

## **WORK REGULATIONS**

### **OF THE JAN KOCHANOWSKI UNIVERSITY OF KIELCE**

#### **Chapter I**

##### **General provisions**

###### **§ 1**

The legal basis for establishing the Work Regulations (hereinafter referred to as the Regulations) is provided by Article 126(1) of the Act of 20 July 2018 – Law on Higher Education and Science (Journal of Laws of 2024, item 1571, as amended), Articles 104 et seq. of the Labour Code (Journal of Laws of 2025, item 277, as amended), Articles 26 and 30 of the Act of 23 May 1991 on Trade Unions (Journal of Laws of 2025, item 440).

###### **§ 2**

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

###### **§ 3**

Unless specific provisions of these Regulations provide otherwise, they apply to all employees regardless of the type of work, position and full or part-time employment status.

###### **§ 4**

Whenever these Regulations refer to:

- 1) University – this shall be understood as the Jan Kochanowski University of Kielce;
- 2) Statute – this shall be understood as the Statute of the Jan Kochanowski University of Kielce;
- 3) Rector – this shall be understood as the Rector of the Jan Kochanowski University of Kielce;
- 4) Employer – this shall be understood as the University represented in labour relations by the Rector or University employees authorised by the Rector within the scope of their authorisation;
- 5) Dean – this shall be understood as the Dean of the Faculty or Branch;
- 6) Head of an organisational unit – this shall be understood as a person authorised and obliged to manage an organisational unit of the University;
- 7) Supervisor or Manager – this shall be understood as the person authorised in accordance with the University's Organisational Regulations to exercise direct supervision and

management over the performance of an employee's duties, and in particular to issue work-related instructions to the employee;

- 8) Employee – this should be understood as any person employed at the University based on an employment relationship, regardless of the type of this relationship;
- 9) Act constituting the basis for establishing an employment relationship – this should be understood as an employment contract, an act of appointment, an act of nomination, or an act of election;
- 10) Workplace premises – this shall be understood as the University's premises and the premises of its organisational units, as well as their facilities;
- 11) Organisational unit – this shall be understood as an organisational unit referred to in the University's Statute;
- 12) Employer's trade secrets – this shall be understood as technical, technological, organisational or other information of economic value not disclosed by the employer to the public, specified in writing by the employer and communicated to employees;
- 13) labour law provisions – this shall be understood as the provisions of the Labour Code, the Act on Higher Education and Science, the provisions of other acts and executive acts, the Statute, as well as internal law provisions specifying the rights and obligations of employees and the employer.

#### § 5

1. The employer is obliged to inform all employees about the content of these Regulations.
2. The employer is obliged to familiarise the employee with the content of the Regulations before he/she commences work. The employee confirms this by signing a statement in the Human Resources and Social Affairs Division confirming that he/she has familiarised himself/herself with the content of these Regulations. Such a statement is included in the clause contained in the document constituting the basis for establishing an employment relationship at the University.

## **Chapter II**

### **Employer's rights and obligations**

#### § 6

The employer is obliged to:

- 1) ensure that employees are assigned work in accordance with the terms of their employment relationship;
- 2) familiarise employees taking up employment with their job description, the way in which they will carry out their assigned duties and with their basic entitlements,
- 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, high productivity and good quality of work,

- 4) pay salaries on time and correctly, respecting the principle that their type and amount cannot be disclosed without the employee's approval, except in cases specified by law;
- 5) facilitate the upgrading of professional qualifications for employees,
- 6) satisfy, to the extent of available resources, the social needs of employees;
- 7) provide the employee with the necessary materials and tools for work;
- 8) apply objective and fair criteria for the assessment of employees and their work performance;
- 9) keep records on matters related to the employment relationship and personal files of employees;
- 10) ensure safe and hygienic working conditions and conduct regular training for employees in the field of occupational health and safety (OHS);
- 11) inform the employee about occupational risks and threats to life and health associated with their work and the rules for protection against hazards;
- 12) shape the rules of social coexistence at the University;
- 13) comply with the principle of equal treatment of women and men, in accordance with the detailed provisions contained in Annex 1 to the Regulations; information for employees on equal treatment in employment is available at the Human Resources and Social Affairs Division and on the University's website in the tab dedicated to human resources matters;
- 14) counteract discrimination in employment, in particular on grounds of gender, age, disability, race, religion, nationality, political beliefs, trade union membership, ethnic origin, religion, sexual orientation, as well as on the basis of fixed-term or indefinite employment, or full or part-time employment; information for employees containing the applicable legal standards regarding equal treatment in employment constitutes Annex 2 to the Regulations;
- 15) counteract mobbing;
- 16) conduct, at its own expense, tests and measurements of factors harmful to health, record and store the results of these tests and measurements, and make them available to employees upon request;
- 17) ensure respect for the dignity and other personal rights of employees;
- 18) inform employees in a manner accepted at the University about the possibility of full-time or part-time employment, the possibility of promotion and job vacancies; a template for confirming that the employee has read the above information constitutes Annex 3;
- 19) immediately issue an employee with a certificate of employment in connection with the termination or expiry of the employment relationship; the issuance of a certificate of employment is not conditional upon the employee's prior settlement with the employer.

## § 7

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

- 1) decide on the location and equipment of individual workstations;

- 2) order overtime work in accordance with applicable regulations;
- 3) in case of doubt as to the employee's health necessary to perform his/her duties, refer him/her for appropriate medical examinations;
- 4) assess the employee's suitability, his/her progress at work and level of qualifications, and in this respect subject the employee to appropriate tests and examinations specified in separate regulations;
- 5) apply a system of awards and penalties specified by regulations for violations by the employee of the established work organisation and order, health and safety regulations, fire safety regulations, as well as the accepted method of confirming arrival and presence at work and justifying absence from work;
- 6) if an employee does not have the qualifications required for a given position, oblige the employee to supplement his/her professional qualifications – under pain of termination of the employment relationship or its current conditions.

## § 8

### 1. The basic duties of the supervisor include, in particular:

- 1) familiarising the employee with the scope of his/her duties and responsibilities as well as basic rights;
- 2) familiarising the employee with the rules for securing the employer's property and the rules for protecting trade secrets;
- 3) assigning work and determining how it shall be performed;
- 4) systematically informing the employee about the employer's procedures and rules regarding work in a given workstation;
- 5) ensuring safe and hygienic working conditions;
- 6) ensuring the allocation of the necessary tools, materials and equipment for work, appropriate work and protective clothing, and personal protective equipment;
- 7) planning and accounting for working time, including the keeping of time records;
- 8) assessing the employee's qualifications and work performance in accordance with the rules adopted by the employer;
- 9) monitoring compliance with work order and discipline;
- 10) preventing an employee from working or removing him/her from work in situations where there is a risk that the employee cannot perform his/her duties, in particular due to: intoxication or other mental or physical condition preventing the employee from performing his/her duties normally, failure by the employee to undergo the required medical examinations within the prescribed time limit, a medical certificate stating that the employee is unable to continue working in a given position;
- 11) monitoring compliance with the rules of social coexistence, equal treatment of employees, respect for employee dignity, prevention of discrimination and mobbing in the workplace, and responding to any irregularities in this respect;
- 12) informing the employer about any irregularities in the work process;
- 13) receiving complaints and requests from employees related to the employment relationship.

