

WORK REGULATIONS

WROCLAW UNIVERSITY OF HEALTH AND SPORT SCIENCES

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CHAPTER I

GENERAL PROVISIONS

§ 1

1. The Work Regulations were developed based on the laws:
 - 1) of June 26, 1974. - Labor Code (i.e., Journal of Laws of 2019, item 1040, as amended) and implementing acts to the Labor Code,
 - 2) of July 20, 2018. - Law on Higher Education and Science (Journal of Laws, item 1668, as amended),
 - 3) of July 3, 2018 Provisions introducing the Act - Law on higher education and science (Journal of Laws, item 1669)and the provisions of other labor laws and regulations.
2. The Work Regulations establish the organization and order in the work process at the Wrocław University of Health and Sport Sciences and define the rights and obligations of the University and its employees.
3. In addition to the provisions of the Work Regulations, other intra-university regulations apply, such as resolutions of the Senate, orders of the Rector, the Chancellor, circular letters, announcements, instructions, published on the University's website.

Definitions

§ 2

Whenever the term is used in the Work Regulations:

- "Employer" or "University" - it should be understood as the Wrocław University of Health and Sport Sciences, which is an employer within the meaning of the Labor Code,
- "employee" - means a person employed at the Wrocław University of Health and Sport Sciences under an employment relationship (employment contract, appointment),
 - "organizational unit" - means each unit and organizational unit, separated in the organizational structure of the University, in accordance with the Statute and the Organizational Regulations,
 - "Head of an organizational unit" also means "direct supervisor" - in accordance with the Statute and Organizational Regulations,
 - "trade union organization" - it is understood to mean all trade union organizations operating at the University,
 - "Law" - The Law on Higher Education and Science,
- "Statute" - the Statute of the Wrocław University of Health and Sport Sciences,
- "Regulations" - these Work Regulations.

Scope of application

§ 3

1. The provisions of the Work Regulations shall apply to all employees employed at the University under an employment relationship, regardless of the type of work and position held, with the proviso that with respect to academic staff, the provisions of these Regulations shall apply to the extent not regulated by the Act and special regulations issued thereunder, as well as in the Statute of the Wrocław University of Health and Sport Sciences.

2. Between employees of the University, no relationship of direct professional subordination may arise in the case of spouses, persons sharing a common household, persons in a relationship of consanguinity, affinity to the second degree, or in a relationship of adoption, guardianship or custody.
3. The provision of paragraph 2 shall not apply to the Rector.

Familiarization with the content of the Regulations

§ 4

1. It is the responsibility of the University to familiarize employees with the contents of these Regulations, and it is the responsibility of each employee to comply with the provisions contained herein.
2. The duty to familiarize employees with the content of the Regulations rests with the heads of organizational units. Statements of employees confirming their familiarization with the content of the Regulations are kept in employees' personnel files.

Administration of personal data

§ 5

1. The University fulfills its obligation as a controller of personal data in accordance with Regulation 2016/679 of the European Parliament and of the Council (EU) of April 27, 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 (General Data Protection Regulation), referred to as RODO, and Polish national laws regulating the issues in question.
2. The data controller informs that he/she collects personal data in the field:
 - a) arising from Article 22¹ of the Labor Code for the purpose of hiring employees,
 - b) image of the employee in the form of a photo (ID or passport) to ensure proper organization of work and access to the University's facilities.
3. The controller informs employees of their right to access the content of their personal data and the right to rectify, erase or restrict its processing, object, transfer or withdraw consent at any time.
4. Personal data may be shared with public authorities and entities performing tasks under the law.

CHAPTER II

OBLIGATIONS OF THE EMPLOYER AND EMPLOYEE

Employer's responsibilities

§ 6

The primary responsibilities of the University include, in particular:

1. Familiarizing employees entering the job with their responsibilities, how to perform work in their designated positions, and with their basic rights and responsibilities;
2. Familiarizing employees with the Regulations;
3. familiarizing the employee with the scope of the tasks of the organizational unit in which the employee is

- employed, as specified in the Organizational Regulations of the University;
4. creating conditions for employees taking up employment for the first time that are fostering adaptation to the proper performance of work;
 5. organizing work in such a way as to ensure the full use of working time, as well as the achievement by employees, using their personal talents and qualifications, of optimal productivity and quality of work;
 6. Organizing work in such a way as to make it less strenuous, especially with monotonous work and work at a predetermined pace;
 7. Counteracting discrimination in employment - direct or indirect, in particular, on the basis of gender, age, disability, race, religion, nationality, political opinion, union membership, ethnicity, belief, sexual orientation, as well as on the basis of employment for a definite or indefinite period of time or full or part-time;
 8. making equal treatment provisions available to employees - the regulations state **Appendix No. 1** to these Regulations;
 9. counteracting mobbing, i.e. behaviors and actions concerning an employee or directed against an employee consisting of persistent and prolonged harassment or intimidation of an employee, causing the employee to have a low opinion of his professional suitability, as well as behaviors and actions causing or aimed at humiliating, ridiculing an employee, isolating him/her or eliminating him/her from his/her team of co-workers;
 10. taking immediate action to eliminate bullying behavior, in particular, referring the case to the Rector's Proxy for Bullying to clarify the matter and possibly take further action;
 11. Providing employees with anti-bullying regulations issued in the form of the Rector's Order as an anti-bullying policy;
 12. respecting the dignity and personal rights of the employee;
 13. Ensuring safe and sanitary working conditions;
 14. informing employees about the occupational risks associated with their work and the principles of protection from hazards;
 15. assessing and documenting the occupational risks associated with the work and applying the necessary preventive measures to reduce the risks;
 16. equipping the employee with the necessary materials and work tools, work and protective clothing and personal protective equipment;
 17. correct calculation and timely payment of wages to employees, as well as making available for inspection at the employee's request the documents on the basis of which the wages were calculated;
 18. use of objective and fair criteria for evaluating employees and their performance,
 19. facilitating employees to upgrade their professional skills;
 20. meeting - to the extent of its resources - the social, living and cultural needs of employees;
 21. maintaining documentation on matters related to the employment relationship and personnel files of employees, and in addition, keeping such documentation and personnel files of employees in conditions that do not threaten damage, destruction and access of unauthorized persons;
 22. issuing immediately certificates of employment to employees in the event of termination or expiration of the employment relationship, in accordance with Article 97 of the Labor Code;
 23. protection of employees' personal data;
 24. influencing the formation of principles of social coexistence in labor relations;
 25. prompt resolution of conflicts that arise between employees, including between a subordinate and immediate superior, on the basis of a thorough recognition of the nature and causes of the conflict, and after hearing the rationale of both parties in conditions that allow for their full and unhindered presentation.

