - 11) controlling the observance in the workplace of the principles of social coexistence, equal treatment of employees, respect for the dignity of employees, prevention of discrimination and mobbing, and responding to any irregularities in this regard,
 - 12) informing the employer of any irregularities in the work process,
 - 13) receiving complaints and requests from employees related to labor relations.
2. The rules for the evaluation of academic teachers are determined by the rector in accordance with statutory provisions.

Chapter III

Rights and obligations of the employee

§ 9

1. The primary obligations of employees are:

- 1) performing work conscientiously and diligently, and complying with the instructions of superiors that relate to work, if they are not contrary to the provisions of the law or the act constituting the basis for the establishment of the employment relationship,
- 2) adherence to the working hours established at the University,
- 3) performing their work honestly and efficiently,
- 4) compliance with the law, including the Regulations and other internal normative acts in force at the University,
- 5) complying with the occupational health and safety rules and provisions as well as with fire safety provisions,
- 6) keeping the area around their work station clean and tidy,
- 7) caring for the welfare of the University,
- 8) taking care of the property of the University,
- 9) enhancing professional skills,
- 10) warning of inability to attend work for reasons known in advance in time to enable the employer to prevent the consequences of absenteeism,
- 11) promptly notifying the Human Resources Department or immediate supervisor of the reason for absence from work and its expected duration, and no later than the first day after the cessation of the reason for absence, submitting a document justifying the absence, subject to separate regulations in this regard,
- 12) promptly notifying the University's organizational units of changes in personal data and other data processed by the employer in accordance with applicable regulations,
- 13) observance in the University of the principles of social coexistence, the principle of respect for the dignity of others, including employees, students, doctoral students,
- 14) compliance with the University's rules referred to in § 6 item. 12 -15, 17 of the Regulations,
- 15) compliance with the prohibition of smoking tobacco products in all premises and within the workplace, except in places designated for this purpose.

2. In addition, persons employed at the University as academic teachers are required to fulfill the duties set forth in the act – Law on Higher Education and Science.

§ 10

The employee has the right to:

- 1) wages, social benefits and vacations – in accordance with the concluded act constituting the basis for the establishment of the employment relationship and separate rules and regulations,

- 2) a 15-minute meal break, included in working time, if the daily working time is at least 6 hours,
- 3) refrain from work activities if the conditions for their performance in accordance with health, safety and fire regulations do not exist,
- 4) move away from the workplace if there is an immediate danger to the life or health of the employee at the workplace,
- 5) demand confirmation of a business order in writing if its execution, in the opinion of the employee, would violate applicable regulations or expose them to serious harm,
- 6) refuse to carry out an official order if carrying it out would constitute a crime or misdemeanor,
- 7) form trade union organizations and join trade unions,
- 8) equal pay for equal work or work of equal value; works of equal value are those the performance of which requires comparable professional qualifications from employees, evidenced by documents provided for in separate regulations or practice and professional experience, as well as comparable responsibility and effort,
- 9) equal treatment in employment and non-discrimination in any way, directly or indirectly, in particular on the basis of sex, age, disability, race, religion, nationality, political views, trade union membership, ethnic origin, creed, sexual orientation, as well as on the basis of temporary or permanent employment, or full-time or part-time employment,
- 10) at least 11 hours of uninterrupted rest each day with the following stipulations:
 - a) in the equivalent working time system, in which it is permissible to extend the daily working time to 16 hours, the employee is entitled, immediately after each period of work in the extended daily working time, to rest for a period of time corresponding to at least the number of hours worked, regardless of the 11-hour rest,
 - b) the principle referred to in item 10 (a) also applies to equivalent working time allowing the extension of the daily working time to 24 hours in a settlement period not exceeding 1 month,
- 11) at least 35 hours of uninterrupted rest each week, including at least 11 hours of uninterrupted daily rest; this rest should fall on Sunday, or, in the case of permitted Sunday work, on a day other than Sunday,
- 12) improve professional qualifications under the terms of separate regulations.

§ 11

A gross violation of the established work order and discipline is:

- 1) intentionally exposing the employer to great harm,
- 2) accepting financial benefits in connection with the position,
- 3) reporting to work in a state of intoxication or consuming alcohol when performing work,

- 4) reporting to work under the influence of prohibited drugs or taking such drugs while performing work,
- 5) persistent disturbance of order and peace in the workplace,
- 6) failure to carry out work orders without justification,
- 7) not complying with the occupational health and safety rules and provisions as well as with fire safety provisions,
- 8) not respecting the confidentiality specified by separate regulations.

§ 12

1. The following is prohibited:
 - 1) bringing, storing, trading and consuming alcoholic beverages and prohibited intoxicants on the University's premises,
 - 2) staying on the premises of the University in a state of intoxication after the use of alcohol or other prohibited drugs,
 - 3) smoking tobacco products on the premises of the University,
 - 4) leaving the duty station during work time without obtaining permission from the supervisor;
 - 5) arbitrarily altering, repairing or tampering with the construction of machines, devices and equipment owned by the University,
 - 6) operation of machinery, equipment and other means of work, owned by the University – for purposes not related to the performance of official duties, and in particular, the use of University property for private purposes.
2. Appearing for work in an inebriated state, or drinking alcohol during work, appearing for work under the influence of drugs, or taking such drugs during work shall be treated as an unexcused absence of the employee.

Chapter IV

Date, place and time of payment of salaries

§ 13

1. Basic salaries, function and seniority allowances are paid to academic teachers monthly in advance, on the first day of the month. If the first day of the month is a public holiday, wages and salary components shall be paid on the following first working day.
2. Subject to sec. 3, payment of salaries of employees who are not academic teachers, excluding service employees and those employed as laborers, shall be made at least once a month in arrears, on the 28th day of each month, except for the month of December, when salaries shall be paid no later than the 24th day of that month.
3. Payment of salaries to employees who are not academic teachers employed as service employees and those employed as laborers shall be made at least