### 2. The rules for evaluating academic teachers are determined by the Rector according to statutory provisions.

## Chapter III

### Employee rights and obligations

#### § 9

#### 1. The basic obligations of an employee include:

- 1) performing work conscientiously and diligently and following the instructions of superiors regarding work, unless they are contrary to the law or the act constituting the basis for establishing the employment relationship;
- 2) observing the working hours established at the University;
- 3) performing work reliably and effectively;
- 4) complying with the provisions of law, including the Regulations and other internal normative acts in force at the University;
- 5) complying with occupational health and safety (OHS) and fire safety regulations and rules;
- 6) maintaining cleanliness and order around his/her workstation;
- 7) caring for the University's good name;
- 8) caring for the University's property;
- 9) improving his/her professional qualifications;
- 10) notifying the employer in advance of his/her inability to come to work for reasons known in advance, in a time frame that allows the employer to prevent the consequences of his/her absence;
- 11) immediately notifying the Human Resources and Social Affairs Division or his/her immediate superior of the reason for his/her absence from work and its expected duration, and, at the latest on the first day after the reason for the absence has ceased to exist, submit a document justifying the absence, subject to separate regulations in this respect;
- 12) immediately notifying the University's organisational units of any changes to personal data and other data processed by the employer in accordance with applicable regulations;
- 13) observing the principles of social coexistence at the University, the principle of respecting the dignity of other persons, including employees, students and doctoral students;
- 14) comply with the University's rules referred to in § 6 points 12-15, 17 of the Regulations;
- 14) complying with the rules in force at the University, referred to in § 6(12) to (15) and (17) of the Regulations;

#### 2. Persons employed at the University as academic teachers are required to fulfil the obligations specified in the Act on Higher Education and Science.

#### The employee is entitled to:

- 1) remuneration, social benefits and leave – in accordance with the agreement constituting the basis for establishing the employment relationship and separate regulations and rules;
- 2) a 15-minute break, included in working time, if the daily working time is at least 6 hours, an additional break of at least 15 minutes, included in working time, if the daily working time

exceeds 9 hours, another break of at least 15 minutes, included in working time, if the daily working time exceeds 16 hours;

- 3) other breaks in accordance with generally applicable legal provisions;
- 4) refrain from performing official duties if the conditions for their performance in accordance with OHS and fire safety regulations are not met;
- 5) leave his/her workplace if there is an immediate threat to his/her life or health;
- 6) request confirmation of a work instruction in writing if, in the employee's opinion, its performance would violate applicable regulations or expose him/her to serious harm;
- 7) refuse to execute an official order if its execution would constitute a crime or offence;
- 8) form trade unions and join trade unions;
- 9) equal remuneration for work of equal value; work of equal value is work which requires employees to have comparable professional qualifications, confirmed by documents provided for in separate regulations or by professional practice and experience, as well as comparable responsibility and effort;
- 10) equal treatment in employment and non-discrimination in any way, directly or indirectly, in particular on grounds of sex, age, disability, race, religion, nationality, political beliefs, trade union membership, ethnic origin, religion, sexual orientation, and regardless of whether the employment is for a fixed term or indefinite, or full-time or part-time;
- 11) at least 11 hours of uninterrupted rest each day, with the following exceptions:
  - a) in the equivalent working time system, where it is permissible to extend the daily working time to 16 hours, an employee is entitled, immediately after each period of work in extended daily working time, to rest for a period corresponding to at least the number of hours worked, regardless of the 11-hour rest period,
  - b) the rule specified in section 11(a) also applies to equivalent working time allowing for the extension of daily working time to 24 hours in a settlement period not exceeding 1 month,
- 12) at least 35 hours of uninterrupted rest each week, including at least 11 hours of uninterrupted daily rest; this rest should fall on a Sunday, and in the case of permitted work on a Sunday – on a day other than Sunday;
- 13) improve his/her professional qualifications in accordance with the rules laid down in separate regulations.

## § 11

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

- 1) intentionally exposing the employer to significant damage;
- 2) accepting financial benefits in connection with the position held;
- 3) coming to work in a state of intoxication or consuming alcohol while performing work;
- 4) coming to work under the influence of prohibited intoxicants or consuming such substances while performing work;
- 5) persistently disturbing order and peace in the workplace;
- 6) failure to follow work instructions without justification;
- 7) failure to comply with OHS and fire safety regulations;
- 8) failure to comply with confidentiality requirements specified in separate regulations.

## § 12

1. It is prohibited to:
  - 1) bring, store, trade and consume alcoholic beverages and prohibited intoxicants on the University premises;
  - 2) be present on the University premises under the influence of alcohol or other prohibited intoxicants;
  - 3) smoke tobacco products on the University premises;
  - 4) leave his/her workstation during working hours without the approval of his/her superior;
  - 5) arbitrarily modify, repair or tamper with the construction of machines, devices and equipment owned by the University;
  - 6) operate machines, equipment and other work tools owned by the University for purposes not related to the performance of official duties, in particular the use of University property for private purposes.
2. Reporting to work under the influence of alcohol or drinking alcohol during work, reporting to work under the influence of intoxicating substances or using such substances during work is treated as an unjustified absence of the employee.

## Chapter IV

### Dates, places and times of remuneration payments

## § 13

1. Basic remuneration, functional and seniority allowances shall be 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, remuneration and its components shall be paid on the first working day following that day.
2. Subject to paragraph 3, remuneration for employees who are not academic teachers, with the exception of service staff and those employed in manual labour positions, shall be paid at least once a month in arrears, on the 28th day of each month, except for December, when remuneration shall be paid no later than the 24th day of that month.
3. Remuneration for employees who are not academic teachers, employed as service staff as well as in manual positions, shall be paid 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 remuneration varies depending on the number of hours worked, the remuneration referred to in paragraphs 2 and 3, payable once a month in arrears, shall be paid immediately after its full amount has been determined, but no later than within the first 10 days of the following calendar month.
5. If the set date for the payment of remuneration for work is a non-working day, the remuneration shall be paid on the preceding working day.
6. Components of remuneration for work, due to the employee for periods longer than one month, shall be paid in arrears on the dates specified in the statutory provisions of labour law and the Remuneration Regulations.
7. Social security benefits shall be paid at the place and on the dates of remuneration payments.

8. At the employee's request, the employer is obliged to make available for inspection the documents upon which the employee's remuneration has been calculated.
9. Payment of remuneration shall be made to the payment account indicated by the employee unless the employee has requested in paper or electronic form that the remuneration be paid to him/her in cash.

## **Chapter V**

### **Working time systems and schedules**

#### § 14

Working time is the time during which an employee remains at the disposal of the employer at the University or another place designated for the performance of work. Working time should be fully utilised for professional work.

#### § 15

1. The working time of an academic teacher is task-based and is determined by the scope of his/her duties, established pursuant to the provisions of the Act on Higher Education and Science.
2. The working time of an academic teacher cannot exceed 8 hours per day and an average of 40 hours in an average five-day working week, in the accepted 12-month settlement period.
3. Research and teaching, and teaching staff are required to meet a teaching load, the extent and method of calculation of which is specified in the Regulations.
4. The basic duties of academic teachers employed in:
  - 1) the teaching staff group include educating and raising students or participating in the education of doctoral students;
  - 2) the research staff include conducting scientific activities or participating in the education of doctoral students;
  - 3) the research and teaching staff include conducting scientific activities, providing education and training to students, or participating in the education of doctoral students.
5. Academic teachers are obliged to participate in organisational work for the benefit of the University and to continuously improve their professional competences.
6. The duties of academic teachers holding the title of professor, the degree of habilitated doctor or equivalent also include the education of academic staff, including acting as a supervisor, reviewer in doctoral proceedings and a member of doctoral examination committees, as well as a member of habilitation committees and a reviewer in title proceedings.
7. The duty to educate and train students consists of teaching classes and other work related to the teaching process, education and training of students.
8. The teaching responsibilities of academic teachers include:
  - 1) conducting classes included in the schedules of study programmes and study programmes, as well as in doctoral school programmes, which are implemented in forms specified in a separate order;

- 2) supervising the preparation of students' stage works and other student works related to the verification of learning outcomes, in terms of content and methodology;
- 3) supervising diploma and doctoral theses;
- 4) supervising and reviewing final works of postgraduate students;
- 5) supervising students studying according to an individual study programme;
- 6) supervising research clubs;
- 7) performing other activities, in particular:
  - a) conducting credits, examinations and participating in commission examinations,
  - b) verifying and assessing stage works, examination works and other student works related to the verification of learning outcomes,
  - c) reviewing theses,
  - d) participating in committees conducting diploma examinations,
  - e) providing individual consultations to students,
  - f) acting as the year tutor,
  - g) preparing documentation related to the education process,
  - h) managing and supervising student internships,
  - i) conducting other teaching activities resulting from agreements concluded by the University,
  - j) performing other activities related to the organisation and implementation of the educational process.

