

The consolidated text of the Ordinance takes into account the amendments made by Ordinances Nos. 9/2020, 49/2020, 83/2020, 125/2020, 166/2020, 168/2020, 10/2021 of the WUT Rector

WARSAW UNIVERSITY OF TECHNOLOGY

Ordinance No. 95/2019

of

WUT Rector

of

16 December 2019

on establishing the Work Regulations of the Warsaw University of Technology

Pursuant to art. 23(1) and art. 126(1) of the Act of 20 July 2018 - Law on Higher Education and Science (Journal of Laws, item 1668, as amended) and art. 30(6)(4) of the Act of 23 May 1991 on Trade Unions (Journal of Laws of 2019, item 263, as amended), it is ordered as follows:

§ 1

The Work Regulations of the Warsaw University of Technology, hereinafter referred to as the "Regulations", which constitute an appendix to this Ordinance, are hereby established.

§ 2

1. In the case of irregular teaching duties, the rules under the previously binding resolution of the Senate of the Warsaw University of Technology No. 94/XLIX/2017 shall be applied to determine the additional workload of academic teachers for teaching on Saturdays and Sundays and for teaching in a foreign language, excluding lectures, in the academic year 2019/2020 and in the winter semester of the academic year 2020/2021.
2. In the winter semester of the academic year 2020/2021, the limitation resulting from the provision of §2, section 2 of Appendix No. 7 to the Work Regulations of WUT shall not be applied to determine the additional workload of academic teachers referred to in section 1.
3. In the academic year 2019/2020 and the winter semester of the academic year 2020/2021, the calculated number of teaching hours for classes conducted in the form of lectures shall be determined in accordance with the rules of the previously binding resolution of the Senate of the Warsaw University of Technology No. 94/XLIX/2017.

4. In the winter semester of the academic year 2020/2021, when organizing classes in the form of lectures, the limitation resulting from the provision of § 2, section 3 pt. 1 of Appendix No. 7 to the Work Regulations of WUT.

§ 3

1. The regulations shall be made known to employees on 17 December 2019 by posting:
 - 1) on the WUT website;
 - 2) on the website of the WUT Public Information Bulletin;
 - 3) in the electronic system of internal legal acts "LEX-BAW".
2. The Regulations shall enter into force two weeks after they have been communicated to the employees, subject to paragraph 3.
3. Appendices Nos. 8-10 to the Regulations will be determined on the following dates:
 - 1) Appendix No. 8 will be established after its content is agreed upon by the employer and trade unions and will come into force after 2 weeks from being communicated to employees in the manner specified in section 1, items 1 - 3. Until the introduction of appendix no. 8 to the Rules of equipping employees with working clothes and shoes and personal protection and hygiene measures, the existing regulations shall apply;
 - 2) Appendix No. 9 will be established after its content is agreed upon by the employer and trade unions and will come into force 2 weeks after it is communicated to employees in the manner specified in section 1, items 1 - 3. Until the introduction of Appendix No. 9, facilities may be monitored in accordance with the existing rules;
 - 3) Appendix No. 10 will be established after its content is agreed upon by the employer and trade unions and will come into force 2 weeks after it is communicated to employees in the manner specified in section 1, items 1 - 3.

§ 4

1. The Heads of WUT organizational units (abbrev. OU Heads) are obliged to:
 - 1) to obtain written confirmations from their subordinates that they have read the Regulations;
 - 2) to store confirmations in the organizational unit.
2. The HR Office is responsible for making the contents of the Regulations known to each employee being hired, prior to commencing work.

§ 5

1. Ordinance No. 26/2014 of the WUT Rector of 14 April 2014 on the introduction of the Work Regulations of the Warsaw University of Technology together with amending Ordinances Nos. 65/2014, 87/2014, 5/2017, 60/2017 of the WUT Rector.

2. The existing legal acts issued on the basis of the Ordinance referred to in section 1 shall remain in force, provided that they do not contradict the WUT Work Regulations introduced by this Ordinance, until new ones are issued, but not longer than until 31 December 2020.

§ 6

The Ordinance shall enter into force on the date of its signature.

RECTOR

Prof. Dr. Jan Szmidt

Appendix Ordinance No. 95 /2019 of the WUT RECTOR

WUT WORK REGULATIONS

§ 1

1. The terms used in the Work Regulations of the Warsaw University of Technology, hereinafter referred to as the "Regulations", shall mean:
 - 1) **Code** - the Act of 26 June 1974 - Labor Code (Journal of Laws of 2019, item 1040, as amended);
 - 2) **Act** - the Act of 20 July 2018 - Law on Higher Education and Science (Journal of Laws item 1668, as amended);
 - 3) **Ordinance of the Minister of Labor and Social Policy** - the ordinance of the **Minister of Labor and Social Policy** currently in force on the manner of excusing absences from work and granting time off from work to employees;
 - 4) **Annex to the Regulation of the Council of Ministers** – the latest valid annex to the Regulation of the Council of Ministers on the list of works that are particularly arduous, hazardous or damaging to the health of pregnant and breastfeeding women;
 - 5) **Regulation of the Council of Ministers** - the latest valid Regulation of the Council of Ministers on the list of prohibited work for juveniles and conditions of their employment at certain such work;
 - 6) **Ordinance** - the Ordinance of the WUT Rector on the introduction of the Work Regulations of WUT;
 - 7) employer - Warsaw University of Technology;
 - 8) supervisor - a person assigned with the management of a given organizational unit, team of employees, group of organizational units, referred to in the Organizational Regulations;
 - 9) teaching load - the annual teaching load of an academic teacher.
2. The rights and obligations of the employer set forth in the Regulations shall be exercised by the employer in accordance with the type and scope of such rights and obligations:
 - 1) Rector;
 - 2) Chancellor;
 - 3) OU Heads;
 - 4) persons in managerial positions;
 - 5) superiors.

§ 2

1. These Regulations shall apply to all WUT employees.

2. The Warsaw University of Technology shall employ academic teachers and non-teaching employees.
3. In matters related to labor law, legal actions for the employer are performed by the Rector and, based on a written mandate, by the Chancellor.