- once a month in arrears, but no later than within the first 10 days of the following calendar month.
4. For employees whose salary is variable depending on the number of hours worked, the salary referred to in sec. 2 and sec. 3, payable once a month in arrears, shall be paid as soon as its full amount is determined, but no later than within the first 10 days of the next calendar month.
 5. If the agreed pay day is a public holiday, the remuneration is paid on the preceding working day.
 6. The components of labor remuneration to which an employee is entitled for periods longer than one month shall be paid in arrears on the dates specified by the statutory provisions of the labor law and the remuneration regulations.
 7. Social security benefits are paid at the place and dates of salary payments.
 8. At the employee's request, the employer is required to provide access to the documents on the basis of which their remuneration was calculated. In addition, the employer leaves a payroll slip containing the components of wages and payroll deductions for the employee to pick up at the Payroll Department.
 9. Payment of remuneration shall be made to the bank account indicated by the employee, unless the employee submitted a paper or electronic request for payment of remuneration in cash.
 10. Payments in the form of cash at the University's cash office, to the employee's own hands, are made:
 - 1) for persons employed in Kielce and Sandomierz at the cash office of the University – Kielce, ul. Żeromskiego 5,
 - 2) for persons employed in Piotrków Trybunalski – Piotrków Trybunalski, ul. J. Słowackiego 114/118.
 11. Payment of wages in the form of cash is made during the opening hours of the cash office. The opening hours of the cash office are set by the Bursar.
 12. Remuneration may also be paid at the University's cash office to another person on the basis of a written authorization from the employee (according to the established template attached as Appendix 3 to the Regulations), certified by the head of the organizational unit employing the employee or an employee of the University's Human Resources Department.

Chapter V

Working time systems and distributions

§ 14

The working time is the time during which the employee remains at the employer's disposal at the University or other place designated for work. Working time should be fully used for professional work.

1. The working time of an academic teacher is task-based and is determined by the scope of his/her duties as established according to the provisions of the act – Law on Higher Education and Science.
2. The working time of an academic teacher may not exceed 8 hours per day and an average of 40 hours in an average five-day work week in an adopted 12-month reference period.
3. Research & didactic employees are required to work a set teaching load, the size and calculation of which are determined by the Regulations.
4. The basic duties of academic teachers employed in the following groups:
 - 1) didactic employees – include teaching and educating students or participating in the education of doctoral students,
 - 2) research employees – include conducting research activities or participating in the education of doctoral students,
 - 3) research & didactic employees - include conducting scientific activities, teaching and educating students or participating in the education of doctoral students.
5. Academic teachers are obliged to participate in organizational work for the University and to continuously improve their professional skills.
6. The duties of academic teachers holding the academic title of professor, the degree of habilitated doctor or equivalent, also include the training of scientific staff, including serving as a promoter, reviewer in doctoral dissertations and as a member of the doctoral examination committee, as well as a member of the habilitation committee and reviewer in title proceedings.
7. The fulfillment of the obligation to educate and educate students consists of the implementation of teaching activities and other work related to the teaching process, teaching and education of students.
8. The teaching duties of academic teachers include:
 - 1) teaching activities included in the study program implementation schedules and study programs, as well as in the education programs of doctoral schools, which are implemented in the forms specified by a separate ordinance,
 - 2) supervising the preparation by students of interim papers and other student work related to the verification of the achievement of learning outcomes, in terms of content and methodology,
 - 3) promoting theses and doctoral dissertations,
 - 4) promoting and reviewing final theses of postgraduate students,
 - 5) supervising students following an individual study program,
 - 6) supervising scientific clubs,
 - 7) performing other activities, in particular:
 - a) conducting credit assessments, examinations, and participating in board examinations,
 - b) verification and evaluation of interim papers, examination papers and other student work related to the verification of the achievement of learning outcomes,
 - c) reviewing diploma theses,
 - d) participating in doctoral committees,

- e) participating in committees conducting diploma examinations,
 - f) individual consultations with students,
 - g) serving as a year supervisor,
 - h) preparation of documentation related to the educational process,
 - i) directing and supervising student placements,
 - j) conducting other teaching activities, the implementation of which is based on agreements concluded by the University,
 - k) other activities related to the organization and implementation of the educational process.
9. Organizational work related to the didactic process includes, in particular:
- 1) acting as a member and chairman of the final examination committee of postgraduate students,
 - 2) conducting language examinations in doctoral studies,
 - 3) implementation of tasks within the scope of responsibilities arising from membership in the university committees responsible for education,
 - 4) implementation of tasks within the scope of responsibilities arising from participation in the implementation of a national/international educational project financed through competitive procedures with external funds,
 - 5) implementation of tasks within the scope of responsibilities arising from the role of Erasmus+ coordinator,
 - 6) implementation of tasks within the admissions committee,
 - 7) implementation of tasks related to the establishment of joint studies with another domestic/foreign university,
 - 8) organization or co-organization of a national/international didactic conference,
 - 9) development of new study programs,
 - 10) preparing materials and conducting classes in a foreign language,
 - 11) preparation of materials for classes using methods and techniques of remote learning in Polish/foreign language,
 - 12) organization or co-organization of training workshops for academic teachers, students and doctoral students,
10. Works related to the conduct of scientific research and development works, and the development of artistic creativity include, in particular:
- 1) conducting research work that is necessary for the development of the unit and the improvement of its own scientific level and training of personnel,
 - 2) disseminating the results of scientific research, particularly through the publication of scientific articles and participation in scientific conferences,
 - 3) conducting or participating in scientific and doctoral seminars,
 - 4) taking care of the scientific development of doctoral students,
 - 5) organizational work related to scientific research and artistic creation, including:
 - a) developing grant proposals and applying for budgetary and non-budgetary funds for scientific research,
 - b) promoting doctoral dissertations,
 - c) implementation of tasks within the framework of acting as a manager of a national/international project financed in a competitive mode from external funds,

- d) serving as editor-in-chief of a scientific periodical included in the list of journals,
 - e) organization of national/international scientific conferences,
 - f) promotorship of a bachelor's/master's thesis,
 - g) serving as director or artistic supervisor of a festival, competition or periodic concerts,
 - h) serving as a juror of a music competition or music festival of at least national scope,
 - i) participation in the jury of an art competition or festival organized by a renowned art center or a renowned cultural institution,
 - j) acting as curator of the exhibition,
 - k) acting as curator of art projects or an event in the field of visual arts.
11. Duties related to raising professional qualifications include, in particular:
- 1) participating in conferences and seminars related to the work performed,
 - 2) completing a domestic/foreign research or didactic internship (not less than 2 weeks),
 - 3) participating in training courses to improve one's teaching and scientific skills,
 - 4) organization and participation in workshops aimed at experience sharing and self-improvement.
12. Academic staff's duties under the employment relationship also include participation in the work and programs implemented at the University related to the development of the scientific & didactic level of the University as indicated by the University authorities.
13. Academic teachers are obliged to apply the principles of ethics and scientific integrity, as well as to respect intellectual property and related rights.