Responsibilities of the employee

§ 7

1. The University, as a public university, places high professional, ethical and moral requirements on its employees. Employees are obliged to perform the work entrusted to them with due diligence and conscientiousness and in such a way as to preserve the good name of the University.
2. Each employee of the University is obliged to:
 - 1) to comply with the applicable Work Regulations and the order established at the University in the work process;
 - 2) adhering to the working hours established at the University and using the full working time for the performance of official duties;
 - 3) comply with the instructions of the immediate supervisor regarding work, comply with the regulations and rules of occupational safety and health, fire safety regulations, and take part in training and instruction in occupational safety and health and fire safety;
 - 4) to take care of the welfare of the workplace and protect its property;
 - 5) performing work carefully, conscientiously and efficiently;
 - 6) to take care of the cleanliness and orderliness of the workstation and its immediate surroundings, and after the end of work - properly secure tools, equipment and work premises;
 - 7) to keep confidential any information concerning the employer, which the employee became aware of during the performance of his work-related duties, and the disclosure of which could expose the employer to harm or lead to damage to its reputation;
 - 8) to observe the rules of social coexistence in the workplace, to ensure a good atmosphere and cooperation between teams of employees, to ensure a high level of personal culture in the workplace and in relations with co-workers and superiors;
 - 9) timely notification to the University, in accordance with the provisions of these Regulations, of the reason for his/her inability to attend work;
 - 10) to improve professional qualifications and work skills, including through participation in courses and training, and in the form of self-education;
 - 11) to undergo control and periodic medical examinations as prescribed by law, carried out by the occupational health facility with which the employer cooperates;
 - 12) to comply with data protection regulations;
 - 13) to inform about changes in their personal data, the processing of which by the employer is related to the employment relationship;
 - 14) to comply with internal regulations in force at the University.
3. An employee in possession, in connection with his work, of classified documents or information is obliged to keep them confidential and strictly comply with the instructions given to him/her on their storage and processing.
4. Employees are prohibited from:
 - 1) Leaving the workstation during work time without permission from the supervisor;
 - 2) Use of machinery, equipment and tools for purposes not directly related to the performance of duties and activities;
 - 3) arbitrary disassembly of machine parts, equipment and tools and their repair by unauthorized persons;
 - 4) taking equipment, apparatus, tools, machines, documents and other work resources outside the workplace without the approval of the immediate supervisor;
 - 5) performing private work at the workplace or on the University's premises and using University-owned equipment for this purpose;

- 6) entering the University premises under the influence of alcohol or drugs, bringing them to the University premises and consuming them on the premises;
 - 7) smoking and electronic cigarettes in the University's buildings and on the University's premises.
5. It is forbidden to release externally or make available to third parties documents, their copies (recorded on any media) containing classified information or personal data.

§ 8

1. An employee of the University employed in a managerial position or performing a managerial function, in addition to fulfilling the duties indicated in § 7 of the Regulations, is also required to properly establish and organize the working time of subordinate employees, properly account for and keep records of working time.
2. Managers of organizational units are responsible for the proper distribution of duties among employees and for employees' compliance with their work schedules.
3. Managers are required to implement the University's development policy by contributing to the implementation of the University's strategy to the extent appropriate to their position or function.

§ 9

1. The duties of academic teachers, in addition to those indicated in § 7, include, in particular:
 - 1) In terms of teaching activities:
 - a) Diligent conduct of teaching activities carried out within the framework of the employment relationship, on an annual basis as specified for the position;
 - b) Timely preparation of the documentation of the course of study applicable to academic teachers,
 - c) Participation in the development and updating of study programs;
 - d) Conducting examinations and credits;
 - e) Supervision of credit and term papers of students;
 - f) Development of teaching materials for the classes conducted;
 - g) Improvement of didactic forms and methods of verification of learning outcomes (taking into account comments and opinions expressed in student surveys);
 - h) Performing consultation duties with students on a weekly basis as determined by the immediate supervisor;
 - i) Attention to the high quality of education and compliance of teaching work with the principles of the internal quality assurance system for education;
 - j) collecting and storing, in accordance with the procedure, documentation confirming that students have achieved the learning outcomes established in the program;
 - 2) In terms of research activities:
 - a) Conducting and participating in research and development work in accordance with the ethics of a research worker;
 - b) Acquiring funds for scientific research and development, in particular by applying in competitions and cooperating with the economy;
 - c) Disseminating the results of scientific research or development by publishing the results,
 - d) Active participation in scientific conferences and seminars;
 - e) Active activities to obtain patents and other protective rights and to implement the results of scientific research and development work as well as activities aimed at commercialization of research results;
 - f) Training of scientific personnel and care for their development;
 - g) Taking steps to obtain further degrees and academic titles;

- 3) In terms of organizational activities and those concerning the promotion of the University and science:
 - a) Active participation in the collegial bodies of the University;
 - b) Organizing and participating in promotional and presentation actions of the University;
 - c) Organizing conferences, symposiums, seminars and other academic activities;
 - d) Establishing cooperation with representatives of external institutions with a profile convergent with the discipline of physical culture sciences represented by the employees;
 - e) other organizational activities to improve the functioning of the University and its promotion, as well as to improve the quality of education and scientific activities.
2. The detailed scope and dimension of duties for each academic staff member is determined by the Rector. The scope of duties is an appendix to the employment contract and may be modified to adapt to current needs and tasks as well as to the position held by the employee.