9. Organisational work related to the teaching process includes, in particular:

- 1) acting as a member and Chair of the final examination committee for postgraduate students;
- 2) conducting language examinations in doctoral proceedings;
- 3) performing tasks within the scope of duties arising from membership in university committees responsible for education;
- 4) performing tasks within the scope of duties arising from participation in a national/international educational project financed on a competitive basis from external funds;
- 5) performing tasks within the scope of duties arising from the function of Erasmus+ programme coordinator;
- 6) participating in the work of committees conducting recruitment for studies,
- 7) participating in the work of committees conducting recruitment for doctoral schools,
- 8) participating in the work of teams for the confirmation of learning outcomes appointed at the Faculty or Branch,
- 9) participating in the work of the Committee for the Recognition of Diplomas and Confirmation of Completion of Studies at a Specific Level,
- 10) performing tasks related to the creation of joint studies with another domestic/foreign university;
- 11) organising or co-organising a domestic/international teaching conference;
- 12) developing new study programmes;
- 13) preparing materials and conducting classes in a foreign language;
- 14) preparing materials for classes using distance learning methods and techniques in Polish/foreign language;

- 15) organising or co-organising training workshops for academic teachers, students and doctoral students.
10. Work related to conducting scientific research and development work and developing artistic creativity includes, in particular:
- 1) conducting research work necessary for the development of the unit and raising the level of scientific knowledge and staff training;
  - 2) disseminating the results of scientific research, in particular by publishing scientific articles and participating in scientific conferences;
  - 3) leading or participating in scientific and doctoral seminars;
  - 4) supervising the scientific development of doctoral students;
  - 5) organising work related to scientific research and artistic creation, including:
    - a) preparation of grant applications and applying for budgetary and extra-budgetary funds for scientific research,
    - b) supervision of doctoral theses,
    - c) tasks related to the position of manager of a national/international project financed through a competitive process from external funds,
    - d) acting as editor-in-chief of a scientific periodical included in the list of journals,
    - e) organisation of national/international scientific conferences,
    - f) supervision of bachelor's/master's theses,
    - g) acting as artistic director of a festival, competition or regular concerts,
    - h) serving as a juror for a music competition or music festival of at least national scope,
    - i) participation in the jury of an art competition or festival organised by a renowned artistic centre or cultural institution,
    - j) serving as an exhibition curator,
    - k) serving as a curator of artistic projects or events in the field of visual arts.
11. Duties related to improving professional qualifications include, in particular:
- 1) participating in conferences and seminars related to the work performed;
  - 2) completing a domestic/foreign research or teaching internship (not less than two weeks);
  - 3) participating in training courses aimed at improving teaching and research skills;
  - 4) organising and participating in workshops aimed at exchanging experiences and self-improvement.
12. The duties of academic teachers arising from their employment relationship also include participation in the work and programmes implemented at the University related to the development of the scientific and teaching level of the University, as indicated by the University authorities.
13. Academic teachers are obliged to apply the principles of ethics and scientific integrity and to respect intellectual property rights and related rights.

## § 16

1. The working hours of employees who are not academic teachers, with the exception of:
- 1) library staff referred to in paragraph 2;
  - 2) employees working equivalent hours;
- shall be 8 hours per day and an average of 40 hours in an average five-day working week in the accounting period adopted by the University.

2. The working time of certified librarians and certified scientific documentation and information employees, as well as library employees and scientific documentation and information employees employed as senior curators, curators, senior librarians and senior documentalists, shall be on average 7.2 hours per day and 36 hours per week in the adopted settlement period.
3. The settlement period for the employees referred to in paragraph 1 shall be four calendar months, and for employees employed at the University Library, twelve calendar months.
4. For employees engaged in guarding property and supervising equipment, a system of equivalent working time is applied, allowing for the extension of daily working time to 12 hours in a settlement period equal to one month. The extended daily working time for these employees is compensated by shorter daily working time on certain days or days off.
5. In particularly justified cases, with regard to the employees referred to in paragraph 4, the settlement period may be extended, but not more than to 3 months. The extension of the settlement period requires agreement with the trade unions operating at the University.

#### § 17

1. Work performed in excess of the working time standards applicable to an employee, specified in § 16, as well as work performed in excess of the extended daily working time resulting from the system and schedule of working time applicable to an employee, constitutes overtime work.
2. Working time, including overtime, shall not exceed an average of 48 hours per week in the settlement period adopted by the University.
3. The number of overtime hours worked in connection with the circumstances specified in Article 151 § 1(2) of the Labour Code shall not exceed 150 hours per calendar year for each employee.
4. In exchange for overtime worked, the employer may, at the employee's written request, grant him/her time off in lieu of the same amount of time. Time off in lieu of overtime worked may also be granted without the employee's request. In such a case, the employer shall grant time off work, at the latest by the end of the settlement period, in an amount equal to half the number of overtime hours worked, but this may not result in a reduction in the remuneration due to the employee for a full monthly working time.
5. An employee who, due to the circumstances provided for in Article 151 § 1 of the Labor Code, performed work on a day off resulting from the work schedule in an average five-day work week, is entitled to another day off granted to the employee by the end of the settlement period, on a date agreed with him/her, and if this is not possible, additional remuneration.
6. A template for an overtime work order and an overtime settlement and overtime collection card constitute Annexes 4, 5, and 6 to the Regulations.
7. In special cases, justified by the need to implement the study/education programme, an academic teacher may be required to conduct teaching activities in excess of the standard working hours. The number of these hours may not exceed % of the standard working hours for research and teaching staff, and % of the standard working hours for teaching staff. The academic teacher may, with his/her approval, be entrusted with teaching classes in overtime hours not exceeding twice the annual teaching load. The academic teacher who

is pregnant or raising a child until the child reaches the age of four cannot be employed in overtime hours without his/her consent.

8. For overtime work, academic teachers receive remuneration calculated according to the rates and rules specified in the Remuneration Regulations.

#### § 18

The working hours of drivers employed by the University are determined pursuant to the provisions of the Act of 16 April 2004 on drivers' working hours.

#### § 19

1. Night time is defined as the period from 10 p.m. to 6 a.m. the following day.
2. Work performed during night hours is subject to allowances specified in labour law regulations.