OBLIGATIONS OF THE EMPLOYER

§ 3

1. In particular, the employer is obliged:
 - 1) to respect the dignity and other personal interests of the employee;
 - 2) to treat employees equally in respect of establishing and terminating employment, terms and conditions of employment, remuneration, promotion and access to training to improve professional qualifications - irrespective of gender, age, disability, race, religion, nationality, political opinion, union membership, ethnic origin, creed, sexual orientation, employment for a definite or indefinite period of time or on a full-time or part-time basis;
 - 3) to counteract bullying and discrimination in employment;
 - 4) to ensure that employees have access to the provisions on equal treatment in employment;
 - 5) to inform employees of the possibility of full-time or part-time employment, and to inform temporary employees of vacancies;
 - 6) to make employees who start work familiar with the scope of their duties, the manner of performing work in assigned positions and their basic entitlements;
 - 7) to organize work in a manner ensuring full utilization of the working time, as well as achievement by employees, using their talents and qualifications, of high productivity and appropriate quality of work;
 - 8) to ensure the conditions and means to perform the duties assigned;
 - 9) to organize work in such a way as to reduce the arduousness of work, especially monotonous work and work at a predetermined pace;
 - 10) to ensure safe and hygienic working conditions and provide employees with systematic training in occupational health and safety;
 - 11) to pay employees their pay in a timely manner, at a specified place and time;
 - 12) to make it easier for employees to improve their professional qualifications;
 - 13) to create favorable conditions for employees taking up employment immediately after leaving school or university to adapt to the proper performance of their work;
 - 14) to provide for the social and cultural needs of employees as far as possible;
 - 15) to apply objective and fair criteria for evaluating employees and their performance;

- 16) to maintain documentation in matters related to the employment relationship and personnel files of employees;
 - 17) to ensure that the principles of social co-existence are observed at WUT;
 - 18) On behalf of the employer, OU Heads are obliged to keep individual records of employee working time, in particular: work on Sundays and holidays, at night, during overtime and additional days off, as well as on-call duty, leaves, time off work and other excused and unjustified absences from work. Records of the working time are made available to the employee upon his/her request. The manner of keeping the records is determined by the Rector by way of a regulation.
2. The supervisor is responsible for fulfilling the employer's obligations to the employee.
 3. The Rector and the Chancellor are available to receive employees for complaints and grievances. The dates of receptions are announced on the notice board of the Chancellor and the Rector's Office by 30 December for the following year.
 4. The regulations concerning equal treatment in employment and information about job vacancies and opportunities for full-time and part-time employment are available on the website of the Warsaw University of Technology and on the notice board at the HR Division of the WUT Branch in Warsaw, 18/20 Noakowskiego Street, next to room 226, and at the HR Division of the WUT Branch in Płock, 17 Łukasiewicza Street, next to room 112.

OBLIGATIONS OF THE EMPLOYEE

§ 4

1. Regardless of the position held, each employee is obliged to perform work conscientiously and diligently and to comply with the orders of superiors relating to work, if they are not contrary to the provisions of law or the contract of employment and there is no danger to the life or health of the employee or other persons.
2. In particular, the employee is obliged:
 - 1) to observe the provisions of the Regulations and the work order established at WUT;
 - 2) to observe the established working hours;
 - 3) to comply with work safety and hygiene regulations and fire protection regulations;
 - 4) to take care of the welfare of the Warsaw University of Technology, protect its property and keep confidential any information whose disclosure could expose the Warsaw University of Technology to damage - in a manner specified by the employer;
 - 5) to observe the secrecy specified in separate regulations;
 - 6) to respect the rules of social coexistence;
 - 7) to improve their working methods, upgrade their professional qualifications;
 - 8) to provide assistance to other employees, especially young employees;

- 9) to undergo initial, periodic and check-up medical examinations in accordance with the regulations in force;
- 10) to comply with the obligation of sobriety, the prohibition of smoking in university buildings and the prohibition of the use of intoxicants during working hours, resulting from current legislation.

§ 5

An employee's breach of basic employment duties shall be qualified as a serious breach of basic employment duties in accordance with the provisions of the Code and the Trade Union Act.

ORGANISATION AND DISCIPLINE OF WORK

§ 6

1. Each employee is obliged to report for work punctually at the specified time and place.
2. Non-teaching employees shall confirm their arrival at work by signing the attendance register.
3. Each employee shall notify the OU Head or superior of the reason and expected duration of absence from work, if the reason for such absence is known in advance.
4. In the event of occurrence of reasons preventing an employee from reporting to work, apart from the cases specified in paragraph 3, the employee is obliged to immediately notify the superior of the reason for the absence and its expected duration, not later than on the second day of absence from work, personally, through other persons, by phone or other means of communication or by mail, in which case the date of notification is deemed to be the date of the postmark.
5. Each employee is obliged to justify absence from work or tardiness to work by immediately submitting a written excuse or an appropriate document to his/her supervisor.
6. Evidence to excuse absence from work shall be:
 - 1) a medical certificate of temporary incapacity for work issued in accordance with the provisions on the assessment of temporary incapacity for work;
 - 2) a decision of a competent sanitary inspector issued in accordance with the regulations on combating contagious diseases - in the case of isolation of an employee for reasons provided for in these regulations;
 - 3) a written declaration of the employee - in case of circumstances justifying the necessity of taking care of a healthy child up to 8 years of age by the employee due to unforeseen closing of a day nursery, kindergarten or school attended by the child, with a note confirming this fact;

- 4) personal summons to appear in person issued by the competent authority in matters of general obligation of defense, governmental or local governmental administration body, court, prosecutor's office, police or authority conducting proceedings in matters of misdemeanor - as a party or witness in proceedings conducted before these authorities, containing an annotation confirming the appearance of the employee in response to such summons;
 - 5) a written statement by the employee confirming that the employee travelled on business during night hours, completed in such a way that 8 hours had not elapsed by the time the employee started work, under conditions that prevented night rest,
 - 6) a statement of the employee on the nanny's or day care employee's illness and a copy of the medical certificate referred to in art. 55(1) of the Act of 25 June 1999 on cash benefits from social insurance in the event of sickness and maternity, or a copy of a medical certificate issued on a regular form stating the nanny's or day care employee's incapacity for work, certified by the employee as a true original copy - in the event of sickness of a nanny with whom the parents have concluded a nanny agreement referred to in the Act of 4 February 2011 on the care of children aged up to 3 years (Journal of Laws of 2013, item 1457) or a day care employee who takes care of the child.
7. If an employee has received a medical certificate issued on paper, due to the employee's illness or for the employee to provide care at home or for the illness of a family member, the employee must bring the certificate to the workplace no later than 7 days after receiving it.
 8. Failure to meet the deadlines specified in paragraphs 4 and 5 shall be treated as a breach of the employee's duties and the employer may apply the penalty provided for in the Regulations.
 9. The decision to declare an employee's tardiness or absence as excused shall be made by the employee's supervisor. If the tardiness or absence is deemed unexcused, the employee's supervisor shall notify the employee and the OU Head in writing.
 10. Handling social and other matters not related to employment should take place during free time, unless the leave obligation results from the provisions of law. The time off work is granted by the OU Head.
 11. An employee may be excused from work for the time necessary to settle important personal or family matters that need to be settled during working hours. The leave shall be granted by the OU Head when there is an unavoidable and duly justified need. Pay shall be paid for such release time if the relevant regulations so provide or if the employee has made up for the leave time. Such compensatory making up shall not constitute work in extra-time work hours.