CHAPTER III

ESTABLISHMENT AND TERMINATION OF EMPLOYMENT

Hiring an employee

§ 10

1. The provisions of the Regulations apply to the parties from the moment the employment relationship is established and continue until its termination.
2. The application of a person applying for employment at the University, after being reviewed by the head of an organizational unit, the dean or the Chancellor and approved by the Rector, is forwarded to the Department of Employee Affairs.
3. The Department of Employee Affairs, after completing the required personal documents, directs the candidate employee with a circulation card to the Health, Safety and Fire Inspectorate for the purpose:
 - a. Initial training on health and safety regulations and conditions, fire regulations in force at the University, as well as familiarization with the occupational risks associated with the work and the principles of protection from hazards;
 - b. obtain a medical referral to an occupational physician for medical examination to confirm the absence of contraindications to work in the working conditions described in the referral issued.
4. The employment relationship is established with the employee on the basis of an employment contract.
5. The employment contract must be concluded in writing, no later than on the day the employee starts work before he takes up his duties.
6. In addition to the basic elements, the employment contract also includes: the type of work, the place of work, the salary for the work with an indication of the components of the salary, as well as the working hours and the date of commencement of work.
7. In addition, the employer will inform the employee within seven days of the conclusion of the contract with the new employee about: the daily and weekly norm of his working hours, the frequency of payment of his salary, the amount of annual leave to which he is entitled, and the length of the notice period of the employment contract termination.
8. After completing the formalities listed in paragraph 3, the employee returns the circulation card to the Department of Employee Affairs and is directed to the organizational unit where he will be employed.

9. The head of the organizational unit upon the referral of a newly hired employee is obliged to:
 - a. familiarize the employee with the scope of his/her duties, obtaining confirmation of acceptance and compliance;
 - b. familiarize the employee with the Regulations and other applicable legal acts;
 - c. arrange the supply of work clothes (depending on the position);
 - d. allocate workspace;
 - e. get acquainted with the associates of a particular unit.

Termination of employment

§ 11

1. An employment contract concluded for a probationary period, a fixed term and an indefinite term may be terminated by the employer and the employee on notice, at the end of the notice period. The notice period for termination of employment contracts is determined by the Labor Code and the Law.
2. Termination of employment of an academic staff member shall take place in accordance with the conditions specified in the Law.
3. The employment contract may be terminated without notice in situations specified in the Labor Code.
4. In connection with the termination of the employment relationship, the employee is obliged to return the tools, items and materials owned by the employer, and with the employer's consent, to pay their equivalent, valued by the company as of the date of termination, and to account for the advances and loans taken.
5. It is the responsibility of the dismissing employee to account for the University property entrusted to him/her in a formal manner with the Inventory unit on the basis of the circulation card.
6. If the dismissal involves a managerial or independent position or a managerial function, when the position or function is handed over, a handover protocol shall be drawn up, including in particular:
 - 1) list of pending cases;
 - 2) list of unresolved cases.The transfer and acceptance protocol requires the approval of the Rector, the relevant vice-rector, the dean or the Chancellor, respectively.

CHAPTER IV

ORGANIZATION AND ORDER OF WORK

Employee's presence at work

§ 12

1. An employee should report to work at such a time that he or she is at his or her workstation during the starting hours.
2. In the event of tardiness, the employee is obliged to notify the supervisor of the reason for tardiness immediately upon arrival at work.
3. Within the limits of generally applicable laws, an employee may not leave the workplace during working hours without the permission of the supervisor.

§ 13

1. Non-teaching employees shall register their entry into the workplace immediately upon arrival with their own signature on the attendance list. The above is only a control of employees' attendance at work and does not constitute a time record.
2. An employee's absence from work should be noted on the attendance list.
3. The marking of absences and their duration are made on the attendance list by the employee's immediate supervisor.
4. Unauthorized commencement of work later than stipulated in the employee's work time schedule or leaving the workplace during working hours without the consent of the supervisor constitutes a violation of the work order, which is a violation by the employee of the basic duties referred to in § 7.
5. If an employee is late for work, he or she should justify the tardiness to the supervisor.
6. Leaving the workplace during working hours for business purposes by an employee is done with the knowledge of the supervisor and in his/her absence with the knowledge of the person replacing him.
7. The immediate supervisor exercises control over attendance and time records kept. The employee has the right to inspect the records kept.
8. The employee is obliged to make up for the time of tardiness by performing work for that time after the hours of the planned working time schedule.
9. After the end of the month, but no later than the 5th working day of the following month, the attendance lists checked and signed by the head of the organizational unit are delivered to the Employee Affairs Department.
10. The Director of Employee Affairs is authorized to supervise labor discipline.

§ 14

1. Upon completion of work, employees are required to put their workstations in order and secure official seals, documents and entrusted property.
2. Before leaving the room, employees are required to close the windows and turn off the power to all equipment, except for continuous operation equipment. The room must be locked and handed over to the reception or the depository.

Staying at the workplace outside working hours

§ 15

1. An employee may be at the workplace outside working hours or on a day off only in justified cases, after obtaining - in writing or by e-mail - the permission of the supervisor or on his instructions.
2. Detailed rules for the use of the University's premises are specified in the University's internal regulations.

Smoking

§ 16

Smoking and electronic cigarettes are prohibited in the University's buildings and premises, as well as on University grounds.

Obligation of sobriety

§ 17

1. Employees are required to comply with the obligation of sobriety during working hours and not to bring or consume alcohol on the University premises.
2. Violation of the duty of sobriety occurs in cases:
 - 1) Appearing for work while intoxicated;
 - 2) Getting into a state of intoxication while working.
3. In the event of a justified suspicion of a violation of the obligation of sobriety by an employee, the head of an organizational unit, and with respect to heads of organizational units and independent employees, the Rector or, with his authority, the Chancellor, does not allow the employee to work or removes him/her from work, informing him/her of his/her right to conduct a sobriety test. The circumstances forming the basis for the decision not to allow the employee to work should be made known to the employee.
4. The employer shall ensure that the sobriety test requested by the employee is conducted. The employee may request this examination in the presence of a third party. A protocol shall be drawn up of the examination, describing the symptoms and circumstances justifying the examination. A copy of the protocol shall be delivered to the employee.
5. If a violation of the sobriety requirement is found, the head of the organizational unit shall take the actions listed in paragraph 3 and immediately notify the Rector or the Chancellor.
6. The employer is obliged to take the necessary measures to ensure that persons in a state of intoxication, who by their behavior cause an outrage or are in circumstances that endanger their life or health, or endanger the life or health of others, are escorted to a sobering station or to the police.
7. It is considered tantamount to a violation of the duty of sobriety to appear for work in a state indicating the use of intoxicants or to become intoxicated while at work or on University premises.

CHAPTER V

WORKING TIME.

§ 18

1. Working time is the time during which the employee is at the disposal of the Employer at the University or at any other place designated for the performance of work.
2. Subject to exceptions provided by law, working hours may not exceed 8 hours per day and an average of 40 hours in an average five-day work week during the reference period.
3. If the daily working hours of an employee are at least 6 hours, the employee is entitled to a break of 15 minutes, included in working time.