#### § 20

1. Non-working days are Sundays, and public holidays specified in the provisions on non-working days.
2. Work performed between 6:00 a.m. on a Sunday or public holiday and 6:00 a.m. on the following day is considered work on a Sunday or public holiday.
3. The employer is obliged to provide an employee who works on Sundays and public holidays in the cases referred to in Article 15110 points 1-10 of the Labour Code with another day off:
  - 1) in lieu of work on a Sunday – within 6 calendar days preceding or following such a Sunday;
  - 2) in lieu of work on a public holiday – within the settlement period.
4. For academic teachers, work on Sundays and public holidays is permitted only for the purpose of teaching and necessary experimental research.
5. The academic teacher's immediate superior shall confirm the use of a day off by the academic teacher in lieu of work on a Sunday or public holiday.
6. If it is not possible to take a day off in lieu of work on a Sunday within the period specified in paragraph 3(1), the employee is entitled to a day off until the end of the settlement period, and if it is not possible to grant a day off within that period – a salary supplement in the amount specified in Article 1511 § 1 point 1 of the Labour Code for each hour worked on a Sunday.
7. If it is not possible to take a day off in lieu of work on a public holiday within the period specified in paragraph 3(2), the employee is entitled to a salary supplement in the amount specified in Article 1511 § 1(1) of the Labour Code for each hour worked on a public holiday.
8. The provisions on Sunday work apply to work on a public holiday falling on a Sunday.
9. An employee working on a Sunday should have at least one Sunday off work every four weeks. This does not apply to an employee employed under the working time system referred to in Article 144 of the Labour Code.

#### § 21

In particularly justified cases, the Rector or immediate superior may order work on a Saturday or another previously designated additional day off and designate another day as a day off.

§ 22

1. The following working time systems, working days, and start and end times are established:
  - 1) scientific and technical, engineering and technical, and administrative employees work within the basic working time system from Monday to Friday, from 7:30 a.m. to 3:30 p.m.;
  - 2) certified librarians and certified scientific documentation and information employees, as well as library employees and scientific documentation and information employees employed as senior curators, curators, senior librarians and senior documentalists, work under the basic working time system from Monday to Friday between 7:00 a.m. and 7:30 p.m., in accordance with the weekly working time standard referred to in § 16(2) of the Regulations; a detailed schedule prepared for a period of one month, containing the working time schedule for these employees, shall be provided to them at least 10 days before the beginning of each subsequent month; it shall be drawn up in consultation with the employee by the head of the library department, the director of the University Library in relation to the head of the library department, with a view to ensuring full service of all units of the University Library, provided that the working time cannot exceed 8 hours per day;
  - 3) other library employees, with the exception of those referred to in section 2, work under the basic working time system from Monday to Friday between 7:00 a.m. and 7:30 p.m.; a detailed schedule prepared for a period of one month containing the working time distribution for these employees shall be provided to them at least 10 days before the start of each subsequent month; it shall be drawn up in consultation with the employee by the head of the library department, or by the director of the University Library in relation to the head of the library department, with a view to ensuring the full operation of all units of the University Library;
  - 4) employees responsible for guarding property and supervising equipment are employed under an equivalent working time system; they work from Monday to Sunday between 6:00 a.m. and 6:00 p.m., 6:00 p.m. to 6:00 a.m., 7:00 a.m. to 7:00 p.m., 7:00 p.m. to 7:00 a.m.; a detailed schedule prepared for a period of one month containing the working hours of these employees shall be provided to them at least 10 days before the start of each subsequent month; it shall be prepared by the facility's administrative manager or the facility's administrative employee;
  - 5) auxiliary service staff work under the basic working time system from Monday to Friday, depending on the section being cleaned, from 6 a.m. to 2 p.m. or from 1 p.m. to 9 p.m.; a detailed schedule prepared for a period of one month containing the working time schedule for these employees shall be provided to them at least 10 days before the start of each subsequent month; it shall be drawn up by the immediate superior;
  - 6) property security guards perform their work under the basic working time system from Monday to Friday from 7:00 a.m. to 3:00 p.m. or from 1:00 p.m. to 9:00 p.m.; a detailed schedule prepared for a period of one month containing the working time schedule for these employees shall be provided to them at least 10 days before the start of each subsequent month; it shall be drawn up by the immediate superior;
  - 7) maintenance workers perform work under the basic working time system from Monday to Friday from 6:00 a.m. to 2:00 p.m. or from 7:00 a.m. to 3:00 p.m.; a detailed schedule

prepared for a period of one month containing the working time distribution for these employees shall be provided to them at least 10 days before the start of each subsequent month; it shall be prepared by the immediate superior.

2. Employees confirm with their signature that they have read the detailed schedule.
3. Immediate changes to the detailed schedule are permissible in situations justified by generally applicable legal provisions or in the event of special needs of the employer resulting from the necessity to replace an absent employee due to illness or other sudden unforeseeable absence, in particular caused by a fortuitous event justifying the granting of special leave or leave on demand. In the cases referred to in the previous sentence, the deadlines for submitting detailed schedules referred to in paragraph 1 shall not apply. By signing the attendance list, the employee in relation to whom the change has taken place gives his/her consent to the immediate change of the detailed schedule. The person authorised to draw up the detailed schedule shall immediately, but no later than by the end of the working day of the employee affected by the change, correct the detailed schedule to include the new working hours and submit it to the employee for review, which the employee shall confirm with his/her signature.
4. A template for a detailed schedule is provided in Annex 7 to the Regulations.
5. At the written request of an employee, with the approval of his/her immediate superior or on his/her own initiative in consultation with the employee, the employer may establish an individual work schedule within the working time system to which the employee is subject, in particular, he/she may start work at hours other than those specified in paragraph 1.
6. The start and end times for part-time employees shall be agreed individually between the immediate supervisor and the employee.
7. A template for a request for additional work hours and a timesheet for additional work hours are provided in Annexes 5 and 8 to the Regulations.
8. For the purposes of the IT system's accounting, it is assumed that certified librarians and certified scientific documentation and information employees, as well as library employees and scientific documentation and information employees employed as senior curators, curators, senior librarians and senior documentalists work 7.2 hours per day.
9. At the written request of an employee, with the approval of his/her immediate superior or on the employer's own initiative in consultation with the employee, flexible working hours may be applied.
10. The employees referred to in paragraph 9 may start work between 8:00 a.m. and 10:00 a.m. and finish between 4:00 p.m. and 6:00 p.m. on the same day, after working 8 hours, while maintaining the minimum daily and weekly rest periods.

#### § 23

The working time of an employee performing official duties in a location other than that specified in the document constituting the basis for establishing the employment relationship shall be calculated based on a business trip order approved by the immediate superior.

#### § 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 in separate regulations, the Chancellor and Vice-Chancellors. Attendance list templates are provided in Annexes 9 and 10 to the Regulations.
2. If there is no signature on the attendance list, it is assumed that the employee was absent on that day.
3. In justified cases, the employer may exempt an employee from the obligation to sign the attendance list.
4. An employee who is absent from work shall be replaced by an employee designated in terms of duties or appointed by his/her immediate superior or employer.
5. An employee working on equipment or in a multi-shift position cannot leave his/her workplace before the start of the shift. If the replacement employee fails to show up, the supervisor, who is responsible for providing a replacement, shall be notified immediately. Unauthorised shift swapping between employees is not permitted, even if they have equal professional qualifications.
6. If the work assigned to an employee does not fill the entire working time, the immediate superior may also assign other work to him/her for which the employee is qualified.

#### § 25

After finishing work, the workplace must be secured and tidied up, documents, strictly accountable forms, stamps and seals, tools and machines protected, electrical equipment switched off and checked for any risk of fire or other hazards.