12. Each employee is obliged to inform the employer about the existence of direct professional subordination between the employee and the employee's spouse and a person maintaining a common household with the employee or being in a relationship of kinship, affinity to the second degree, or in a relation of adoption, custody or guardianship with the employee.

§ 7

1. The presence of an employee outside working hours in the workplace shall be subject to the prior consent of the main user of the facility. Academic teachers may perform their duties on the premises during the hours of use of the facility.
2. Employees shall not be permitted to bring persons other than WUT employees into the workplace after working hours.
3. The employee's presence at the workplace during night time (from 11:00 p.m. to 7:00 a.m.) is subject to obtaining prior consent of the Rector or a person authorized by the Rector. The consent obtained is communicated to the main user of the facility. This does not apply to employees for whom night time is the established working time.
4. The limitations specified in sections 1 - 3 may be excluded by ordinance of the Rector.
5. Securing the premises and work tools, equipment and apparatus is obligatory for each employee to the extent indicated by the employer.
6. OU Heads are responsible for:
 - 1) not allowing an employee to work or be in the workplace while under the influence of alcohol or other drugs that impair their ability to perform their job;
 - 2) informing the employee of the circumstances and grounds for non-admission or removal from work.
7. A Team for Examination of the Sobriety of WUT employees, hereinafter referred to as the "Team", consisting of:
 - 1) the Deputy Chancellor for Core Business, or in absence, the Deputy Chancellor;
 - 2) the Head of the HR Office or, in absence, the person designated by the Head of the HR Office, as Chairman of the Team;
 - 3) the institutional social labor inspector or, in absence, the designated faculty social labor inspector.
8. Each OU Head may:
 - 1) call the Team without delay in order to test the employee's state of sobriety - with the employee's consent - using an alcohol testing device in the air exhaled, hereinafter referred to as a "breathalyzer", and to prepare documentation of the findings of the employee's breach of the obligation of sobriety;
 - 2) request that a sobriety test be carried out by an authorized body charged with the protection of public order, or by a professional medical practitioner. If the state after

the consumption of alcohol is confirmed, the costs of the test shall be borne by the employee.

9. The employee referred to in paragraph 6.1 may request that the Team be summoned to carry out a sobriety test using a breathalyzer.
10. OU Heads for units hiring employees whose duties include activities related to the supervision and protection of WUT property, in particular:
 - 1) Chief of the Academic Guard - with respect to employees employed in the Academic Guard in the posts of inspectors and senior inspectors working in shifts;
 - 2) Head of the Administration and Business Division - in relation to the employees working as porters and senior porters who are subordinate to that Head;
 - 3) Heads of student dormitories - in relation to in relation to the employees working as porters and receptionists,may order - with the employee's consent or at the employee's request - a breathalyzer test to be conducted by the Team before or during work.
11. In justified cases, the Team may perform verification activities with at least two members.

§ 8

1. In order to ensure the safety of employees, students and PhD students, as well as to safeguard the property of the University, the employer shall introduce at the University specific supervision over the premises of the workplace and the area around the workplace in the form of technical means enabling the registration of images (monitoring), in particular, the images of employees. The list of the University's facilities to be monitored and the areas to be monitored is included in Appendix No. 8 to the Regulations.
2. The surveillance recordings shall be deleted from the system not earlier than after one month and not later than within three months from the date of recording, with the exception of cases where the recordings are secured for evidential purposes on the basis of legal provisions by a competent authority.
3. Surveillance does not cover sanitary rooms, cloakrooms, canteens, smoking rooms and rooms in which an employee may change clothes, unless the use of monitoring in these rooms is necessary for the purpose specified in paragraph 1 and does not violate the dignity and other personal rights of the employee, in particular by using techniques which make it impossible to recognize the persons present in these rooms and to eavesdrop on them. The monitoring of sanitary rooms requires the prior consent of trade union organizations.
4. Surveillance does not cover premises made available to company trade union organizations.

5. The area under surveillance shall be marked with appropriate graphic signs and text information with the contents specified in the personal data processing policy binding at WUT.
6. The rules for the operation of surveillance systems at WUT shall be laid down by the Rector in accordance with the regulations applicable to the introduction of work regulations as Appendix No. 8 to these regulations.

RESPONSIBILITY FOR THE PROPERTY ASSIGNED TO THE EMPLOYEE

§ 9

1. Each employee shall be responsible for the property assigned to that employee for use at WUT, including equipment and tools necessary for work.
2. Each employee is obliged to use the property assigned to that employee for use in accordance with its intended purpose and operating instructions.
3. No employee shall be responsible for damage, breakdown or loss of assigned property if these occur for reasons beyond that employee's control.
4. It is forbidden, without the supervisor's knowledge, to transfer property to another employee.
5. It is forbidden, without the supervisor's knowledge, to move the property out of the employee's place/workstation.
6. Each employee is required to account for assigned property in the event of:
 - 1) ascertaining a shortage in the property assigned to that employee on the basis of an inventory;
 - 2) finding damage to property for which the employee was at fault;
 - 3) the planned departure of the employee abroad for a period exceeding six months;
 - 4) termination or expiry of the employment relationship;
 - 5) transfer of the employee to another unit.
7. In the cases referred to in paragraph 6, items 3-5, the settlement referred to in paragraph 6 shall take place by the last day of work at the latest.
8. Settlement of an employee's property obligations to WUT is understood in particular as:
 - 1) returning of the property assigned to the employee for use;
 - 2) transferring the use of property to another WUT employee with the approval of the unit head and after informing the appropriate employee managing the property;
 - 3) showing that it has been consumed.
9. Items of significant value, plant, equipment and sums of money and payment cards assigned to an employee shall be stored with special precautions in a manner determined by the employer.