§ 19

For the purpose of accounting for the employee's working time:

1. 24 hours should be understood as 24 consecutive hours, starting from the hour at which the employee begins work according to his working time schedule;
2. by week is meant 7 consecutive calendar days, starting from the first day of the accounting period.

§ 20

1. Nighttime includes the 8 hours between 10 pm⁰⁰ and 6 am⁰⁰ the following day.
2. In justified cases, at the request of the head of an organizational unit, the Rector may change the hours determining the night time.
3. Work performed between 6 a.m.⁰⁰ on that day and 6 a.m.⁰⁰ on the following day is considered Sunday and holiday work.

Working time systems and schedules

§ 21

1. Employees of the University are employed under the following working time systems:
 - 1) basic;
 - 2) equivalent;
 - 3) Task;
 - 4) shifts.
2. The basic working time system covers non-academic staff employed in the following groups:
 - 1) engineering and technology;
 - 2) administrative and office;
 - 3) labor and service subject to § 22.Working hours are set from Monday to Friday from 7⁰⁰ to 15⁰⁰.
3. At the written request of the employee or in cases justified by the needs of the University, the head of the organizational unit may establish a different working time schedule for the employee, of which the Employee Affairs Department shall be informed.
4. Working hours of part-time employees are determined by individual contracts. Working time schedules of part-time employees are determined individually by managers of organizational units and submitted to the Department of Employee Affairs.
- 5 Public holidays are Sundays and holidays specified in the labor laws on public holidays.
6. For work permitted on Sundays and holidays regardless of the number of hours worked, the employee must be given another day off:
 - 1) in exchange for work on Sunday - during the 6 calendar days preceding or following such Sunday;
 - 2) In exchange for work on a holiday - during the accounting period.
7. An employee who works on Sunday should benefit from a Sunday off at least once every 4 weeks.
8. For Saturday work, the employee must be given the appropriate number of free hours in the pay period.
9. Weekly working hours including overtime may not exceed an average of 48 hours in the adopted accounting period.

10. The head of the organizational unit may establish working hours other than 8 hours per day, with weekly working time standards, within a monthly pay period, about which he/she shall inform the Department of Employee Affairs
11. In cases justified by the needs of the University, the heads of organizational units are authorized to establish other working hours and working days for employees, observing the principle of the five-day work week. In particular, it is allowed to use:
 - 1) equivalent working hours;
 - 2) shift work, regardless of the working time system used;
 - 3) Task-based working hours;- with the consent of the employer, as reported to the Department of Employee Affairs.
12. The working time of drivers, the recording of this time and its accounting are regulated by separate regulations.
13. The working time of employees working in conditions that are harmful or arduous to health may be reduced, determined in accordance with the provisions provided for in separate work regulations in this regard, applicable to the job.
14. Working hours of employees with a current medical certificate of one of the degrees of disability are regulated by separate regulations.

§ 22

1. The equivalent working time system consists of extending the daily working time, but not more than 12 hours, in a 3-month accounting period. In each calendar year, the first accounting period begins on January 1 of that year.
2. Extended daily working hours are offset by shorter daily working hours on certain days or days off.
3. The immediate supervisor of employees shall establish a working time schedule for a given pay period, specifying the number of working hours on each day (including Saturdays, Sundays and holidays) and days off. The working time schedule shall be established – either in writing or electronically - for a period shorter than the accounting period, but covering at least 1 month. The days of work, the times of beginning and ending of work on particular days, as well as the days off of these employees are determined in each case by their work schedules.
4. Under the equivalent working time system, work is performed by employees in the following positions:
 - 1) porters,
 - 2) property security guards,
 - 3) receptionists,
 - 4) drivers,
 - 5) economic workers,
 - 6) laborers for heavy work.

§ 23

1. Working time in the task-based working time system is determined by the dimension of the tasks assigned to the employee that can be completed within the working time dimension resulting from the standards set by generally applicable laws.
2. Under the task-oriented work time system, the work is carried out by employees employed in positions:
 - 1) Academic teachers,
 - 2) drivers,
 - 3) others, in accordance with § 21(11).
3. Detailed rules on working time, the type of teaching, the dimension and rules for calculating teaching hours for academic teachers are set forth in **Appendix 2** to the Regulations.

§ 24

1. Shift work is permitted regardless of the working time system used.
2. The following shift work hours are established for shift workers:
 - 1) Workers in labor and service positions:
 - a. 1st shift: from 6 a.m. to 2 p.m.
 - b. 2nd shift from 2 pm to 10 pm
 - 2) Library staff:
From Monday to Friday:
 - a. 1st shift: 7 a.m. to 3 p.m. or 7:30 a.m. to 3:30 p.m.
 - b. 2nd shift: from 9 a.m. to 5 p.mSaturdays: from 7 a.m. to 3 p.m.
3. Periodic change of working hours of employees referred to in paragraph 2 is allowed. Periodic change of working hours should not exceed 6 months per year.
4. The head of the organizational unit shall determine the employee's working time schedule for a given accounting period, specifying the number of working hours on each day and days off. The days of work, the starting and ending times of work on particular days and the days off of these employees are determined in each case by their work schedules.

Overtime work

§ 25

1. Work performed in excess of the working time norms applicable to a non-academic employee, as well as work performed in excess of the extended daily working hours resulting from the working time system and schedule applicable to the employee, constitutes overtime work.
2. Overtime work is allowed only if:
 - 1) the need to carry out rescue operations for the protection of human life or health, the protection of property or the environment, or the removal of an accident;
 - 2) specific needs of the employer.
3. An employee may be employed overtime due to the special needs of the employer only upon the express order of the supervisor, confirmed in writing.
4. The number of overtime hours may not exceed:
 - 1) for administrative and service employees an average of 8 hours per week, in the adopted accounting period and 200 hours per calendar year;
 - 2) For drivers, 416 overtime hours per calendar year.
5. An employee working overtime, in addition to his normal salary, is entitled to an allowance in the amount of:
 - 1) 100% of wages - for overtime work occurring:
 - a) at night;
 - b) on Sundays and holidays that are not working days for the employee, in accordance with the employee's work schedule;
 - c) on a day off given to an employee in exchange for work on Sunday or a holiday, in accordance with the employee's work schedule;
 - 2) 50% of wages - for overtime work occurring on any day other than that specified in point 1).