§ 16

1. Working hours of employees who are not academic teachers, with the exception of:
 - 1) library employees referred to in section 2,
 - 2) employees working equivalent hours,
 amounts to 8 hours per day and an average of 40 hours in an average five-day working week in the settlement period adopted at the University.
2. The working time of certified librarians and certified documentation and scientific information workers, as well as library workers and documentation and scientific information workers employed in the positions of library custodian, senior librarian and senior documentalists, is an average of 7.2 hours per day and 36 hours per week in the adopted pay period.
3. Four calendar months shall be used as the reference period for the employees listed in sec. 1 and 2.
4. For employees engaged in guarding property and work involving the supervision of equipment, a system of equivalent working time shall be applied, allowing an extension of the daily working time to 12 hours in a settlement period equal to 1 month. Extended

daily working time for these employees is balanced by a reduced daily working time on certain days or by days off.

5. In particularly justified cases, for employees, as defined in sec. 4, the reference period may be extended, but no more than 3 months. Extension of the settlement period requires agreement with the trade unions operating at the University.

§ 17

1. Work in excess of the employee's working time standards specified in § 16, as well as work performed in excess of the extended daily working hours resulting from the employee's working time system and schedule constitutes overtime work.
2. Working hours including overtime may not exceed an average of 48 hours per week in the settlement period adopted at the University.
3. The number of overtime hours worked by an individual employee due to the circumstances specified in Article 151 § 1 item 2 of the Labor Code may not exceed 150 hours per calendar year.
4. In exchange for the overtime work, upon the request of the employee, the employer may grant them time off in the same amount of hours. The time off in lieu of overtime may also be granted without the employee's request. In this case, the employer shall grant time off, no later than the end of the pay period, in the amount of half more than the number of overtime hours worked, but this shall not reduce the salary due to the employee for a full month's work.
5. An employee, who due to the circumstances foreseen in Art. 151 § 1 of the Labor Code performed work on a day off resulting from the work time schedule in an average five-day working week, is entitled to another day off in exchange, granted until the end of the settlement period, on a date agreed with the employee, and if this is impossible – additional remuneration.
6. The template of the overtime work order application and the overtime billing and overtime receipt card are attached as Appendixes 4, 5 and 6 to the Regulations.
7. In special cases, justified by the need to implement the study/education program, an academic teacher may be required to conduct classes in overtime hours. The number of such hours may not exceed, for research & didactic employees, $\frac{1}{4}$, and for teaching employees, $\frac{1}{2}$ of the teaching load. An academic teacher may, upon their consent, be assigned to conduct classes in overtime, up to a maximum of two times their annual number of teaching hours. An academic teacher who is pregnant or raising a child until the child is four years old may not be employed for overtime without consent.
8. For overtime work, academic teachers receive remuneration calculated according to the rates and rules set forth in the salary regulations.

§ 18

Working time of drivers, employed by the University, is determined in accordance with the provisions of the Act of April 16, 2004, on the working time of drivers.

§ 19

1. Night time is considered to be the time from 22⁰⁰ hours to 6⁰⁰ hours the following day.
2. Night work is subject to the allowances specified in the labor legislation.

§ 20

1. Public holidays are Sundays and holidays specified in the regulations on public holidays.
2. Work on Sundays and public holidays is deemed to be work carried out between 6⁰⁰ hours on that day and 6⁰⁰ hours on the following day.
3. The employer is obliged to provide another day off to an employee working on Sundays and holidays in the cases referred to in Article 151¹⁰ items 1-10 of the Labor Code:
 - 1) in exchange for work on a Sunday – within the period of 6 calendar days preceding, or following such a Sunday,
 - 2) in exchange for work on a public holiday – within the settlement period.
4. For university teachers, work on Sundays and holidays is allowed only for teaching and necessary experimental research.
5. The immediate supervisor of an academic teacher confirms the use of a day off by an academic teacher in exchange for work on a Sunday or holiday.
6. If it is not possible to use within the period indicated in sec. 3 item 1 a day off in lieu of work on Sunday, the employee is entitled to a day off until the end of the pay period, and if it is not possible to grant a day off within this period – a salary supplement in the amount specified in Article 151¹ § 1 item 1 of the Labor Code, for each hour of work on Sunday.
7. If it is not possible to use within the period indicated in sec. 3 item 2 a day off in lieu of work on a holiday, the employee is entitled to a salary supplement in the amount specified in Article 151¹ § 1 item 1 of the Labor Code, for each hour of work on a holiday.
8. To work on a holiday falling on a Sunday, the provisions on work on Sunday shall apply.
9. An employee working on Sundays should have a free Sunday at least once every 4 weeks. This does not apply to an employee employed under the working time system referred to in Article 144 of the Labor Code.

§ 21

In particularly justified cases, the rector or immediate supervisor may order work on Saturday or any other predetermined additional day off and designate another day as a day off.