#### § 26

1. The permitted time of stay in the University's facilities, buildings and rooms for employees who are not academic teachers is the time covering working hours on working days or overtime, between 7:00 a.m. and 10:00 p.m., resulting from the working time system applicable to the employee, with the proviso that this does not apply to employees referred to in § 22(1)(4) who perform work outside these hours based on their applicable schedule.
2. The time of permitted presence for academic teachers in the University's facilities, buildings and rooms is from Monday to Friday between 7:00 a.m. and 10:00 p.m., with the proviso that on Saturdays and public holidays within the meaning of the Regulations, an academic teacher may be present in the University's facilities, buildings and rooms of the University solely for the purpose of conducting classes and necessary experimental research, in accordance with § 20(4) of the Regulations. Conducting necessary experimental research requires written notification from the academic teacher submitted to the Director of the Institute/Head of the Department, Head of the Unit/Head of the Studio and the facility administrator.
3. The restriction referred to in paragraph 1 does not apply to administrators and technical staff of the University's facilities, buildings and rooms.
4. The restriction referred to in paragraph 2 does not apply to the activities of academic teachers organised or coordinated by the University's organisational units, in particular in the course of their normal activities, e.g. as part of open days, subject days, conferences, etc.

5. In particularly justified cases, the Chancellor or, in relation to subordinate employees, the Dean/Director of the Institute/Head of the Department/Head of the Intra-Faculty Unit (university-wide) – in relation to employees who are not academic teachers, may give their written approval for them to remain in the University's facilities, buildings and rooms outside the time referred to in paragraph 1. Such approval must be communicated to the facility administrator.
6. In particularly justified cases, the Dean, in consultation with the Director of the Institute/Head of Department and the Head of the Department/Head of Unit or Head of Intra-Faculty Unit (university-wide) – in relation to academic teachers, may give their written approval for them to remain in the University's facilities, buildings and rooms outside the hours referred to in paragraphs 2 and 4. Such approval must be communicated to the facility administrator.

## **Chapter VI**

### **Rules for justifying absences and late arrivals at work**

#### § 27

1. An employee should notify his/her employer of the reason for and expected duration of his/her absence from work if the reason for the absence is known in advance or can be predicted, and of the expected duration of the absence.
2. If there are reasons preventing the employee from coming to work, he/she is obliged to immediately notify the employer of the reason for his/her absence and the expected duration of the absence, no later than on the second day of absence from work, in person or through another person, by telephone, letter or other means of communication.
3. Failure to meet the deadline specified in paragraph 2 may be justified by special circumstances preventing the employee from fulfilling this obligation in a timely manner, in particular serious illness combined with the absence or unavailability of household members or other unforeseen circumstances. In such a case, the employee shall notify the employer of the reason for his/her absence immediately after the circumstances referred to above have ceased to exist.

#### § 28

1. Absence from work or being late for work may be justified by:
  - 1) the employee's incapacity due to illness or isolation due to an infectious disease;
  - 2) removal from work based on a certificate (decision) issued by a doctor, medical commission or sanitary inspector, if the employer does not employ the employee in another job appropriate to his/her state of health;
  - 3) spa treatment, if its duration has been recognised by a medical certificate as a period of incapacity for work;
  - 4) a personal summons of the employee to appear in person, issued by the competent authority in matters of universal defence duty, a government or self-government administration authority, a court, a public prosecutor's office or the police, or other authorised authorities – as a party or witness in proceedings before those authorities;
  - 5) illness of a family member of the employee, requiring the employee to provide personal care;

- 6) circumstances requiring the employee to provide personal care for a child under 8 years of age;
  - 7) the need to rest after a night business trip within 8 hours of the end of such trip if the employee did not use a sleeping accommodation.
2. In the event of being late for work, the employee should immediately report to his/her immediate superior to justify the delay. The decision on the form of justification (verbal or written) is made by the superior to whom the employee reports directly.

## **Chapter VII**

### **Rules for determining the scope of duties of academic teachers for specific groups of employees and types of positions, types of teaching activities covered by these duties, including the number of teaching hours and other duties for specific positions, and rules for calculating teaching hours**

#### § 29

1. Teaching units prepare plans for the teaching workload carried out within them and accepted for implementation from other units by academic teachers employed there. Teaching workload plans are drawn up based on the schedule for the implementation of first-cycle, second-cycle, and long-cycle master's degree programmes, as well as doctoral school programmes.
2. Teaching activities planned for a given academic year are entered into individual faculty workload sheets, which, after approval by the Dean or head of the intra-faculty unit, are sent to the Education Division by 31 October of each academic year.
3. Individual faculty workload sheets are also completed for those academic teachers for whom no teaching activities are planned (e.g., due to leave, sick leave, etc.). The number of faculty workload sheets submitted should correspond to the number of academic teachers employed in a given unit.
4. Classes planned for a given academic year, carried out as part of postgraduate studies, further education courses, training, field exercises and artistic workshops, shall be entered into separate faculty workload sheets, which, after approval by the Dean (head of the intra-faculty unit), shall be sent to the Education Division before the start of classes.
5. Individual faculty workload sheets are signed by academic teachers employed in the group of teaching staff or research and teaching staff.

#### § 30

1. Changes in the teaching workload of an academic teacher should be recorded in an annex to the employee's individual teaching workload sheet and submitted by the organisational unit to the Education Division within one month after the change has occurred.
2. The settlement of teaching activities carried out by individual academic teachers in a given academic year shall be made based on statements of completion of teaching activities, signed by academic teachers, which should be submitted to the head of the relevant organisational unit immediately after the completion of activities planned for a given academic year, no later than by the end of that academic year.

3. The Dean or the head of the intra-faculty unit is responsible for the correct settlement of completed classes, including substantive control.

#### § 31

The compulsory teaching load, hereinafter referred to as the teaching load, per year, shall be as follows:

- for the Rector – as specified in the individual faculty workload sheet for a given academic year, with the proviso that the number of hours entered cannot exceed the compulsory teaching load for a given position specified in the Regulations for the person holding the position of the Rector, and that the person holding the position of the Rector cannot conduct teaching activities in excess of the teaching load;
- 2) for the position of professor, University professor and visiting professor:
  - a) in the group of research and teaching staff – 180 hours,
  - b) in the group of teaching staff – 300 hours;
- 3) for the position of assistant professor and assistant:
  - a) in the group of research and teaching staff – 240 hours,
  - b) in the group of teaching staff – 360 hours;
- 4) for the position of associate professor – 300 hours;
- 5) for the position of lecturer and equivalent positions – 360 hours;
- 6) for the position of language teacher, instructor and equivalent positions – 540 hours.

#### § 32

1. The mandatory teaching load may be reduced by no more than 60 hours for academic teachers who have been entrusted with important tasks for the University, subject to paragraph 2.
2. For the performance of tasks by academic teachers consisting in performing the functions of:
  - 1) research or research and development project manager;
  - 2) task package manager in a project implemented by the University in a consortium;
  - 3) manager of research services commissioned and financed by external entities, carried out to utilise the intellectual and technical potential of the University and transfer knowledge to the economy;the mandatory teaching load may be reduced to 50% of the compulsory teaching hours provided for the position held by the academic teacher.
3. Detailed conditions for reducing the mandatory teaching load in the cases referred to in paragraph 2 shall be specified by the Rector in a separate order.
4. The decision to reduce the teaching load is made by the Rector.

#### § 33

With their approval, academic teachers may be entrusted with teaching classes at first- and second-cycle studies, uniform master's studies and doctoral schools, in a total amount not exceeding twice their teaching load. Only in particularly justified cases may the Rector give approval for an academic teacher to teach more than twice his/her teaching load.