6. In the case of part-time employees, the permissible number of working hours, the exceeding of which entitles the employee to the allowance referred to in paragraph 5 shall be determined by the employment contract concluded with the employee.
7. Employees managing the University on behalf of the employer and managers of its separate organizational units shall, if necessary, perform work outside normal working hours, without the right to remuneration and overtime allowance, subject to paragraph 8.
Management employees are:
 - 1) Rector,
 - 2) Vice-Rectors
 - 3) Deans,
 - 4) Vice-Deans,
 - 5) Chancellor,
 - 6) Chief Accountant - Quaestor,
 - 7) Director of Employee Affairs,
 - 8) Library Director.
8. Managers of separate organizational units for overtime work occurring on Sundays and holidays are entitled to remuneration and overtime allowance if they have not received another day off in exchange for work on such a day.
The managers of the separate organizational units are:
 - 1) Vice-Chancellor,
 - 2) Department Heads,
 - 3) Heads of Deans' Offices,
 - 4) Foreign Language Center Manager,
 - 5) Head of the University Center for Physical Education and Sports,
 - 6) Head of the Personnel Development Center,
 - 7) Manager of the Didactic and Sports Center in Olejnica.
9. Records of overtime are kept by the supervisor.
10. Juveniles and pregnant women may not be employed for overtime and nighttime.
11. The University shall keep records of an employee's working time for the purpose of properly determining his/her salary and other work-related benefits. The University shall make these records available to the employee, upon request.
12. For employees covered by the task-based work time system, working hours are not recorded.

Absence of the employee from work

§ 26

1. The employee is obliged to notify his immediate supervisor of his inability to attend work for reasons known or foreseeable in advance, before the day of the scheduled absence from work.
2. In the event that there are reasons preventing an employee from appearing at work beyond the case described in paragraph 1, the employee shall notify his/her supervisor of the reason for the absence and its expected duration no later than the second day of absence from work. Notification may be made in person, by another person, by telephone, by text message, by e-mail or by mail, in which case the date of notification shall be the date of the postmark.
3. Failure to meet the deadline provided for in paragraph 2 may be justified by special circumstances that prevent the timely fulfillment by the employee of the obligation provided for in this provision, in particular, his serious illness combined with the lack or

absence of household members or other fortuitous event. The provision of paragraph 2 shall apply accordingly after the cessation of the reasons preventing timely notification to the employer of the reason and duration of the employee's absence from work.

4. Evidence to justify an employee's absence from work is:
 - 1) A medical certificate, issued in accordance with the current legislation in effect;
 - 2) decision of the competent state sanitary inspector, issued in accordance with the regulations on the control of contagious diseases - in the event of isolation of the employee for reasons provided for by these regulations;
 - 3) statement of the employee - if there are circumstances justifying the need for the employee to provide personal care for a healthy child under 8 years of age due to the unforeseen closure of the nursery, children's club, kindergarten or school that the child attends;
 - 4) a personal summons issued by the relevant authorities to the employee to appear in person, including a note confirming the employee's attendance at the summons;
 - 5) A statement by the employee confirming that he or she was on a business trip at night, completed at such a time that no more than 8 hours had elapsed by the start of work, under conditions that prevented night rest.
5. Proof of justification for absence from work, the employee is required to submit to the Employee Affairs Department or to his supervisor no later than 7 calendar days from the first day of absence.
6. An employee may be excused from work for the time necessary to take care of important personal matters that cannot be taken care of after working hours. The exemption is granted by the head of the organizational unit, with working off the release time (which does not constitute overtime).
7. The employee shall record the fact of leaving work in the "Exit Record Book" with the indication of the type of exit "business" or "non-work related" located with the head of the organizational unit.
8. An employee is entitled to leave from work with pay in the event of:
 - a) wedding of an employee, birth of a child, death and funeral of a spouse, child, father, mother, stepfather, stepmother - 2 days;
 - b) wedding of a child, death and funeral of a sister, brother, mother-in-law, father-in-law, grandmother or grandfather or other person dependent on the employee or under his direct care - 1 day;
 - c) seeking work by an employee who is in the period of notice of termination by the employer, in size:
 - 2 working days if the notice period is 2 weeks or 1 month;
 - 3 working days if the notice period is 3 months, also if it is shortened under Article 36¹ 1 of the Labor Code;
 - d) the employee's care of a child under 14 years of age - at the rate of 16 hours or 2 days per calendar year, and for a part-time employee, the release granted on an hourly basis shall be determined in proportion to the employee's working hours, with an incomplete hour of release rounded up to the full hour.
The manner in which the release is used in a calendar year (in days or hours) is decided by the employee in the first application for such release submitted to the Department of Labor Affairs in a given calendar year.
9. If both parents or guardians of the child are employed, the entitlement referred to in paragraph 8(d) may be exercised by one of them.
10. Notwithstanding the provisions of paragraph 8, release from work with retention of the right to remuneration shall be granted to an employee in cases specified in separate regulations, among others, for the purpose of:

- a) To carry out mandatory medical examinations and immunizations;
- b) blood donation by an employee-blood donor;
- c) to serve as a member of the board of directors of trade unions operating at the University in the individually specified amount of time necessary to perform this function;
- d) The implementation of the consent granted by the employer to improve professional skills;
- e) pregnant women for medical examinations that cannot be carried out outside working hours, for the duration of these examinations;
- f) breastfeeding mothers:
 - One child - two 30-minute work breaks;
 - More than one child - two 45-minute work breaks.

Feeding breaks may be given in combination at the request of the employee.

An employee employed for less than 4 hours a day is not entitled to feeding breaks. If an employee's working hours do not exceed 6 hours per day, she is entitled to one feeding break.