1. The following working time systems, working days, work starting and ending times are established:
 - 1) scientific-technical, engineering-technical, administrative and economic employees perform work under the basic working time system from Monday to Friday from 7:30 hours to 15:30 hours,
 - 2) certified librarians and certified documentation and scientific information workers, as well as library workers and documentation and scientific information workers, employed in the positions of library custodian, senior librarian and senior documentalist, perform their work under the basic working time system from Monday to Friday between the hours of 7:00 and 19:30, observing the weekly working time standard referred to in § 16 sec. 2 of the Regulations; a detailed schedule prepared for a period of one month containing the work time schedule of these employees shall be provided to them at least 10 days before the beginning of each subsequent month; the detailed schedule in consultation with the employee shall be prepared by the head of the library department, the Director of the University Library in relation to the head of the library department, and the Deputy Director for the University Library Branch in Piotrków Trybunalski in relation to the employees employed there, with a view to providing full service to all units of the University Library, with working hours not exceeding 8 hours per day,
 - 3) other library employees, with the exception of those referred to in sec. 2, perform work under the basic working time system from Monday to Friday between 7:00 hours and 19:30 hours; a detailed schedule prepared for a period of one month containing the working time schedule of these employees shall be provided to them at least 10 days before the beginning of each subsequent month; the detailed schedule in consultation with the employee shall be prepared by the head of the library department, the Director of the University Library in relation to the head of the library department and the Deputy Director for the University Library Branch in Piotrków Trybunalski in relation to the employees employed there with a view to providing full service to all units of the University Library,
 - 4) employees engaged in guarding property and equipment supervision work are employed in a two-shift organization of working hours under the equivalent working time system; they perform work from Monday to Sunday, starting and ending work: 1st shift from 6:00 hours to 18:00 hours or 7:00 hours to 19:00 hours, 2nd shift from 18:00 hours to 6:00 hours or 19:00 hours to 7:00 hours; a detailed schedule prepared for a period of one month containing the working time schedule of these employees shall be provided to them at least 10 days before the beginning of each subsequent month; the detailed schedule shall be prepared by the administrative head of the facility or the employee administering the facility,
 - 5) auxiliary service workers perform work under the basic working time system from Monday to Friday, depending on the section being cleaned, from 6:00 hours to 14:00 hours or from 13:00 hours to 21:00 hours; a detailed schedule prepared for a period of one month containing the working time schedule of these employees is

- provided to them at least 10 days before the beginning of each subsequent month; a detailed schedule shall be prepared by the direct supervisor,
- 6) property security guards shall work under the basic working time system from Monday to Friday from 7:00 hours to 15:00 hours or from 13:00 hours to 21:00 hours; a detailed schedule prepared for a period of one month containing the working time schedule of such employees shall be provided to them at least 10 days before the beginning of each subsequent month; a detailed schedule shall be prepared by the direct supervisor,
 - 7) economic employees perform work under the basic working time system from Monday to Friday from 6:00 hours to 14:00 hours or 7:00 hours to 15:00 hours; a detailed schedule prepared for a period of one month containing the working time schedule of these employees shall be provided to them at least 10 days before the beginning of each subsequent month; a detailed schedule shall be prepared by the direct supervisor.
2. Employees confirm by signature that they have read the detailed schedule.
 3. Immediate change of the detailed schedule is allowed in situations justified by generally applicable laws or in the event of special needs of the employer arising from the need to replace an absent employee due to their illness or other sudden unpredictable absence, in particular due to a fortuitous event justifying special leave or leave on request. In the cases referred to in the preceding sentence, the deadlines for submitting the detailed schedules referred to in sec. 1 shall not apply. By signing the attendance list, the employee to whom the change is made agrees to the immediate change in the detailed schedule. The person authorized to prepare a detailed schedule shall immediately, but no later than the end of the working day of the employee in relation to whom the change has occurred, revise the detailed schedule taking into account the new working time and submit it to the employee for review, which the latter shall confirm by signature.
 4. A template schedule is attached as Appendix No. 7 to the Regulations.
 5. At the written request of the employee, with the approval of the immediate supervisor or on their own initiative in consultation with the employee, the employer may establish an individual schedule of their working hours within the framework of the working time system to which the employee is subject, in particular, they may start work at hours other than those specified in sec. 1.
 6. The starting and ending hours of part-time employees are determined by the immediate supervisor with the employee individually.
 7. The template of the supplemental work order application and the supplemental work settlement sheet are attached as Appendixes 5 and 8 to the Regulations.
 8. For billing purposes of the information system, it is assumed that certified librarians and certified documentation and scientific information workers perform 7.2 hours of work per day.
 9. At the written request of the employee, with the approval of the immediate supervisor, or on the employer's own initiative in consultation with the employee, moving working time may be applied.
 10. Employees listed in sec. 9 may start work from 8:00 hours to 10:00 hours and end work from 16:00 hours to 18:00 hours on the same day, having worked 8 hours, with observance of minimum daily and weekly rest periods.

§ 23

The working time of an employee performing business activities in a location other than that specified in the act constituting the basis for the employment relationship is accounted for on the basis of a business trip order, approved by the immediate supervisor.

§ 24

1. Employees confirm their arrival at work by signing the attendance list. This obligation does not apply to academic teachers, except in situations specified by separate regulations, the chancellor and deputy chancellors. Template attendance lists are attached as Appendixes 9 and 10 to the Regulations.
2. In the absence of a signature on the attendance list, it is presumed that the employee was absent on the day in question.
3. In justified cases, the employer may exempt an employee from signing the attendance list.
4. An employee who is absent from work is replaced by an employee designated in the scope of responsibilities or designated by the immediate supervisor or the employer.
5. An employee working on equipment or in a multi-shift position may not leave the workstation before their alternate arrives. In the situation of the non-arrival of an alternate employee, this must be immediately reported to the supervisor, whose responsibility it is to provide a replacement. Self-willed change of service between employees is not permissible even if they have equal professional qualifications.
6. In a situation where the work assigned to an employee does not completely fill the established working time, the immediate supervisor may also assign the employee to other work for which the employee is qualified.

§ 25

After finishing work, secure and clean up the workstation, secure documents, prints, stamps and seals, tools, machinery, turn off electrical equipment, and check that there is no threat of causing a fire or other danger.

§ 26

Staying of employees on the premises of the University facilities outside working hours may take place only in justified cases, after obtaining at least verbal consent of the head of the organizational unit concerned.

Chapter VI

Rules for excusing absences and lateness to work

§ 27

1. An employee should notify the employer in advance of the reason and expected period of absence from work, if the reason for the absence is known or foreseeable in advance, as well as the expected duration of the absence.
2. If there are reasons that prevent an employee from reporting to work, he or she shall immediately notify the employer of the reason for his or her absence and the expected duration of the absence, but no later than on the second day of absence from work, in person or by another person, by telephone, letter or other means of communication.
3. Failure to meet the deadline provided for in sec. 2 may be excused by special circumstances that prevent the employee from meeting this obligation in a timely manner, in particular, by his or her bedridden illness combined with the lack or absence of household members or other fortuitous event. In this case, the employee shall notify the employer of the reason for the absence immediately after the circumstances referred to above cease to exist.