#### § 34

1. The teaching load of an academic teacher employed on a part-time basis shall be determined in proportion to the extent of employment.
2. An academic teacher for whom no teaching load has been planned pursuant to § 29 due to:
  - 1) employment after the start of the academic year;
  - 2) anticipated absence from work related to long-term illness, unpaid leave or other leave from work;
  - 3) military service;
  - 4) maternity leave,
  - 5) parental leave;
  - 6) sabbatical leave;
  - 7) termination of employment before the end of the academic year, one thirtieth of the annual teaching load established for a given position shall be counted as hours of teaching for each week of absence falling within the period in which classes are held at the University.
3. During illness or other unforeseen, justified absence of an academic teacher, teaching hours resulting from the teaching workload determined for a given position, which according to the class schedule would fall during the period of such absence, shall be counted for the purposes of determining the number of teaching hours, as hours worked in accordance with the schedule.
4. Teaching hours credited to the annual teaching allocation during a justified absence from work shall not be considered when determining overtime hours. Only hours actually worked shall be taken into account.
5. The decision on the compulsory teaching load in the cases described in paragraph 2 shall be made by the Dean or the head of the intra-faculty unit.
6. As part of their employment relationship, academic teachers are required to conduct teaching activities during the academic year in the amount specified in § 31, subject to the provisions of § 34(2).
7. Within the framework of the applicable teaching load, teaching hours completed in first-cycle, second-cycle, long-cycle master's and doctoral programmes, in the forms specified by the Rector's order, are accounted for in the following order:
  - 1) classes conducted as part of projects;
  - 2) classes conducted as part of full-time studies at the unit employing the academic teacher;
  - 3) classes conducted as part of full-time studies at other units of the University;
  - 4) classes conducted as part of part-time studies at the unit employing the academic teacher;
  - 5) classes conducted as part of part-time studies at other units of the University.
  - 6) The teaching load also includes teaching hours conducted as part of Polish as a foreign language classes for foreign students.
8. Field exercises, camps, study tours, artistic workshops, medical internships and OSCE (Objective Structured Clinical Examination) conducted as a final practical examination are counted as overtime hours, unless they are carried out as part of projects financed from external funds, subject to the rules contained in this chapter.

9. In the event that studies are organised at the request of an external client, the Rector may apply rules other than those specified in paragraph 6 if required by the customer, provided that they do not exceed the legal regulations resulting from the provisions specifying the tasks and objectives of education during studies.
10. If the number of teaching hours referred to in paragraph 6 does not fulfil the compulsory teaching load, the following teaching hours may be included in the teaching load:
  - 1) classes conducted as part of postgraduate studies;
  - 2) classes conducted as part of the Children's University and the Youth University;
  - 3) observation of mid-year internships in fields of study that prepare students for the teaching profession;
  - 4) classes in clinics related to teaching preparation conducted by clinic and unit heads;
  - 5) classes conducted as part of further education courses.
11. The method of making up for the shortage of teaching hours is proposed by the deputy director of the institute for education, the deputy head of the department for education in consultation with the Dean or the head of the intra-faculty unit, and approved by the Vice-Rector for Education or the Vice-Rector for Medical Affairs in relation to the faculties belonging to the Collegium Medicum. Agreements in this respect should be made by 31 December.
12. Failure to obtain the approval of the relevant Vice-Rector means that the teaching hours referred to in paragraph 9 cannot be credited towards the teaching load.

#### § 35

1. One hour of classes included in the study plans lasts 45 minutes 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 conducted in a foreign language (except for classes conducted by foreign language teachers) constitutes 1.5 teaching hours.
2. An academic teacher conducting classes that can be carried out in part without the direct participation of the teacher is credited with the percentage of hours carried out in the form of an individual project or educational package in a specialised lecture, exercise or seminar group.
3. An academic teacher conducting classes whose actual duration is difficult to determine shall be credited with the following number of teaching hours as completed:

Type of classes	Number of hours
Doctoral seminar during doctoral studies, methodological consultations in the form of a seminar conducted at the doctoral school	40 hours/year per seminar participant
Field exercises, camps, study tours, sports competitions	up to 8 hours/day
Observation of all mid-year internships in fields of study that prepare students for the teaching profession	/ total number of mid-year internship hours for one group of students
Teaching activities conducted under § 34(7)(3)	up to 30 hours per year
OSCE (Objective Structured Clinical Examination), conducted as a final practical exam	up to 3 hours per group

### § 36

The heads of all organisational units should organise the teaching process in such a way that the costs of its implementation (settlement of the academic year) do not exceed the revenues of the unit concerned.

## Chapter VIII

### Protection of women at work

#### Employees' rights related to fatherhood and motherhood

### § 37

1. Pregnant women and breastfeeding women must not be employed in work that is arduous, dangerous or harmful to their health.
2. The list of work prohibited for women at the University is included in Annex 11 to the Regulations.
3. The list of work prohibited for young employees is specified in Annex 12 to the Regulations.

### § 38

The provisions of the Labour Code and executive regulations shall apply to the protection of young employees and women, taking into account the specific nature of the employer's business.

## Chapter IX

### Awards and penalties

#### § 39

1. Employees who, through exemplary performance of their duties, initiative at work and improvement of its efficiency and quality, contribute significantly to the fulfilment of the University's tasks, may be awarded prizes and distinctions.
2. Awards are granted by the Rector in accordance with the Remuneration Regulations.

#### § 40

Academic teachers are subject to disciplinary responsibility for disciplinary offences constituting a breach of the duties of an academic teacher or the dignity of the academic teaching profession, as defined in the Act on Higher Education and Science.

1. Failure by employees who are not academic teachers to comply with the established work organisation and order, the Regulations, OHS regulations, fire safety regulations, as well as the accepted method of confirming arrival and presence at work and justifying absence from work shall be subject to:
  - 1) a warning;
  - 2) a reprimand.
2. Failure by an employee to comply with OHS or fire regulations, leaving work without justification, reporting to work intoxicated or consuming alcohol during working hours shall also be subject to a financial penalty.
3. The financial penalty for a single violation, as well as for each day of unjustified absence, shall not exceed the employee's daily remuneration.
4. The proceeds from financial penalties shall be used to improve health and safety conditions at work.
5. The penalty shall not be applied after 2 weeks from the date of becoming aware of the breach of the employee's obligation and after 3 months from the date of such breach.
6. The penalty may only be imposed after hearing the employee.
7. The employee shall be notified of the penalty in writing. A copy of the letter shall be placed in the employee's personal file.
8. The Rector may waive the penalty if he/she considers other measures to be sufficient.
9. If a penalty has been applied in violation of the law, the employee may, within 7 days of being notified of the penalty, file an objection. The Rector shall decide whether to accept or reject the objection after considering the position of the company's trade union organization representing the employee. Failure to reject an objection within 14 days of its filing shall be deemed to constitute acceptance of the objection.
10. The employee who has lodged an objection may, within 14 days from the date of notification of the rejection of that objection, apply to the labour court to have the penalty revoked.
11. 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 work.

12. The Rector of the University, on his/her own initiative or at the request of the trade union organisation representing the employee, considering the employee's work achievements and impeccable behaviour after the penalty, may consider the penalty null and void at an earlier date.

## **Chapter X**

### **Leave and entitlement to time off work**

#### **§ 42**

Every employee is entitled to annual, uninterrupted, paid holiday leave. This is a right that the employee cannot waive. Nor can the employer deprive the employee of this right.

#### **§ 43**

1. Academic teachers, certified librarians and certified scientific documentation and information staff are entitled to 36 working days of holiday leave per year.
2. The procedure for granting holiday leave to the employees referred to in paragraph 1 is specified in the Regulations.
3. Those granting annual leave to academic teachers are obliged to ensure that it is used in accordance with the leave plan during the period free from teaching duties.