CHAPTER VI

LEAVES

Leaves of absence

§ 27

1. An employee is entitled to annual, uninterrupted, paid vacation leave. An employee may not waive the right to leave.
2. Academic staff are entitled to a leave of absence of 36 working days per year.
3. The amount of vacation leave for non-academic employees is:
 - 1) 20 days if the employee has been employed for less than 10 years;
 - 2) 26 days if the employee has been employed for at least 10 years;taking into account the periods indicated in the Labor Code as those on which the duration of the leave depends.
4. An employee is entitled to leave of absence in proportion to the period of employment in cases:
 - 1) employment during the calendar year;
 - 2) part-time employment (in proportion to employment);
 - 3) termination of the employment relationship during the calendar year;
 - 4) take up work after returning from unpaid or parental leave,
 - 5) to take up employment after an academic teacher returns from a leave of absence for health reasons.
5. The employee earns the right to subsequent leave in each subsequent calendar year.
6. Days off resulting from a five-day work week schedule are not counted as vacation leave.
7. Employees of the University are required to prepare vacation plans in the electronic personnel and payroll system by February 15 each year. Heads of organizational units are required to approve leave plans for subordinate employees by February 22 of each year.
8. Employees of the University should use their vacation leave in accordance with the vacation plan using the principle that at least one part of the vacation should last no less than 14 consecutive calendar days.

9. Vacation leave for academic teachers is granted during periods of time off from teaching, determined annually by the Rector, which include, in particular, vacation breaks (winter and spring), inter-semester break and summer vacation.
10. Leave of absence may also be granted during the period when the academic staff member is not teaching.
11. In particularly justified random cases, the Rector, after the opinion of the dean or the head of a university unit, may agree to postpone a leave of absence. Postponement of leave is also permissible due to special needs of the employer, if the employee's absence would cause serious disruption to the course of work.
12. If an employee is unable to start leave or part of it on the agreed date for reasons that justify absence from work, in particular due to:
 - 1) Temporary inability to work due to illness;
 - 2) seclusion in connection with an infectious disease;
 - 3) Appointment for military exercises or military training for up to 3 months;
 - 4) maternity leave;
 - 5) other motivated fortuitous reasons;leave of absence is rescheduled, with the approval of the supervisor, to a later date specified by the employee.
13. The employer is obliged to grant, at the request of the employee and on the date indicated by him, no more than 4 days of vacation leave in each calendar year. The employee shall report the request for leave no later than on the day the leave begins.
14. Leave not used within the period established in the leave plan or for the reasons specified in paragraph 12 must be granted to the employee no later than September 30 of the following calendar year, this does not apply to the portion of leave granted as leave on demand.
15. A retiring employee is required to use all of his accrued vacation leave before the date of termination.
16. A fixed-term employee is obliged to take leave before the end of the employment contract.
17. In the event of failure to use all or part of the leave due to termination or expiration of the employment relationship, the employee is entitled to a cash equivalent.
18. For any issues not regulated in § 27, the provisions of the Labor Code regarding employee leave shall apply accordingly.

Unpaid leave

§ 28

1. At the written request of the employee, the employer may grant unpaid leave, if this will not disrupt the normal course of work.
2. Unpaid leave is granted by the Rector after the opinion of the dean or head of an organizational unit.
3. The Rector may grant unpaid leave to an academic staff member for the purpose of holding a public function, conducting research, improving professional qualifications or for other important reasons. Leave of absence is granted by the Rector upon a motivated application of the employee with the opinion of the dean and immediate supervisor.

Study and training leave for university teachers

§ 29

1. The Rector may grant an academic staff member:
 - 1) holding at least a doctoral degree, for a period of 7 years of employment at the University - paid study leaves in a total amount not exceeding one year for the purpose of conducting research;
 - 2) preparing a doctoral dissertation - a paid sabbatical leave for no more than 3 months.Leave of absence is granted by the Rector at the motivated request of the employee with the opinion of the dean and immediate supervisor
2. A university teacher may be granted paid training leave for no more than one month or unpaid training leave in connection with referral abroad for purposes:
 - 1) conducting scientific research;
 - 2) undertaking and conducting teaching activities;
 - 3) training for:
 - a) postgraduate studies;
 - b) doctoral studies;
 - c) research and specialization internships;
 - d) Courses to improve professional skills.Leave of absence is granted by the Rector at the motivated request of the employee with the opinion of the dean and immediate supervisor in accordance with the Regulations in force in this regard.

Health leave

§ 30

1. Academic staff members under the age of 65, employed full-time, after at least 10 years of employment at the University, are entitled to paid leave for health reasons, which is granted in accordance with the Law and its implementing acts according to the following rules and procedure:
 - 1) The academic staff member shall submit an application to the Rector for a referral to a competent doctor authorized to perform preventive examinations for health leave;
 - 2) of the receipt of the application are informed:
 - a) head of the organizational unit;
 - b) Dean;
 - c) Department of Employee Affairs, which verifies the application formally;
 - 3) after giving an opinion on the application by the persons mentioned in point 2), the Rector shall issue a referral to the academic staff member to the appropriate doctor authorized to perform preventive examinations for health leave;
 - 4) Health leave is granted by the Rector on the basis of a medical certificate stating that the state of health requires refraining from work and specifying the recommended treatment and the time required for its implementation.
2. The total amount of health leave during the entire period of employment of an academic teacher may not exceed one year.
3. If the leave for health care is taken in parts, the next leave can be granted no earlier than three years after the end of the last granted leave.
4. No gainful occupation is allowed during health leave.

CHAPTER VII

REMUNERATION FOR WORK

§ 31

1. An employee may not waive his right to wages or transfer this right to another person.
2. Remuneration is due for work performed. For the time of non-performance of work, the employee retains the right to remuneration only if the labor laws so provide.
3. The terms and conditions of remuneration for work and the granting of other work-related benefits are defined in the Regulations on the Remuneration of Employees and other internal regulations of the University.
4. Payment of wages is made in non-cash form (to employees' bank accounts) or, at the employee's request, in cash in a manner determined by the employer.
5. Deadlines for payment of salaries:
 - 1) for university teachers - in advance, on the first day of a given month;
 - 2) for administrative and office employees - in arrears, on the 27th day of a given month;
 - 3) for service and laborers and employees working equivalent hours - in arrears, on the 10th of the following month.
6. If the payment date falls on a Sunday or a legal holiday or on a so-called extra holiday, then the payment shall be made:
 - 1) for university teachers - on the first working day following such day;
 - 2) for other employees - on the last preceding working day.
7. Other receivables, such as honoraria and non-personnel salary fund, among others, are paid between the 10th and 20th of each month.
8. Detailed rules for the payment of salaries are defined in the Remuneration Regulations in effect at the University.
9. At the employee's request, the employer shall make available for inspection the documents on the basis of which the salary was calculated.