§ 28

1. Absence from work or lateness to work are excused by:
 - 1) employee incapacity due to illness or isolation due to infectious disease,
 - 2) removal from work on the basis of a certificate (decision) from a doctor, medical commission or health inspector, if the employer does not employ the employee in other work suitable to his/her health condition,
 - 3) spa treatment, if its period has been recognized by a medical certificate as a period of inability to work,
 - 4) a personal summons for an employee to appear in person, issued by an authority competent in matters of general defense duty, a governmental or local governmental authority, a court, a prosecutor's office or the police, other authorized bodies - as a party or witness in proceedings before these bodies,
 - 5) sickness of a member of an employee's family member requiring the employee to provide personal care,
 - 6) a circumstance requiring the employee to provide personal care for a child up to the age of 8,
 - 7) the need to rest after an overnight business trip within a limit not exceeding 8 hours after the end of the trip, if the employee did not use sleeping accommodation.
2. In the event of being late to work, the employee should immediately report to the immediate superior to justify the delay. The decision on the form of justification (oral or written) is made by the superior to whom the employee is directly subordinate.

Chapter VII

The rules for determining the scope of duties of academic teachers for particular groups of employees and types of positions, the types of didactic activities included in the scope of these duties, including the size of didactic activities and other duties for particular positions, and the rules for calculating didactic hours

§ 29

1. Didactic units prepare plans for didactic loads carried out in them and accepted from other units by the academic teachers employed in them. Didactic load plans are drawn up on the basis of the schedule of the curriculum of the first, second or third degree program, unified master's degree program, as well as the educational plans of the doctoral school.
2. The classes scheduled for the academic year are entered in the load sheets, which, after approval by the dean, the dean of the branch or the head of the interdepartmental unit, are sent by October 31 of each academic year to the Education Office.
3. Individual load sheets are also filled out for those academic teachers for whom teaching is not scheduled (including vacations, sick leave, etc.). The number of submitted load sheets should be in accordance with the number of academic teachers employed in a given unit.
4. Scheduled for a given academic year, classes carried out in postgraduate studies, continuing education courses, training courses, field exercises and plein-air art workshops are entered in separate load sheets, which, after approval by the dean (head of the interdepartmental unit), are sent to the Education Office before the start of classes.
5. Individual load sheets are signed by academic teachers employed in the group of didactic or research & didactic employees.

§ 30

1. Changes in the teaching load of an academic teacher should be recorded in an annex to the employee's load card and submitted by the organizational unit to the Education Office within a period not exceeding one month from the occurrence of the change.
2. Settlement of didactic activities carried out by individual academic teachers in a given academic year is made on the basis of statements on the performance of didactic activities, signed by academic teachers, which should be submitted to the head of the relevant organizational unit immediately after the performance of activities planned for the academic year, no later than by the end of the academic year.
3. The dean, dean of the branch or head of the interdepartmental unit is responsible for the proper accounting of the performed activities, including substantive control.

§ 31

The mandatory amount of didactic activities, hereinafter referred to as the teaching load, annually equals:

- 1) for the person holding the position of rector – 90 hours,
- 2) at the position of professor, university professor and visiting professor:
 - a) in the group of research & didactic employees – 180 hours,
 - b) in the group of didactic employees – 300 hours,
- 3) at the position of assistant professor and assistant:
 - a) in the group of research & didactic employees – 240 hours,
 - b) in the group of didactic employees – 360 hours,
- 4) in the position of senior research fellow – 300 hours,
- 5) in the position of lecturer and equivalent – 360 hours,
- 6) in the position of language teacher and instructor and equivalent – 540 hours.

§ 32

The mandatory teaching load may be reduced by no more than 60 hours for academic teachers who are entrusted with important tasks for the University. The decision in this matter is made by the rector.

§ 33

Academic teachers, with their consent, may be entrusted with teaching in first- and second-cycle studies, unified master's studies, third-cycle studies and doctoral school training, for a total amount not exceeding twice the teaching salary. Only in particularly justified cases may the rector give permission for an academic teacher to teach more than twice the teaching load he or she is obliged to.

§ 34

During an academic staff member's illness or other unforeseen, excused absence, teaching hours resulting from the teaching load established for the position, which, according to the teaching schedule, would fall during the period of such absence, shall be counted, for the purpose of determining the number of teaching hours, as hours worked according to the schedule.

§ 35

1. An academic teacher for whom the didactic load is not scheduled in the mode under § 29 due to:
 - 1) employment after the start of the academic year,
 - 2) foreseen absence from work related to, among other things, long-term illness, unpaid leave or other leave of absence from work,
 - 3) performing military service,
 - 4) maternity leave,
 - 5) sabbatical leave,

- 6) termination of the employment relationship before the end of the academic year, one thirtieth of the annual teaching load established for the position shall be credited to the teaching hours worked for each week of absence falling for the period during which didactic activities are conducted at the University.
2. The decision on the mandatory number of didactic activities in the cases described in sec. 1 is made by the dean, dean of the branch or head of the interdepartmental unit.
3. Within the framework of the employment relationship, an academic teacher is obliged to conduct didactic activities during the academic year at the rate specified in § 31, taking into account the regulations of § 32 and § 35 sec. 1.
4. Teaching hours carried out in first-cycle, second-cycle, third-cycle, unified master's and doctoral schools, in the forms specified by the Rector's order, are accounted for within the applicable teaching load in the following order:
 - 1) classes carried out under projects,
 - 2) classes carried out in full-time studies at the unit employing the academic teacher,
 - 3) classes carried out in full-time studies at other units of the University,
 - 4) classes carried out in part-time studies in the unit employing the academic teacher,
 - 5) classes carried out in part-time studies in other units of the University. The following teaching hours are also included in the teaching load:
 - 1) Polish as a foreign language classes conducted for foreign students,
 - 2) OSCE (Objective Structured Clinical Examination) exam.
5. Field exercises, camps, scientific tours, plein-air artistic trips and internships for medical faculties are settled as overtime hours, unless they are carried out as part of externally funded projects, subject to the rules in this chapter.
6. In the case where studies are organized at the request of an external principal, the rector may apply other rules than those specified in sec. 4 if the needs of the principal require it, as long as they do not exceed the regulations resulting from the provisions defining the tasks and objectives of the studies.
7. In the event that the number of teaching hours referred to in sec. 4 does not fulfill the mandatory teaching load, the following teaching hours may be included in the teaching load:
 - 1) classes carried out in postgraduate programs,
 - 2) visitation of mid-year student placements in the fields of study in which training is provided in preparation for the teaching profession,
 - 3) classes in a clinic related to the preparation of didactics conducted by the heads of clinics and clinical departments.
8. The method of making up the shortfall in teaching load is proposed by the deputy director of the institute for education, the deputy head of the department for education in consultation with the dean of the faculty, the dean of the branch or the head of the interdepartmental unit, and approved by the vice-rector in charge of education. Arrangements in this regard should be made by December 31.
9. Lack of approval of the vice-rector in charge of education means that the teaching hours listed in paragraph 7 cannot be credited to the teaching load.