#### **§ 44**

1. Academic teachers should use their holiday leave in the calendar year in which they became entitled to it, during the period free from teaching duties, in particular during the summer break, on the date specified in the holiday schedule.
2. An academic teacher acquires the right to his/her first holiday leave on the last day preceding the summer break in teaching activities, and the right to the second and subsequent leaves – at the beginning of each subsequent calendar year.
3. An academic teacher is entitled to holiday leave in proportion to the period of employment in the following cases:
  - 1) employment during the calendar year;
  - 2) termination of employment during the calendar year;
  - 3) taking up employment after returning from unpaid leave, parental leave or sick leave.

#### **§ 45**

1. The holiday schedule shall be determined by the Dean or Dean of the Branch in consultation with the Director of the Institute or Head of Department, Head of Intra-Faculty (Extra-Faculty) Unit for subordinate employees.
2. When drawing up holiday plans, the persons referred to in paragraph 1 shall be guided by the need to ensure the normal course of work at the University and by the requests of employees regarding the timing of their holidays, with at least one part of an academic teacher's holiday lasting no less than 14 days.
3. Holiday plans, in triplicate, shall be drawn up by 31 March of each calendar year.
4. One copy of the leave plan shall be given to the Deans or Vice-Rectors (in relation to intra-faculty or extra-faculty units), the second copy to the heads of organisational units of

faculties, branches and heads of intra-faculty or extra-faculty units, and the third - the Human Resources and Social Affairs Division, by 30 April of each calendar year at the latest.

5. The holiday plan shall be communicated to employees in a manner approved by the heads of organisational units.

#### § 46

1. The basis for an academic teacher to commence holiday leave is: a holiday card or written approval for leave from the person referred to in § 45(1), at the request of the academic teacher, if the leave shall be taken at a time other than that specified in the holiday plan.
2. The leave card should be issued by the head of the organisational unit employing the employee or by a person authorised by him/her.
3. With regard to Vice-Rectors, the leave card may be issued by the Rector.
4. The leave card shall be drawn up in accordance with the template constituting Annex 13 to the Regulations.
5. The leave card shall be drawn up in two copies, one for:
  - 1) the employee;
  - 2) the organisational unit issuing the card.
6. Leave cards shall be kept by the unit issuing them for a period of 3 years, counting from the year following the year in which the academic teacher took his/her annual leave, and then shall be destroyed according to the office and archival regulations.
7. The postponement of annual leave, both at the request of the employee and his/her supervisor, shall only take place for justified reasons, based on the decision of the entity establishing the leave plan.

#### § 47

The heads of organisational units of faculties, branches and the heads of intra-faculty or extra-faculty units shall prepare and submit to the Human Resources and Social Affairs Division, on the basis of leave cards and applications, by 31 January of the following year, statements containing information on the dates and number of days of holiday leave taken by individual academic teachers employed in a given organisational unit. The data from the statements shall be recorded in the IT system and shall constitute the basis for calculating the remuneration for holiday leave taken in the previous year from variable remuneration components.

#### § 48

Heads of organisational units of faculties, branches and heads of intra-faculty or extra-faculty units are required, if necessary or at the request of an employee, to issue certificates on the number of days of holiday leave taken.

#### § 49

1. Employees who are not academic teachers are entitled to annual uninterrupted holiday leave in accordance with the provisions of the Labour Code and implementing regulations.
2. The University does not have a holiday plan for employees who are not academic teachers.
3. Non-academic staff shall take their leave after agreeing on the dates with their immediate superiors.

4. A non-academic employee may commence leave only after obtaining the written approval of his/her immediate superior on the leave application form and submitting this leave application to the Human Resources and Social Affairs Division. A template of the application form is attached as Annex 14 to the Regulations.
5. Holiday leave not taken in a given calendar year shall be granted to the employee by 30 September of the following calendar year at the latest.
6. The employer is obliged to postpone holiday leave in the event of reasons justifying absence from work, as specified in Article 165 of the Labour Code.

#### § 50

1. An employee may, at his/her request, be released 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 decision to grant or deny the employee private leave shall be made by his/her supervisor.
3. Taking private leave despite the supervisor's objection constitutes a serious breach of employee obligations.
4. The employee shall not be entitled to remuneration for the time off work referred to in paragraph 1.
5. The employee should make up for the private leave in consultation with his/her supervisor in the same month in which it occurred, and if this is not possible, by the end of the settlement period.
6. The employee should make up for the private leave in one go, and if this is not possible or if the supervisor so decides, the make-up time shall be taken in parts.
7. Making up for private leave may only take place at the employee's request.
8. The time spent making up for private leave is not overtime and may not violate the employee's right to uninterrupted daily and weekly rest.
9. Making up for private leave shall not violate the employee's right to daily and weekly rest.
10. The employee is entitled for remuneration for the time of working off a private leave.

#### § 51

1. The employer is obliged to release an employee from work if such an obligation arises from the Labor Code, executive regulations to the Labor Code, or other specific legal provisions.
2. A female employee who is breastfeeding has the right to breaks from work, which are included in the working time pursuant to the provisions of the Labor Code. The basis for granting such a break is the submission of a request by the employee together with an appropriate statement.
3. The employee retains the right to remuneration, determined based on the relevant provisions, for the time off work in the following cases and to the following extent:
  - 1) in the event of the employee's wedding or the birth of his/her child, or the death and funeral of the employee's spouse or child, father, mother, stepfather, or stepmother, for a period of 2 days;
  - 2) in the event of the marriage of the employee's child or the death and funeral of his/her sister, brother, mother-in-law, father-in-law, grandmother, grandfather, or other person dependent on the employee or under his/her direct care, for a period of 1 day;

- 3) for the time necessary to undergo mandatory medical examinations and protective vaccinations provided for in the regulations on combating infectious diseases, tuberculosis, and venereal diseases, as well as periodic examinations and check-ups on the terms specified in the applicable regulations;
  - 4) the employee who is a blood donor for the time:
    - a) designated by blood donation stations for blood donation,
    - b) necessary to carry out periodic medical examinations recommended by blood donation stations, if they cannot be performed during non-working hours;
  - 5) the employee who is a party or witness in arbitration proceedings for the time necessary to participate in the arbitration committee meeting;
  - 6) during a period of at least two weeks' notice of termination of the employment contract given by the employer, the employee is entitled to time off to look for work while retaining the right to remuneration in the following amounts:
    - c) 2 working days - during a two-week and one-month notice period, d) 3 working days - during a three-month notice period, as well as in the event of its shortening;
  - 7) an employee raising at least one child under the age of 14 is entitled to time off work during the calendar year on the terms specified in the Labor Code, while retaining the right to remuneration. If both parents or guardians are employed, one of them may exercise the rights specified in this point;
  - 8) the employee is entitled to time off work with the right to remuneration for the time necessary to perform an ad hoc activity resulting from his/her trade union function if this activity cannot be performed during free time.
4. A template application form for special leave is attached as Annex 14 to the Regulations.
  5. A template application form for care of a healthy child is attached as Annex 15 to the Regulations.
  6. The rules for leave from work in cases not covered by these Regulations are set out in generally applicable laws, with the proviso that a template application form for care leave is attached as Annex 16 to the Regulations, and a template application form for leave due to force majeure is attached as Annex 17 to the Regulations.

#### § 52

1. Specific regulations concerning employee leave are contained in Division Seven of the Labor Code and the implementing provisions of the Labor Code.
2. Specific regulations concerning maternity and parental leave are contained in Division Eight of the Labor Code and the implementing provisions of the Labor Code.