CHAPTER VIII

OCCUPATIONAL SAFETY AND HEALTH

General provisions

§ 32

1. The employer is obliged to protect the life and health of employees by ensuring safe and hygienic working conditions with appropriate use of the achievements of science and technology.
2. The employer is obliged to ensure the elimination of risks to the health and life of workers mainly by using technologies, equipment, materials and substances that do not cause such risks.
3. The state of occupational health and safety in all organizational units of the University is the responsibility of the managers of these units.
4. All employees of the University are required to strictly comply with health and safety regulations and rules.
5. The Fire Procedure Manual is attached as **Appendix 3** to these Regulations.

Employer's obligations in the field of occupational health and safety

§ 33

1. The employer is responsible for the state of health and safety at the University.
2. The employer and the person in charge of employees are obliged to know, to the extent necessary for the performance of their duties, the law and the rules of occupational safety and health.
3. The employer is obliged to ensure that work during the performance of which there is a possibility of a special danger to human health or life is performed by at least two people.
4. The employer is obliged to provide employees with information about:
 - 1) Risks to health and life occurring at the University, at individual workstations and at the work performed, including the rules of action in case of accidents and other situations that threaten the health and life of employees;
 - 2) protective and preventive measures taken to eliminate or reduce the risks referred to in point. 1;
 - 3) employees designated to:
 - a) providing first aid;
 - b) Performing firefighting and employee evacuation activities.

Responsibilities of managers of organizational units in the field of occupational health and safety

§ 34

1. The head of an organizational unit is obliged to ensure the proper state of occupational health and safety and fire protection in his subordinate unit. This obligation arises from the responsibility of the supervisor for the implementation of the employer's obligations to employees.
2. In particular, the head of the organizational unit is obliged to:
 - 1) organize work and teaching stations in accordance with the regulations and rules of occupational safety and health and fire regulations;
 - 2) take care of the efficiency of personal protective equipment and control whether it is used as intended;
 - 3) organize, prepare and conduct work in a manner that takes into account the protection of employees from accidents, occupational diseases and other diseases related to the conditions of the working environment;
 - 4) take care of the safe and hygienic condition of the work premises and technical equipment, as well as the efficiency of collective protection measures and control whether they are used as intended;
 - 5) equip the unit with the necessary regulations and instructions related to the positions held by employees;
 - 6) enforce compliance by employees with health, safety and fire regulations and rules;
 - 7) ensure that the recommendations of the doctor in charge of employee health care are carried out;
 - 8) not to allow to work an employee who has not presented within the prescribed period a current medical certificate on the absence of contraindications to work at a given position and also has not received safety training in accordance with generally applicable laws.
3. The Health, Safety and Fire Inspectorate interacts with the heads of organizational units, performs advisory and control functions in the field of occupational health and safety.

Employee's health and safety rights and responsibilities

§ 35

1. In the event that the working conditions do not comply with health and safety regulations and pose a direct threat to the health or life of the employee, or if the work performed by the employee threatens such a danger to others, the employee has the right to refrain from work, immediately notifying the supervisor.
2. If refraining from work does not remove the danger referred to in paragraph 1, the employee has the right to move away from the place of danger, notifying the supervisor immediately.
3. The provisions of paragraphs (1) and (2) do not apply to an employee whose labor duty is to save human life or property.
4. Compliance with health and safety rules and regulations is the primary duty of the employee. In particular, the employee is obliged to:
 - 1) know the regulations and rules of occupational safety and health, participate in training and instruction in this area, and submit to the required verification examinations;
 - 2) perform work in a manner consistent with the regulations and rules of occupational safety and health, and comply with the orders and instructions of superiors issued in this regard;
 - 3) take care of the proper condition of machines, devices, tools and equipment, as well as the order and orderliness of the workplace;
 - 4) use collective protection measures, as well as use the assigned personal protective equipment and work clothes and footwear, according to their intended use;
 - 5) undergo initial, periodic and follow-up medical examinations and other prescribed medical examinations and follow medical instructions;
 - 6) immediately notify the supervisor of an accident or danger to human life or health;
 - 7) cooperate with the employer and superiors in the fulfillment of health and safety duties.

Personal protective equipment and work clothing and footwear

§ 36

1. Personal protective equipment, on the basis of an analysis of existing hazards and an occupational risk assessment for a given workplace, is provided and issued by employees of the Health, Safety and Fire Inspectorate.
2. Work clothes and footwear are assigned and issued to employees on the basis of the Rector's Order.
3. The head of the organizational unit may not allow an employee to work without the personal protective equipment and work clothes and footwear provided for the position, and is obliged to inform the employee on the rules for the use of such equipment.

Informing employees about occupational risks

§ 37

1. Newly hired employees and employees being transferred to another job are familiarized with the risk assessment of the job during health and safety training.
2. Employees are informed of occupational risks by being shown risk assessment documentation for review and a thorough discussion of the hazards and how to protect themselves from these risks.
3. The employee confirms that he/she is familiar with the occupational risk assessment, with his/her own signature on the initial training card, which includes training in general health and safety instruction and job instruction, which is kept in the employee's personnel file.

Fire protection

§ 38

1. The employer, manager or user of a building, facility or land owned by the University, ensuring its fire protection, is obliged in particular:
 - 1) comply with the fire protection requirements of construction, installation and technology;
 - 2) equip the building, facility or area with firefighting and rescue equipment and extinguishing agents, in accordance with the principles set forth in separate regulations;
 - 3) ensure the safety and evacuation of the occupants of the building, facility or site in case of fire;
 - 4) prepare the building, facility or site for rescue operations;
 - 5) determine the course of action in the event of a fire;
 - 6) ensure that the employees of the University's facility or building in question are familiar with the building's Fire Safety Manual and instructions on how to proceed in the event of a fire or other emergency.
2. Employees' fire prevention duties include:
 - 1) performing all activities and tasks arising from the employment relationship, in compliance with fire safety rules;
 - 2) observance of fire safety regulations, as well as not causing incidents that could lead to fire;
 - 3) thoroughly inspect the workstation before leaving it to ensure that there are no circumstances that could cause a fire or other dangerous events;
 - 4) knowledge of the operation and use of firefighting equipment and devices and in extinguishing agents;
 - 5) not to obstruct roads, passageways and emergency exits from the building.