§ 36

1. One hour of classes included in the study plans is 45 minutes of clock time and constitutes one teaching hour, with the following exceptions:
 - 1) one hour of seminar classes in a group of 3-5 students constitutes 0.5 teaching hours,
 - 2) one hour of seminar classes in a group of 6-9 students constitutes 0.8 teaching hours,
 - 3) one hour of classes taught in a foreign language (except for classes taught in foreign philology, foreign language classes and in groups of subjects preparing for teaching a foreign language in the field of pedagogy and preschool and early childhood pedagogy) constitutes 1.5 teaching hours.
2. An academic teacher who teaches classes that can be carried out partially without direct participation of the teacher shall be credited with up to 1/3 of the number of hours carried out in the form of an in-house project or educational package in a specialty lecture, exercise or conversation group as completed.
3. Academic teachers teaching classes whose actual duration is difficult to determine shall be credited with the following number of calculated teaching hours as realized on this account:

Type of activities	Number of hours
Doctoral seminar in doctoral studies	15 hours/year per one seminar participant
Methodological consultation in the form of a seminar conducted at the doctoral school	30 hours/year per one seminar participant in the first year of training at the doctoral school 20 hours/year per one seminar participant in the second, third, fourth year of training in the doctoral school
Field exercises, camps, scientific tours, sport competitions	up to 8 hours/day
Visitation of the entire mid-year placement in the fields of study in which education is provided preparing for the teaching profession	½ of the total number of mid-year placement hours of one student group
Teaching activities conducted in accordance with § 35 sec. 7 item 3	up to 30 hours per year

§ 37

Heads of all organizational units should organize the didactic process in such a way that the costs of its implementation (settlement of the academic year) do not cause the exceedance of revenue of a given unit.

Chapter VIII

Protection of women's labor. Employees' rights related to parenthood.

§ 38

1. Pregnant women and women who are breastfeeding a child must not be employed in work that is arduous, hazardous or harmful to health.
2. A list of works forbidden to women at the University is contained in the Appendix no. 11 to the Regulations.
3. A list of works forbidden to juvenile employees is specified in the Appendix no. 12 to the Regulations.

§ 39

With regard to the protection of juvenile workers and women, the provisions of the Labor Code Act and implementing regulations shall be applied, taking into account the specifics occurring at the employer.

Chapter IX

Rewards and penalties

§ 40

1. Employees who, through exemplary fulfillment of their duties, showing initiative in work and improving its efficiency and quality, make a special contribution to the performance of the University's tasks, may be awarded rewards and honors.
2. Awards are granted by the rector under the terms of the remuneration regulations.

§ 41

An academic teacher shall be subject to disciplinary liability for disciplinary misconduct constituting an act detrimental to the duties of an academic teacher or to the dignity of the academic teaching profession under the rules set forth in the Law on Higher Education and Science act.

§ 42

1. For failure of employees, who are not academic staff, to comply with the established organization and order of work, the Regulations, occupational health and safety regulations, fire regulations, as well as the accepted method of confirming arrival and presence at work and excusing absences from work, the following shall be applied:
 - 1) a caution,
 - 2) a reprimand,

2. For the employee's failure to comply with health and safety regulations or fire regulations, leaving work without justification, showing up for work while intoxicated or consuming alcohol during work – a fine is also applied.
3. The fine for one excess, as well as for each day of unexcused absence, may not exceed one day's salary of the employee.
4. Proceeds from financial penalties are used to improve occupational health and safety conditions.
5. The penalty may not be applied more than 2 weeks after becoming aware of the infringement of an employee's duty and more than 3 months after the infringement was committed.
6. They may be given only after a hearing with the employee.
7. The employee shall be notified in writing of the penalty applied. A copy of the letter shall be filed in the employee's personal file.
8. The rector may waive the penalty if they consider it sufficient to apply other measures of influence to the employee.
9. If the penalty has been imposed in violation of the provisions of law, the employee may lodge an objection within 7 days from the date of receiving the penalty notice. The decision on upholding or rejecting the objection is taken by the Rector after considering the opinion of the trade union representing the employee. Failure to reject the objection within 14 days of its lodging is equivalent to the objection being upheld.
10. An employee who has lodged an objection may, within 14 days from the date of notification of the objection being rejected, apply to the labor court for the revocation of the penalty imposed on them.
11. The penalty shall be deemed null and void and the copy of the penalty notice shall be removed from the employee's personal file after one year of impeccable work.
12. The rector of the University, on their own initiative or at the request of the company trade union organization representing the employee, taking into account the employee's work performance and irreproachable behavior after the punishment, may at an earlier date declare the punishment null and void.

Chapter X

Leave and qualifications for leave

§ 43

Every employee is entitled to annual, uninterrupted, paid holiday leave. This is a right that the employee cannot waive. Also, the employer cannot deprive them of the right to leave.

§ 44

1. Academic teachers, certified librarians and certified documentation and scientific information workers are entitled to a holiday leave of 36 working days per year.
2. The procedure for granting holiday leave for employees mentioned in sec. 1 is specified in the Regulations.

3. Those granting holiday leaves to academic teachers are obliged to ensure that they are used in accordance with the leave schedule during their time off from teaching.

§ 45

1. Academic teachers should take their holiday leave in the calendar year in which they have become entitled to it, during the period when they are not teaching, and in particular during the summer break, within the period established in the leave schedule.
2. Academic teachers gain the right to their first holiday leave on the last day preceding the summer break from teaching, and the right to second and further holiday leaves – at the beginning of each subsequent calendar year.
3. Academic teachers are entitled to holiday leave in proportion to the period of employment in the following cases:
 - 1) employment during the calendar year,
 - 2) cessation of the employment relationship during the calendar year,
 - 3) taking up work after returning from unpaid leave, parental leave and leave for health reasons.