THE USE BY THE EMPLOYEE OF COMPUTERS AND OTHER INFORMATION-PROCESSING DEVICES

§ 10

1. Each employee should use for business purposes a computer and other information-processing devices provided by the employer to perform tasks assigned to the employee
2. The employer shall have the right to monitor the use of such devices by employees on the premises of the university, subject to respect for the employee's personal rights, provisions on the protection of personal data and other generally applicable provisions of law. The condition for monitoring the use of such devices is that the employee must be informed in advance. It is not permissible to monitor any employee's private electronic mail. E-mail addresses located in the domain "pw.edu.pl" are business e-mails.
3. Each employee shall be materially liable for the business computer and other information-processing devices assigned to that employee under the terms of responsibility for assigned property, and employee shall immediately report the loss, damage or destruction of the assigned equipment to the immediate superior.

WORKING TIME

§ 11

1. The working time is the time during which an employee is at the disposal of the employer in the workplace or another place designated for work performance.
2. For non-teaching employees, being at the employer's disposal at WUT or another place designated for work shall take effect as of the moment of signing the attendance register by the employee.
3. For employee time settlement purposes:
 - 1) a day - should be understood as 24 consecutive hours, starting from the hour when an employee starts working according to the working time schedule in force;
 - 2) a week - should be understood as 7 consecutive calendar days, starting from the first day of the settlement period.
4. Night time is from 11:00 pm to 7:00 am.
5. The employee working time is regulated by the Act and the Code. The Rector, upon request of the Vice-Rector for the Branch in Płock, the Chancellor, a BOU or ULOU Head or on the

Rector's own initiative, in agreement with industrial trade union organizations, by way of introducing amendments to the Regulations, may establish separate regulations concerning:

- 1) shift system;
 - 2) working time schedule;
 - 3) settlement periods;
 - 4) establishing hours defining Sundays and holidays for cleaning staff employees and drivers at the WUT Branch in Płock.
6. Separate regulations referred to in section 5 are announced in the form of the Rector's Ordinance and constitute an integral part of the Regulations, as an appendix.

WORKING TIME OF ACADEMIC TEACHERS

§ 12

1. Academic teachers shall be subject to the task-based working time system, in which the working time may not exceed eight hours per day and an average of forty hours in an average five-day working week in the adopted settlement period.
2. The reference period for the working time of academic teachers shall be twelve months, covering the period from 1 October of a given year to 30 September of the following calendar year.

RULES FOR DEFINING THE SCOPE OF DUTIES OF ACADEMIC TEACHERS

§ 13

1. The detailed scope of duties of academic teachers shall be determined by the Rector.
2. Specific duties shall be fulfilled by performing the tasks defined in accordance with § 14 as part of the task-based work system for academic teachers. The tasks shall be determined in proportion to the teacher's working time.
3. The duties and tasks of BOU and ULOU Heads shall be defined by the Rector.
4. The Rector may assign to academic teachers organizational duties and tasks for the benefit of the university, and shall notify the BOU or ULOU Head for the unit in which the academic teacher is employed thereof.
5. When defining the tasks of an academic teacher, any OU or ULOU Head shall take into account in particular:
 - 1) the needs of the organizational unit resulting from its teaching, research and organizational tasks set for a given academic year/semester;
 - 2) human and organizational capacities and material resources of the organizational unit;

- 3) current and planned teaching, research and organizational workload of the academic teacher.
6. In determining the needs referred to in paragraph 5(1), account shall be taken of:
 - 1) type, size and distribution of planned teaching loads;
 - 2) scope of research work resulting from the plans and programmes in force for the unit and from the contracts concluded;
 - 3) scope of organizational work connected with the performance of the unit's tasks.
7. In determining the charges referred to in paragraph 5(3), account shall be taken of:
 - 1) work related to improving skills;
 - 2) programmes and projects carried out at WUT outside the unit (in particular as part of tasks assigned by the Rector);
 - 3) degree of difficulty in completing teaching tasks;
 - 4) quality assurance of education.
8. An academic teacher may also teach courses outside the university in units with which the university has concluded an agreement under the task-based working time system, within that teacher's normal teaching load, pursuant to the rules laid down in Appendix No. 10 to the Regulations.
9. An academic teacher may not be assigned to teach courses as overtime, subject to sections 10, 11 and 13.
10. In special cases justified by the need to implement the curriculum of a degree programme, an academic teacher may be obliged to teach courses as overtime, up to a maximum of:
 - 1) 1/4 of the teaching load for a research and teaching staff employee;
 - 2) 1/2 of the teaching load for a teaching staff employee.Tasks may be assigned only pursuant to § 14.
11. Upon their written consent, an academic teacher may be assigned with overtime teaching of a duration not exceeding two times their teaching load.
12. Calculation of overtime hours shall be based on the established teaching load and shall take into account the hours actually worked by a given academic teacher
13. An academic teacher who are pregnant or raising a child up to the age of four may not be employed for overtime without their consent.
14. During illness or other unforeseen, justified absence of an academic teacher, teaching hours based on the teaching load schedule which fall during such absence shall be counted as hours worked as scheduled for the purpose of determining the number of teaching hours.
15. An academic teacher for whom a teaching load is not scheduled due to:
 - 1) employment following the start of the academic year;

2) planned absence from work related, in particular, to sabbatical leave, long-term illness, health leave, unpaid leave or other leave from work, military service, maternity leave, leave under conditions of maternity leave, paternity leave, parental leave;

3) termination of employment before the end of the academic year;

shall be credited with teaching hours worked - for each week of absence during the period when classes are conducted at the University - 1/30 of the teaching load for the position and in the group of employees in which the teacher is employed.

§ 14

In consultation with an academic teacher, the BOU or ULOU Head for the unit in which the academic teacher is employed shall specify in writing the tasks to be performed by the employee and the time necessary for performance thereof, taking into account the standards and hours of work laid down in art. 129 of the Labor Code for individual tasks. At the same time:

1) teaching assignments are set for the semester;

2) research and organizational tasks are defined for the duration of the task.

§ 15

1. The teaching tasks of an academic teacher shall be determined before the beginning of a semester by the BOU or ULOU Head for the unit in which the academic teacher is employed.

2. Assignment of an academic teacher to teach a new subject as a new teaching assignment may take place no later than one semester before the teaching of that subject begins.

In case of emergency, an academic teacher may, upon their consent, be assigned to teach a new course without the deadline referred to in the preceding sentence.

3. The tasks of an academic teacher shall be determined in writing in a document hereinafter referred to as the "Determination"; its model for individual groups of academic teachers shall be laid down in Appendices No. 4-6 to the Regulations.

§ 16

1. An academic teacher who have objections to the nature or extent of their assignments may, within three working days of the date of receipt of the Determination, submit a request for its redetermination by the head of their basic or university-level organizational unit.