#### § 53

1. The Rector may grant to an academic teacher:
  - 1) who holds at least a doctoral degree, during a period of 7 years of employment at the University – paid research leave for a total period not exceeding one year for the purpose of conducting research;
  - 2) who is preparing a doctoral dissertation – paid research leave not exceeding 3 months;
  - 3) paid leave for the purpose of studying abroad, a research or teaching internship, participation in a conference or participation in joint research conducted with a foreign entity on the basis of a scientific cooperation agreement;

- 4) paid leave for the purpose of participating in joint scientific research conducted with the Łukasiewicz Center or an institute of the Łukasiewicz Network.
2. The leave referred to in paragraph 1 shall be granted by the Rector upon a reasoned request from the employee. The employee:
  - 1) employed at the Faculty shall attach the opinion of the Dean, the opinion of the Director of the institute (Head of the department) and the relevant council;
  - 2) employed in a university-wide, intra-faculty, or extra-faculty unit shall attach to the request the opinion of the head of the unit and the relevant council.
3. The leave referred to in paragraph 1(2) may be granted after the submission of the supervisor's opinion on the progress of the doctoral dissertation, justifying the granting of the leave.
4. An academic teacher who is under 65 years of age, employed full-time, after at least 10 years of employment at the university, is entitled to paid leave for health reasons. The leave referred to in the previous sentence shall be granted in the amount, manner, and on the terms specified in the Act – Law on Higher Education.
5. No gainful employment is permitted during medical leave.
6. A medical examination of an academic teacher shall be carried out based on a referral issued by the Rector. The referral form is specified in Annex 18 to the Regulations. An academic teacher shall report for a medical examination within 30 days of receiving the referral for the examination.
7. The leave referred to in paragraph 1 may be granted at a time and for a period that does not disrupt the work of the organisational unit in which the academic teacher performs his/her duties, in particular, does not affect the teaching process.
8. In justified cases preventing the use of leave in accordance with its purpose, the leave referred to in paragraph 1(1) may be suspended at the request of the employee. The unused part of the leave shall be granted at a later date, taking into account the provisions of paragraph 8.
9. A template application for research leave for the purpose of conducting research by an academic teacher, a template application for paid research leave for an academic teacher preparing a doctoral dissertation, and a template application for paid leave for the purpose of studying abroad, scientific or teaching internship abroad, or participation in conferences with a foreign entity on the basis of a scientific cooperation agreement, are attached as Annex 19 to the Regulations. A template for a report on paid research leave is attached as Annex 20 to the Regulations.

## **Chapter XI**

### **Obligations regarding occupational health and safety (OHS) and fire prevention**

#### § 54

1. With respect to OHS and fire prevention, the University is fully bound by the detailed regulations contained in Chapter Ten of the Labour Code and the implementing provisions to the Labour Code.
2. The following procedure for familiarising employees with occupational health and safety and fire prevention regulations applies at the University:

- 1) initial training for newly hired employees;
- 2) periodic training and improvement taking place during working hours in the manner and with the frequency specified in the applicable regulations.
3. As proof of employee training in occupational health and safety and fire prevention regulations, certificates of completed training and courses should be included in employee files.
4. The immediate supervisor is responsible for allowing an employee to work without the necessary training in occupational health and safety and fire prevention regulations for the assigned workstation, as well as the necessary initial or periodic medical examinations.
5. The provision of personal protective equipment, work clothing and footwear to University employees is regulated by the Rector's order issued with due respect for the rights of trade unions.
6. The standards for the allocation of personal hygiene products to University employees are regulated by the Rector's order referred to in paragraph 5.

## **Chapter XII**

### **Monitoring**

#### § 55

1. CCTV monitoring is used on the University premises. This monitoring records images.
2. Monitoring covers the interiors of buildings belonging to UJK and the area around these buildings.
3. Buildings and areas covered by surveillance are marked with information boards.
4. The information collected as a result of surveillance is intended solely to ensure the safety of employees, protect property and keep confidential information that could expose the employer to harm if disclosed, and will not be used for any other purpose.
5. Image recordings shall be stored for a period not exceeding 3 months from the date of their recording, subject to the next paragraph 6.
6. Where the video recordings constitute evidence in proceedings conducted under the law or it has been learned that they may constitute evidence in proceedings, the period specified in paragraph 5 shall be extended until the proceedings will be legally concluded.
7. Access to the monitoring recordings shall be restricted to authorised persons only.
8. After the expiry of the periods referred to in paragraphs 5 or 6, video recordings containing personal data obtained as a result of monitoring shall be destroyed, unless separate provisions provide otherwise.
9. The employer shall ensure that employees and data subjects are able to exercise their rights under the GDPR – Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC.

## **Chapter XIII**

### **Application supplementing the HR and payroll system**

#### § 56

1. An application (app) may be introduced at the university to supplement the HR and payroll system, enabling employees to access data on their personal mobile devices, such as phones or tablets, or in a web version for web browsers.
2. The application may enable the employee to:
  - 1) view personal data, employment data or payroll data provided by the employer;
  - 2) download data in real time from the HR and payroll database;
  - 3) access current holiday balances and submit holiday requests;
  - 4) view the register of approvals granted and the purposes of personal data processing in accordance with the GDPR;
  - 5) view his/her own pay slips from payrolls;
  - 6) receive annual PIT declarations.
3. The application for supervisors may provide the following functions:
  - 1) view the current holiday balances of subordinate employees;
  - 2) view the holiday calendar of the subordinate team;
  - 3) accept, withdraw or reject requests from subordinates.
4. Requests submitted in the forms specified in the application may be considered equivalent in their effects to requests submitted in the forms specified in the Regulations, including annexes.
5. The availability of the functionalities referred to above, indicating their scope and the groups of employees covered by them, shall be announced each time by the communication from the Rector, subject to paragraph 6.
6. In the event of the introduction of this application, the provision of PIT declarations, pay slips and ZUS IMIR declarations in the application shall be tantamount to their delivery to the employee.

## **Chapter XIV**

### **Organisational and final provisions**

#### **§ 57**

1. The Rector and Vice-Rectors of the University receive employees at the University's headquarters in Kielce, ul. Żeromskiego 5, during the hours set for a given academic year, which are communicated to employees.
2. The Chancellor of the University receives employees at the University's headquarters in Kielce, ul. Żeromskiego 5, during the hours set for the given academic year, which are communicated to employees.

#### **§ 58**

1. Supervision over compliance with the Regulations shall be exercised by:
  - 1) the Rector and Vice-Rectors of the University;
  - 2) the Chancellor of the University;
  - 3) the immediate superiors of employees.

2. Compliance with the Regulations shall be monitored by the Human Resources and Social Affairs Division.

§ 59

1. These Regulations shall remain in force for an indefinite period.
2. Amendments to the Regulations shall be made in writing, in the same manner as their establishment, or by introducing new Regulations.
3. Amendments to these Regulations shall be made in the same manner as their introduction.
4. The provisions of the Regulations shall not affect the provisions of individual employment relationships.

§ 60

In matters related to the employment relationship not specifically regulated in these Regulations, the provisions of the Labour Code and other legal acts in the field of labour law, as well as the Act on Higher Education and Science and other legal acts in the field of higher education, shall apply.

**for the Jan Kochanowski University of Kielce** .....

**for the Trade Union of Librarians and Library Workers 'Polish Librarians' at the Jan Kochanowski University of Kielce**

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**for NSZZ 'Solidarność' at the Jan Kochanowski University of Kielce**

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**for the Polish Teachers' Union (ZNP) at the Jan Kochanowski University of Kielce**

**for the Trade Union of Employees at the Jan Kochanowski University of Kielce**

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