§ 46

1. The leave schedule is determined by: the dean or branch dean in consultation with the director of the institute or head of the chair, the head of the interdepartmental (extra-departmental) unit for subordinate employees.
2. When drawing up leave plans, the persons referred to in sec. 1 shall be guided by the need to ensure the normal course of work at the University and the requests of employees regarding the timing of leave, with at least one part of an academic teacher's leave lasting no less than 14 days.
3. Leave plans, in triplicate, shall be drawn up by March 31 of each calendar year.
4. One copy of the leave plan is given to deans or vice-rectors (for interdepartmental or non-departmental units), the second copy to heads of departmental organizational units and heads of interdepartmental or extra-departmental units, and the third copy to the Human Resources Department, no later than by April 30 of each calendar year.
5. The leave schedule shall be made known to employees in the manner adopted by the heads of organizational units.

§ 47

1. The basis for an academic teacher to begin a leave of absence is: a leave card or a written consent to leave from the person referred to in § 46 sec. 1, at the request of the academic teacher, if the leave is to be granted on a date other than that specified in the leave plan.

2. The leave card should be issued by the head of the organizational unit employing the employee or by a person authorized by them.
3. With regard to vice-rectors, a leave card can be issued by the rector.
4. The leave card shall be drawn up according to the model attached as Appendix No. 13 to the Regulations.
5. The leave card is prepared in duplicate, one for each of the following:
 - 1) the employee,
 - 2) the organizational unit issuing the card.
6. Leave cards should be kept in the unit issuing them for a period of 3 years, counting from the year following the year for which the academic staff member took their leave of absence, and then they should be destroyed, in accordance with the regulations of the office and archives.
7. Postponement of holiday leave, both at the request of the employee and their supervisor, is carried out only for legitimate reasons, based on the decision of the leave planner.

§ 48

Heads of organizational units of departments and heads of interdepartmental or non-departmental units shall prepare and submit to the Human Resources Department, on the basis of leave cards and applications, by January 31 of the following year, statements containing information on the dates and number of days of holiday leave taken by individual academic staff employed in a given organizational unit. The data from the statements are recorded in the computer system and form the basis for calculating pay for annual leave taken in the previous year from variable components of pay.

§ 49

Heads of departmental organizational units and heads of interdepartmental, or non-departmental units, if necessary or at the request of an employee, are required to issue certificates of the number of days of vacation leave used.

§ 50

1. Employees who are not academic teachers are entitled to annual uninterrupted leave under the terms of the Labor Code and implementing regulations.
2. The University does not have a leave plan for employees who are not academic teachers.
3. Employees who are not academic teachers use leave after agreeing on the dates with their immediate supervisors.
4. Employees who are not academic teachers may begin a leave of absence only after obtaining the written approval of the immediate supervisor on the leave application and submitting this leave application to the Human Resources Department. A template application is attached as Appendix No. 14 to the Regulations.
5. Leave unused in a calendar year must be granted to an employee no later than September 30 of the following calendar year.

6. The employer is obliged to postpone the leave in case of occurrence of reasons justifying absence from work, as specified in Article 165 of the Labor Code.

§ 51

1. An employee, at their request, may be excused from work for the time necessary to deal with important personal and family matters that cannot be dealt with outside working hours (so-called “private leave”).
2. The supervisor decides whether or not to grant an employee a private leave.
3. Taking a private leave despite a supervisor's objection constitutes grave misconduct.
4. The employee is not entitled to remuneration for the time off work referred to in sec. 1.
5. The employee should work off, in agreement with the supervisor, the private leave in the same month in which it occurred, or if this is not possible, by the end of the settlement period.
6. The employee should work off a private leave once, and if this is not possible or if the supervisor so decides, the work off shall be done in parts.
7. Working off a private leave can only be done at the request of the employee.
8. The time worked off is not overtime and must not violate the employee's right to uninterrupted daily and weekly rest.
9. Working off a private leave may not violate an employee's right to daily and weekly rest.
10. The employee is entitled to remuneration for the time spent working off a private leave.

§ 52

1. The employer is obliged to release the employee from work if such an obligation arises from the act – Labor Code, regulations implementing the Labor Code or from other specific laws.
2. An employee who is breastfeeding their child is entitled to breaks, included in working time under the rules of the Labor Code. The basis for granting such a break is the submission of a request by the employee, together with a corresponding declaration from the employee. After the child has reached the age of 1 year, a woman employee who is still breastfeeding is obliged to submit a written request to the employer, together with the relevant medical certificate, at least once every 6 months.
3. The employee retains the right to remuneration, determined in accordance with the relevant regulations, for the time off work in the following cases and dimensions:
 - 1) in case of the employee's wedding or birth of their child or death and funeral of the employee's spouse or their child, father, mother, stepfather or stepmother, in the amount of 2 days,
 - 2) in the case of the employee's child's wedding or death and funeral of their sister, brother, mother-in-law, father-in-law, grandmother, grandfather, as well as any other person dependent on or under the direct care of the employee, in the amount of 1 day.
 - 3) for the time necessary to carry out mandatory medical examinations and immunizations provided for by the regulations on the control of infectious diseases and tuberculosis and

venereal diseases, as well as periodic examinations and check-ups under the terms of the applicable regulations,

- 4) an employee who is a blood donor for the time:
 - a) marked by blood donation stations to donate blood,
 - b) necessary to carry out periodic medical examinations prescribed by the blood donor stations if they cannot be carried out during leisure time,
 - 5) an employee who is a party or witness in conciliation for the time necessary to attend the conciliation commission meeting,
 - 6) during the period of at least two weeks' notice of termination of the employment contract by the employer, the employee shall be entitled to job search leave with pay in the following amount:
 - a) 2 business days – during the two-week and one-month notice periods,
 - b) 3 working days – during the three-month notice period, as well as if it is shortened;
 - 7) an employee who raises at least one child under the age of 14 is entitled to exemption from work during the calendar year under the rules of the Labor Code, with retention of the right to remuneration. If both parents or guardians are employed, the entitlements under this section may be exercised by one of them,
 - 8) an employee shall have the right to be excused from work with pay for the time necessary to perform an ad hoc activity arising from their union function, if the activity cannot be performed during their free time.
4. A template application for special leave is attached as Appendix No. 14 to the Regulations.
 5. A template application for childcare leave is attached as Appendix No. 15 to the Regulations.
 6. The rules of exemption from work in cases not covered by these Regulations shall be governed by the provisions of the current legal act of the Minister of Labor on this subject.