2. Re-determination of assignments shall be made within seven working days of the request.

3. After the tasks have been set again by the BOU or ULOU Head, the academic teacher may apply to the Rector for the final determination of tasks. When considering such a request, the Rector may consult with trade unions.

§ 17

The performance of tasks by an academic teacher shall be confirmed in a written statement by the BOU or ULOU Head for the unit in which the academic teacher is employed.

§ 18

Responsibilities in the teaching staff group include, in particular:

- 1) educating and educating students or participating in the education of PhD students;
- 2) Improvement of the teaching process;
- 3) constant improvement of professional competences;
- 4) participating in the organizational work of the university.

§ 19

Duties in the research and teaching staff group include, in particular:

- 1) educating and nurturing students;
- 2) educating PhD students and taking care of their scientific development;
- 3) improving the teaching process;
- 4) conducting scientific research and development work;
- 5) participating in the exchange of scientific information including the preparation of scientific publications and conference proceedings;
- 6) applying for funds for scientific research;
- 7) constant improvement of professional competences;
- 8) participating in the organizational work of the university.

§ 20

Duties in the research staff group include, in particular:

- 1) conducting scientific research and development work;
- 2) participating in the exchange of scientific information including the preparation of scientific publications and conference proceedings;
- 3) applying for funds for scientific research;
- 4) educating PhD students and taking care of their scientific development;
- 5) constantly improving professional competences;
- 6) participating in the organizational work of the university.

§ 21

The duties of academic teachers holding the academic title of *profesor* or the academic degree of *doktor habilitowany* shall also include the training of research staff, including acting as promoters, reviewers in PhD theses, members of the habilitation committee and reviewers in title proceedings.

TYPES OF TEACHING COVERED BY THE DUTIES ACADEMIC

§ 22

1. The duties of an academic teacher shall include in particular the following types of teaching activities:
 - 1) lectures, auditorium classes, laboratory classes, project classes, computer classes, seminars, language courses;
 - 2) acting as supervisor/promoter/reviewer of thesis, transitional work;
 - 3) providing students with consultations concerning the conducted teaching activities;
 - 4) developing new teaching activities included in the study plan;
 - 5) changing the subject teaching methods, e.g. preparing e-learning classes;
 - 6) introducing innovative education methods;
 - 7) conducting classes as part of national and international educational programs;
 - 8) acting as:
 - a) scientific supervisor of a student studying under the Individual Study Programme,
 - b) mentor of an international exchange student;
 - 9) conducting scientific and research work with students, completed with joint publications in journals from the JCR list;
 - 10) organizing the teaching process, such as coordinating the delivery of lessons;
 - 11) participating in examination committees.
2. The working time of an academic teacher consists of:
 - 1) regular teaching duties - the measurable portion of an academic teacher's working time related to the delivery of classes and responsibilities during full-time and part-time degree programmes, first, second and third cycle programmes and PhD Schools, defined as a sum of:
 - a) basic teaching load (lectures, auditorium classes, laboratory classes, project classes, computer classes, seminars, language courses) resulting from the

- curriculum and the organization of these classes at the faculty (class schedule, group size), or at the PhD School, also using distance learning techniques,
- b) basic teaching load (thesis, transitional work, thesis reviews, examinations) resulting from the study plan and regulations,
 - c) additional workload resulting from teaching under special conditions;
 - d) obligatory consultations for students, to the extent determined by the BOU or ULOU Head for all academic teachers of a given unit;
- 2) irregular teaching duties - the part of an academic teacher's working time that is related to teaching activities that are not the performance of regular duties in full-time and part-time degree programmes, first, second and third cycle programmes and in the PhD School, including:
- a) developing new teaching activities included in the curriculum;
 - b) changing the subject teaching methods, e.g. preparing e-learning classes;
 - c) introducing innovative education methods;
 - d) conducting classes as part of national and international educational programs;
 - e) acting as:
 - academic supervisor of a student studying under an individual study plan;
 - mentor of an international exchange student;
 - f) conducting scientific and research work with students completed with joint publications in journals from the JCR list,
 - g) organizing the teaching process, such as coordinating the delivery of lessons,
 - h) participating in examination committees, etc.
3. Detailed rules for settlement of teaching duties are set out in Appendix No. 7 to the Regulations.

ANNUAL TEACHING LOAD IN GROUPS OF EMPLOYEES BY POSITIONS

§ 23

1. One teaching hour is 45 minutes.
2. The teaching load of academic teachers in the group of research and teaching staff employees by positions, calculated in teaching hours per academic year, is as follows:

1) professor	180;
2) university professor	240;
3) adjunct professor	240;
4) assistant	240;

- 5) certified custodian, senior certified custodian 100.
3. The teaching load of academic teachers in the group of teaching staff employees by positions, calculated in teaching hours per academic year, is as follows:
- | | |
|--|------|
| 1) professor | 300; |
| 2) university professor | 330; |
| 3) associate professor | 360; |
| 4) adjunct professor | 360; |
| 5) assistant | 360; |
| 6) senior lecturer, lecturer | 360; |
| 7) specialist trainer | 360; |
| 8) qualified custodian, senior qualified custodian | 100; |
| 9) teacher, instructor | 540. |
4. The teaching load of academic teachers employed as visiting professors shall be determined by the Rector.

§ 24

1. Academic teachers holding managerial positions of Vice-Rector, Dean, ULU Director and Collegium Director, shall have an annual teaching load determined by the Rector.
2. The annual teaching load of the Rector is determined for the term by the Chairperson of the University Council.
3. Academic teachers performing functions and important tasks at the university or in research and higher education institutions may, at their request, have their individualized teaching load determined by the Rector. The Rector shall notify the BOU or ULOU Head for the unit in which an academic teacher is employed of the determination made.
4. In particularly justified cases involving considerable involvement in the performance of research and organizational tasks, the BOU or ULOU Head may set a reduced level of the teaching load for academic teachers.
5. Academic teachers referred to in sections 1 to 4 shall not be assigned teaching assignments in excess of their normal teaching load.

§ 25

1. Additional workload of an academic teacher for teaching on Saturdays and public holidays, for giving lectures in groups of over 30 persons, and for teaching classes in a foreign language, excluding language courses, shall constitute the basis for granting additional teaching hours.
2. For each teaching hour worked on Saturday, an academic teacher shall receive an additional 0.3 hour.