Monitoring

§ 39

1. In order to ensure the safety of employees and other persons on the premises of the University, to protect the property of the University, to enable the determination of perpetrators of acts that threaten safety or violate the safety of property or persons, to limit the possibility of unauthorized persons being on the premises of the University and its facilities, and to limit undesirable behavior that threatens health and life, the employer shall exercise special supervision over the premises of the University in the form of technical means that allow the recording of images (monitoring).
2. Monitoring does not include sanitary rooms, locker rooms, canteens, smoking rooms, social facilities and rooms provided to company trade union organizations.
3. Image recordings containing personal data shall be processed only for the purposes for which they were collected and shall be stored in the University's Information Technology Center for a period not exceeding 3 months from the date of recording.
4. After the expiration of the period referred to in paragraph 3, image recordings containing personal data obtained as a result of monitoring shall be destroyed, except when the recordings have been secured, in accordance with separate regulations.
5. Surveillance data containing personal data shall be secured by means of security measures for the processing of such data, in particular preventing their loss or unlawful dissemination, as well as preventing access to the data by unauthorized persons.
6. Detailed rules for the operation of the monitoring system are defined by the Rector's Order.

CHAPTER IX

WORK DISCIPLINE

Responsibility of order

§ 40

1. For failure by an employee to observe the established organization and order in the work process, occupational safety and health regulations, fire safety regulations, as well as the accepted method of confirming arrival and presence at work and justifying absence from work, the University may apply against the employee:
 - 1) penalty of admonition;
 - 2) penalty of reprimand.
2. For the employee's failure to comply with occupational safety and health regulations or fire safety regulations, leaving work without an excuse, coming to work while intoxicated, consuming alcohol or intoxicants during work - the University may also apply a fine.
3. The fine for one excess, as well as for each day of unexcused absence, may not be greater than one day's salary of the employee, and the total fines may not exceed a tenth of the salary payable to the employee after statutory deductions.
4. The penalties referred to in paragraphs 1 and 2 are imposed by the Rector at the request of the immediate supervisor.
5. The penalty may not be applied after the expiration of 2 weeks after learning of the violation of an employee's duty and after the expiration of 3 months after the violation was committed.
6. The penalty may be applied only after the employee has been heard. If, due to absence from the University, the employee cannot be heard, the two-week period provided for in paragraph 5 shall not start, and the period started shall be suspended until the day the employee appears for work.
7. In applying the penalty, particular consideration is given to:
 - 1) The type of violation of employee duties;
 - 2) The degree of fault of the employee;
 - 3) The employee's previous attitude to work.
8. The employer shall notify the employee in writing of the penalty applied. A copy of the notice shall be filed in the employee's personnel file.
9. The employee may, within 7 days of being notified of the punishment, file an objection with the Rector.
10. The Rector decides whether to accept or reject an objection after considering the position of the company trade union organization representing the employee. Failure to reject an objection within 14 days from the date of its submission is equivalent to acceptance of the objection.
11. An employee who has filed an objection may, within 14 days from the date of notification of the rejection of this objection, apply to the labor court for the annulment of the penalty applied to him.
12. The punishment shall be considered null and void, and a copy of the notice of punishment shall be removed from the employee's personnel file after one year of impeccable work.
13. The Rector may, on his own initiative or at the request of the company trade union organization representing the employee, declare the penalty null and void before the expiration of the period specified in paragraph 12.

Disciplinary responsibility of university teachers

§ 41

1. Academic teachers are subject to disciplinary responsibility for conduct that offends the duties of an academic teacher or the dignity of the teaching profession.
2. The detailed procedure for disciplinary proceedings of academic teachers is specified by the Law and the Statute.

Serious violation of basic labor obligations

§ 42

Severe violation of basic labor obligations is considered in particular:

- 1) unexcused absence from work in accordance with the applicable working hours;
- 2) Poor, negligent or untimely performance of work;
- 3) Performing activities during work time that are not related to the assigned duties and the instructions of the supervisor;
- 4) Leaving the workplace, being late for work, and arbitrarily leaving the workplace without justification;
- 5) Entering the workplace while intoxicated or under the influence of intoxicants, and consuming alcohol and intoxicants at the workplace;
- 6) Disrupting order and peace in the workplace;
- 7) Failure to comply with health and safety and fire regulations;
- 8) Failure to comply with regulations on classified information;
- 9) Failure to comply with data protection regulations;
- 10) the use of discrimination or mobbing against co-workers, especially subordinate employees, or the violation of their personal dignity.

CHAPTER X

PRIZES AND AWARDS

§ 43

1. An employee who, through exemplary performance of his/her duties, showing initiative at work and improving its efficiency and quality, contributes in a special way to the performance of the University's tasks may be awarded prizes and distinctions.
2. Awards are granted by the Rector in accordance with the University's Awards Regulations.

CHAPTER XI

LABOR PROTECTION FOR PREGNANT AND BREASTFEEDING WOMEN AND YOUNG WORKERS

§ 44

1. The University does not employ adolescent employees.
2. Pregnant women and women who are breastfeeding a child may not perform strenuous, hazardous or harmful work that may adversely affect their health, the course of their pregnancy or the breastfeeding of their child.
3. The list of works referred to in item. 1 constitutes **Appendix No. 4** to these Regulations.

CHAPTER XII

TRANSITIONAL AND FINAL PROVISIONS

§ 45

1. The working time of certified librarians and certified documentation and scientific information workers, as well as library workers employed in the positions of library custodian, senior librarian and senior documentarist, is 36 hours per week until September 30, 2020. The working time schedule of these employees shall be determined by the Director of the Main Library in agreement with the Rector with a five-day work week.
2. Certified librarians and certified documentation and scientific information workers, as well as library workers employed in the positions of library custodian, senior librarian and senior documentarist, retain the right to 36 days of annual leave until September 30, 2020.
3. Employees hired by appointment remain employed in the same form and for the same period.
4. The provisions of the Law on Higher Education (i.e., Journal of Laws of 2017, item 2183, as amended) regarding appointment shall apply to the employees referred to in paragraph 3.

Entry into force of the regulations

§ 46

1. The Work Regulations shall come into force as of October 1, 2019, 2 weeks after they are made known to employees through the publication of the Rector's Order.
2. In matters not regulated in the Regulations, the generally applicable provisions of law shall apply.
3. These Regulations have been agreed with the Independent Self-governing Trade Union "Solidarity" operating at the Wrocław University of Health and Sport Sciences.

APPROVED

Rector
Wrocław University of Health and Sport Sciences