§ 53

1. Special regulations for employee leaves are contained in Section Seven of the Labor Code and the Labor Code's implementing regulations.
2. Special regulations for maternity and parental leave are contained in Section Eight of the Labor Code and the Labor Code's implementing regulations.

§ 54

1. The rector may grant an academic teacher:
 - 1) holding at least a doctoral degree, during 7 years of employment at the University – paid sabbaticals in a total amount not exceeding one year for the purpose of conducting research,
 - 2) preparing a doctoral dissertation – paid sabbatical of up to 3 months,

- 3) paid leave to pursue an education, research or teaching internship abroad, attend a conference, or participate in joint research with a foreign entity under a scientific cooperation agreement,
 - 4) paid leave to participate in joint research with the Łukasiewicz Center or a Łukasiewicz Network institute.
2. The leave referred to in sec. 1 shall be granted by the rector upon the motivated request of an employee. An employee:
 - 1) employed at the faculty shall attach to the application the opinion of the director of the institute (head of the department) and the relevant council,
 - 2) employed in a university-wide, interdepartmental or extra-departmental unit shall attach to the application the opinion of the head of the unit and the relevant council.
 3. The leave of absence referred to in sec. 1 item 2 may be granted upon presentation of the promoter's opinion on the degree of progress of the dissertation, justifying the granting of the leave.
 4. Full-time academic teachers under the age of 65 are entitled to paid leave for health reasons after at least 10 years of employment with the university. The leave referred to in the preceding sentence shall be granted in the amount, procedure and terms specified in the act – Law on Higher Education.
 5. No gainful occupation is allowed during leave for health reasons.
 6. Medical examination of academic teachers is carried out on the basis of a referral issued by the rector. A template referral is attached as Appendix No. 16 to the Regulations. The academic teacher shall report for a medical examination within no more than 30 days from the date of receipt of the referral for this examination.
 7. The leave referred to in sec. 1 may be granted at such time and in such amount that it does not interfere with the course of work of the organizational unit in which the academic staff member performs their duties, in particular, it does not affect the teaching process.
 8. In justified cases that make it impossible to use the leave in accordance with its purpose, the leave referred to in sec. 1 item 1 may be suspended at the request of the employee. The unused portion of the leave shall be granted at a later date, taking into account the provisions of sec. 8.

Chapter XI

Occupational health and safety and fire protection duties

§ 55

1. In terms of occupational health and safety and fire protection, the University is fully governed by the detailed regulations contained in Section Ten of the Labor Code Act and the regulations implementing the Labor Code.
2. The University has the following procedure for familiarizing employees with occupational health and safety and fire regulations:
 - a) initial training for newly hired employees,

- b) periodic training and in-service training held during working hours in the mode and frequency specified by the regulations in force in this regard.
- 3. As proof of employees' training in occupational health and safety and fire regulations, certificates of training and courses should be kept in employees' files.
- 4. It is the responsibility of the immediate supervisor to allow an employee to work without the training necessary for the assigned position in terms of occupational safety and health and fire regulations, the necessary initial or periodic medical examinations.
- 5. Equipping employees of the University with personal protective equipment, work clothes and footwear is regulated by an order of the rector issued with the authority of trade unions.
- 6. The standards for the allocation of personal hygiene products for employees of the University are regulated by the rector's ordinance referred to in sec. 5.

Chapter XII

Monitoring

§ 56

- 1. Camera monitoring is carried out at the University. The monitoring captures images.
- 2. The monitoring covers the interiors of buildings belonging to the UJK and the area around these buildings.
- 3. The buildings and the area under monitoring are marked with information boards.
- 4. The information collected as a result of the monitoring is intended solely for the purpose of ensuring the safety of employees, protecting property and maintaining the secrecy of information the disclosure of which could expose the employer to harm and will not be used for any other purpose.
- 5. Image recordings shall be kept for a period not exceeding 3 months from the date of recording, subject to sec. 6.
- 6. In the event that the video recordings constitute evidence in proceedings conducted pursuant to the law or it is discovered that they may constitute evidence in proceedings, the time limit referred to in sec. 5 shall be extended until the final termination of the proceeding.
- 7. Only authorized persons have access to the monitoring footage.
- 8. After the expiry of the periods indicated in sec. 5 and sec. 6, the footage obtained from the video surveillance which contains personal data shall be destroyed, unless separate provisions provide otherwise.
- 9. The employer shall provide employees and data subjects with the opportunity to exercise the rights indicated in the GDPR - Regulation (EU) 2016/679 of the European Parliament and of the Council of April 27, 2016 on the protection of natural persons in relation to the processing of personal data and on the free flow of such data and repealing Directive 95/46/EC.

Chapter XIII

Order regulations and final provisions

§ 57

1. The rector and vice-rectors of the University receive employees at the headquarters of the University – Kielce, ul. Żeromskiego 5, during the hours established for the academic year, communicated to employees.
2. The chancellor of the University receives employees at the headquarters of the University – Kielce, ul. Żeromskiego 5, during the hours established for the academic year, communicated to employees.

§ 58

1. Supervision of compliance with the Regulations is exercised by:
 - 1) the rector and the vice-rectors of the University,
 - 2) the chancellor of the University,
 - 3) direct supervisors of employees.
2. Control of compliance with the Regulations is carried out by the Human Resources Department.

§ 59

1. The Regulations are valid for an indefinite period of time.
2. The content of the Regulations may be changed in writing, in the same manner as its establishment, or by introducing new Regulations.
3. Changes to these regulations are made in a manner analogous to its introduction.
4. The provisions of the Regulations do not violate the provisions of individual employment relationships.

§ 60

In matters related to the employment relationship, not regulated in detail in these Regulations, the provisions of the Labor Code and other acts of labor law and the act – Law on Higher Education and Science and other acts on higher education shall apply.