3. For each teaching hour worked on Sunday, an academic teacher shall receive an additional 0.5 hour.
4. For classes taught a lectures, the calculated number of teaching hours is equal to the number of lecture hours in the study plan plus one hour for every 12 students in a group of over 30.
5. For each teaching hour under foreign language classes, excluding language courses, an academic teacher may earn no more than one additional hour. The number of hours for each course shall be determined by the BOU Head after consultation with the relevant collegiate consultative body.

WORKING TIME OF NON-TEACHING EMPLOYEES

§ 26

1. Subject to section 3, a monthly settlement period shall apply at WUT.
2. The Warsaw University of Technology has a five-day work week, from Monday to Friday. Changes in working days shall be implemented pursuant to § 11 sections 5 and 6 of the Regulations.
3. The Warsaw University of Technology shall apply settlement periods introduced pursuant to § 11, sections 5 and 6 of the Regulations, taking into account the specific nature of the work organization of a basic or university-level organizational unit.
4. The following working time systems shall apply at WUT:
 - 4) basic;
 - 5) equivalent;
 - 6) task-based;
 - 7) weekend work;
 - 8) shortened working week.
5. The basic working time for non-teaching employees in a monthly pay period is:
 - 1) an average of 40 hours in an average five-day working week and no more than 8 hours per day for employees in the following areas: scientific and technical, scientific and research, engineering and technical, administrative and economic, pre-school, artistic, information technology, publishing and printing, library and scientific documentation and information;
 - 2) an average of 40 hours in an average five-day working week and no more than 8 hours per day for employees at staff and service positions.
6. The basic working time schedule for the employees referred to in paragraph 5 point 1 is as follows: start of work at 8:00 a.m., end at 4:00 p.m., subject to paragraph 8.
7. The basic working time schedule for the employees referred to in paragraph 5.2 is as follows: start of work at 7:00 a.m., end at 3:00 p.m., to paragraph 8.

8. The basic working time schedule for employees of the WUT Branch in Płock is as follows: start of work at 7:15 a.m., end at 3:15 p.m.
9. The basic working time schedule of part-time employees shall be determined by their supervisors on an individual basis, in accordance with the principles set out in paragraphs 4 to 6.
10. At the written request of an employee, the relevant OU Head may establish an individual working time schedule within the working time system to which the employee is subject (individual working time).

§ 27

1. At the written request of an employee, a shortened work week system may be applied to that employee. In this system, it is permissible for the employee to perform work for less than 5 days during the week, with the simultaneous extension of the working time, not more than 12 hours, subject to art. 148 of the Code, in the settlement period not exceeding one month (shortened work week). Application of this system takes place on the basis of an employment contract.
2. At the written request of an employee, a working time system may be applied to that employee, in which work is performed only on Fridays, Saturdays, Sundays and holidays. In this system, it is permissible to extend the daily working time, not more than 12 hours, subject to art.. 148 of the Code, in the settlement period not exceeding one month. The application of this system takes place on the basis of an employment contract.

§ 28

1. In organizational units, in which it is justified by the type of work or its organization or the place of work, the task-based working time system may be used. The superior, in consultation with the employee, determines the time necessary to perform specific tasks, taking into account the size of the working time resulting from the standards specified in art. 129 of the Code. Task-based working time shall be introduced each time in the procedure specified in § 11, paragraphs 5 and 6 of the Regulations or in the employment contract.
2. In organizational units where there is such a need, shift work may be introduced in accordance with the procedure set forth in § 11 Sec. 5 and 6 of these Regulations. Shift work means work according to an established working time schedule that provides for a change in the time at which individual employees work after a specified number of hours, days or weeks. Each hour of work during the second shift entitles to additional pay in the amount specified in the provisions on pay. Shift work is permissible irrespective of the working time system in use.

3. In organizational units, if it depends on the type of work or its organization, the equivalent working time system may be used, in which it is permissible to extend the daily working time, however, not more than to 12 hours, subject to art. 148 of the Code, in the settlement period not exceeding one month (equivalent working time). The extended daily working time is balanced by a shorter daily working time on certain days or days off, taking into account art. 129 § 1, art. 130 - 133 of the Code.
4. The employees hired for guarding property or protecting people may be subject to the equivalent working time system, in which it is permissible to extend the daily working time to 24 hours, subject to art. 148 of the Code, in the settlement period not exceeding one month. Immediately after each period of work in the extended daily working hours, any employee shall have the right to rest for a period of time corresponding to at least the number of hours worked, irrespective of the rest provided for in art. 133 of the Code.
5. In the organizational units that work on supervision of equipment or work on partial standby duty, the equivalent working time system may be used, in which it is permissible to extend the daily working time to no more than 16 hours, subject to art. 148 of the Code, in the settlement period not exceeding one month (supervision of equipment). Immediately after each period of performing work in the extended daily working hours, any employee shall have the right to rest for a period of time to at least the number of hours worked, irrespective of the rest provided for in art. 133 of the Code.
6. The introduction of the working time system referred to in paragraphs 3, 4, 5, and the extension in particularly justified cases of the settlement period, but not more than three months, and in the case of work dependent on the season or weather conditions up to four months, requires each time compliance with the procedure specified in § 11, paragraphs 5 and 6 of the Regulations.
7. An extension of the settlement period in any working time system applied at WUT, if justified by objective or technical reasons or reasons related to work organization, not exceeding twelve months, while observing the general principles concerning the protection of safety and health of employees, shall each time require observance of the procedure specified in § 11 sections 5 and 6 of the Regulations.

§ 29

1. Each OU Head may require an employee to remain on standby duty outside normal working hours in order to perform work under that employee's employment contract, at WUT or in another designated place, subject to art. 132 and 133 of the Code (on-call duty).
2. On-call time shall not be included in working time if the employee does not perform work during on-call time.

3. For the time of on-call duty, with the exception of on-call duty at home, the employee shall have the right to time off work corresponding to the length of on-call duty, and in case it is not possible to grant time off work - pay resulting from the employee's personal classification, specified at an hourly or monthly rate, and if such a pay component has not been specified when establishing the conditions of pay - 60% of pay.

§ 30

1. For each hour worked at night (from 11:00 p.m. to 7:00 a.m.), additional pay shall be paid in the amount determined by the Pay Regulations, taking into account the provisions of Chapter VI of the Code and the Pay Regulations.
2. Public holidays shall be Sundays and public holidays specified in the regulations on public holidays. Work on Sundays and public holidays is allowed under the rules set out in the Code.
3. Work on Sundays or public holidays is considered to be work performed between 7:00 a.m. day and 7:00 a.m. on the following day.
4. There is an obligation to provide another day off work to an employee working on Sundays and public holidays, according to the rules set out in the Code.
5. An employee who works on Sundays must have at least one Sunday off in four weeks. This does not apply to employees who only work on Fridays, Saturdays, Sundays and public holidays.
6. In every working time system, if it provides for working time schedules that include Sunday and holiday work, employees shall be provided with a total number of days off in the adopted settlement period corresponding to at least the number of Sundays, holidays and days off in an average five-day working week falling in this period.

§ 31

1. Cleaning of tools and tidying of employee workstations may take place within the working time, but not earlier than 15 minutes before the end of work.
2. If the daily working time of an employee is at least 6 hours, the employee is entitled to a break of at least 15 minutes, included in the working time. Breaks are determined by the OU Head and are announced to employees on the bulletin board of the organizational unit.

§ 32

Extra-time work may be performed only at the express direction of the employer or with his knowledge and consent.

SPECIAL LEAVES

§ 33

1. Employees raising at least one child up to the age of 14 are entitled to take 2 days or 16 hours of time off work per calendar year, with retention of the right to remuneration. If both parents or custodians of the child are employed, only one of them may use this entitlement.
2. The employer is obliged to grant an employee time off work, with the right to remuneration:
 - 1) for 2 days - in the event of the employee's marriage or birth of their child, or death and funeral of the employee's spouse or child, father, mother, stepfather or stepmother;
 - 2) for 1 day - in case of marriage of a child of the employee or death and funeral of their sister, brother, mother-in-law, father-in-law, grandmother, grandfather, as well as other person dependent on the employee or under their direct care.
3. An employer is obliged to release an employee from work in order to teach at a school or university, in a scientific institution or in a research and development unit; the total amount of such leave may not exceed 6 hours per week or 24 hours per month, with retention of the right to remuneration. The provision applies accordingly to an employee delivering training in vocational courses.
4. An employee shall be entitled to time off with pay for the time necessary to perform an ad-hoc activity arising out of their union function if the activity cannot be performed during work-free time.
5. The remaining catalogue of obligatory special leaves without retaining the right to pay is regulated by an ordinance of the **Minister of Labor and Social Policy**.
6. Special leaves are granted by the OU Head; the Heads are granted such leaves by the Rector and, based on a written authorization, by the Chancellor in accordance with the Organisational Regulations.

LEAVES OF ACADEMIC TEACHERS

§ 34

Procedure and rules for granting leave to academic teachers

1. An academic teacher shall become entitled to their first leave during the first inter-semester break following the date of their employment, in the amount laid down in the Code, and to their second and subsequent leaves at the beginning of each subsequent calendar year.
2. An academic teacher may not waive their right to leave.
3. While on leave, an academic teacher may not perform any assigned tasks.
4. An academic teacher shall be entitled to leave in proportion to their period of employment in the following cases:
 - 1) employment during the calendar year;
 - 2) termination of employment during the calendar year;
 - 3) taking up work after returning from unpaid leave, child care leave or health leave.
5. A part-time academic teacher shall be entitled to leave in proportion to the duration of their employment.
6. The employer shall grant an academic teacher leave during the calendar year in which they become eligible for such leave in the amount and pursuant to the rules laid down in art. 129 of the Act.
7. Leave is granted by the competent OU Head in accordance with the leave schedule, during the time off from teaching, subject to section 9.
8. Time off from teaching is:
 - 1) summer, winter and spring holiday periods;
 - 2) inter-semester break period;
 - 3) for academic teachers not participating in an examination session - the session period.
9. At the request of the academic teacher, leave shall be granted immediately following maternity leave, paternity leave or parental leave.
10. At the request of the employee and at the time indicated by that employee, the employer is obliged to grant no more than 4 days of leave per calendar year. The employee is obliged to submit the request for such leave at the latest on the day of commencement of the leave before the commencement of classes.
11. An academic teacher may be granted leave during the teaching period, provided that this does not disrupt the teaching process.
12. In the cases referred to in section 11, leave may be granted upon the consent of the BOU or ULOU Head.
13. The leave schedule shall be established by the OU Head, taking into account requests of academic teachers and the need to ensure proper course of work. The OU Head shall

communicate the leave schedule to academic teacher by 31 March each year in the manner adopted in the given unit.

14. An academic teacher shall, within the time limit set by the OU Head, submit a proposal to use all their annual leave (outstanding and current leave) in the leave plan to be prepared. At the request of the academic teacher, leave may be divided into parts. In such a case, at least one part of leave should last not less than 14 consecutive calendar days.
15. If an academic teacher fails to submit a request to use the leave accrued in the previous year (outstanding leave) within the time limit laid down in art. 168 of the Code, the OU Head shall propose to the academic teacher a date for taking the full amount of leave due. If the proposal is not accepted, the OU Head shall designate the date of such leave. In such a case, if the number of days of outstanding leave exceeds five days, at least one part of the proposed leave should last not less than seven consecutive calendar days.
16. Leave may be postponed at the motivated request of an academic teacher, or due to special needs of the employer if the absence of the academic teacher would cause a serious disturbance in the course of work.
17. Leave not taken in accordance with the leave schedule shall be granted within the time agreed on with a given academic teacher, but no later than by 30 September of the following calendar year. Leave may not be granted within that time limit unless it is justified, e.g. due to the illness of the academic teacher, their business trip abroad or the need to participate in work that strictly requires their presence. In such cases, unused leave should be granted within the time agreed on with the academic teacher.
18. An academic teacher holding a management function shall be required to name a person who will replace them during their leave.
19. The Vice-Rectors and BOU and ULOU Heads are granted leave by the Rector, whereas the Institute Directors and OU Heads for units not belonging to an institute are granted leave by the BOU Head.
20. The OU Head shall be responsible for the correct and timely use of leave by an academic teacher in a given calendar year.
21. By 31 January each year, BOU and ULOU Heads shall submit to the HR Office, and in the case of the WUT Branch in Płock - to the HR Division, a report on the use of leave in the previous year.
22. A record of leave granted to academic teachers shall be kept by the organizational unit in which the academic teacher is employed. The manner of keeping records shall be determined by the Rector in a regulation.
23. A record of leaves granted to Vice-Rectors and BOU and ULOU Heads are kept by the Rector's Office.

HOLIDAY LEAVE OF NON-TEACHING EMPLOYEES

§ 35

1. The employer is obliged to grant the employee leave in the calendar year in which the employee became entitled to it.
2. An employee may not waive the right to leave.
3. The holiday leave of employees is determined by the Code, and the right to additional annual leave is regulated by separate regulations.

§ 36

1. Leave is granted on days which are working days for the employee according to their working time schedule, at the hourly rate corresponding to the daily working time of the employee on a given day.
2. When granting leave, one day of leave corresponds to 8 hours of work.
3. The provisions of sections 1 and 2 shall apply respectively to the employee whose daily working time standard, resulting from separate provisions, is lower than 8 hours.
4. The granting of leave to an employee on a workday for hours equal to part of the employee's daily working hours shall be permitted only if the portion of the leave remaining to be taken is less than the employee's full daily working hours on the day for which the leave is to be granted.

§ 37

1. During the period of notice of termination of the employment contract, the terminated employee is obliged to take the leave to which the employee is entitled if the employer grants the employee leave during that period.
2. At the request of the employee and within the time indicated by that employee, the employer is obliged to grant no more than 4 days of leave per calendar year. The employee notifies the employer of the request for leave no later than on the day on which the leave begins.
3. At the request of the employee, leave shall be granted immediately after maternity leave, paternity leave, parental leave.
4. At the request of the employee, leave may be divided into parts. At least one part of the leave should last not less than 14 consecutive calendar days.

§ 38

1. Leave as per the leave plan established in accordance with the Code is granted by the competent OU Head. The Head shall issue a leave card at the request of the employee. The leave plan is determined by the competent OU Head, taking into consideration employee requests and the need to ensure normal course of work and completion of tasks of individual teams. The leave plan does not include the leave referred to in § 37 section 2.
2. The competent OU Head shall, by 31 March each year, communicate to the employee the draft leave plan in the manner adopted in the unit.
3. The date of leave may be postponed at the request of the employee if motivated by serious reasons.
4. Postponement of leave is also permissible due to special needs of the employer, if the absence of the employee would cause a serious disruption of the course of work.
5. Leave not taken in accordance with the leave plan must be granted to the employee by 30 September of the following calendar year at the latest.

§ 39

1. The CAU Heads reporting to the Rector and employees working in independent positions reporting directly to the Rector are granted leave by the Rector.
2. The persons referred to in section 1 are obliged to indicate in the application for leave a person who will replace them during that time.

§ 40

1. OU Heads are responsible for the proper and timely use of leave by each employee during the calendar year.
2. By the end of January of the following calendar year, OU Heads shall submit a report on the use of leave to the HR Office, and in the case of the WUT Branch in Płock - to the HR Division.

OTHER LEAVES OF ACADEMIC TEACHERS

§ 41

Health leave

1. Paid health leave referred to in art. 131 of the Act shall be granted to a full-time academic teacher who has not reached the age of 65 after 10 years of employment as academic teacher.

2. Paid health leave shall be granted by the Rector at the request of an academic teacher, submitted in writing to the service, based on a medical certificate issued by an authorized physician.
3. At the request of the academic teacher, the Rector issues a referral to a physician authorized to perform preventive examinations in order to issue a medical certificate stating that the state of health requires abstaining from work, and specifying the recommended treatment and the time needed to carry it out.

§ 42

Paid research leave

1. During their seven years of employment at WUT, the Rector may grant an academic teacher holding at least the academic degree of *doktor* paid research leave, the total amount of which may not exceed one year, in order to conduct research.
2. An academic teacher shall submit a request for paid research leave together with justification, specifying in particular the purpose and method of taking such leave, and an opinion of their superior in writing to the BOU or ULOU Head in which they are employed.
3. The BOU or ULOU Head shall, after obtaining the opinion of the council of that unit, give his opinion on the application referred to in section 1 and forward it to the Rector.
4. Within one month following the end of the leave referred to in section 1, the academic teacher shall submit a written report on the research results achieved to the OU Head for the unit in which they are employed. The Head shall evaluate the report.

§ 43

Dissertation leave

1. Having received an opinion from the council of the unit in which the teacher is employed, the Rector may grant the academic teacher preparing a PhD thesis paid leave of up to three months.
2. A request for leave referred to in section 1, including an opinion of the thesis supervisor on the degree of preparation of the PhD thesis and an opinion of the supervisor, shall be submitted by an academic teacher to the BOU or ULOU Head in which they are employed.
3. After giving their opinion, the BOU or ULOU Head sends the request to the Rector for a decision.

§ 44

Paid leave for travel abroad

1. Subject to section 4, the Rector may grant paid leave to an academic teacher in order to complete a training period, a research or teaching placement abroad, to attend a conference or to participate in joint research with a foreign institution on the basis of a scientific cooperation agreement.
2. An academic teacher shall submit a request for leave of absence together with justification to the BOU or ULOU Head for the unit in which they are employed.
3. Based on the authorization of the Rector, the leave referred to in section 1 may be granted by the BOU or ULOU Head for the unit in which the academic teacher is employed.
4. The granting of leave for a period longer than 30 days requires the opinion of the organizational unit council, if the council exists.
5. **Upon the end of the leave referred to in section 1, the academic teacher shall be required to submit a report on the trip.**

§ 45

Paid leave to participate in research conducted with the Łukasiewicz Center or a Łukasiewicz Network Institute

1. **The Rector may grant an academic teacher paid leave to participate in joint scientific research conducted with the Łukasiewicz Center or a Łukasiewicz Network Institute.**
2. **The leave referred to in paragraph 1 shall be granted for a period not exceeding one year at a time, renewable once**
3. **An academic teacher shall submit a request for paid leave together with justification, specifying in particular the date, purpose and method of taking such leave and an opinion of their superior in writing to the BOU or ULOU Head for the unit in which they are employed.**
4. **The BOU or ULOU Head shall, after obtaining the opinion of the council of that unit, give their opinion on the request referred to in section 1 and forward it to the Rector.**
5. **Following the end of the leave referred to in section 1, the academic teacher shall submit, within one month, a written report on the research results achieved to the OU Head for the unit in which they are employed. The head shall evaluate the report.**

§ 46

Unpaid leave

1. **The rector may grant an academic teacher unpaid leave in accordance with art. 174, § 1 of the Code.**
2. **Upon consent of the Rector, an academic teacher may be granted unpaid leave for research purposes pursuant to the rules laid down in art. 174, § 1 of the Labor Code and these regulations.**

3. An academic teacher shall submit a request for leave referred to in section 2, containing an opinion from their immediate superior, to the BOU or ULOU Head in which they are employed.
4. Having expressed an opinion, the Dean or the ULOU Head shall forward the request referred to in section 3 to the Rector for a decision.
5. **The leave referred to in section 2 shall be recognized as a period of service constituting the length of service, on which employee entitlements at WUT depend.**
6. **The leave referred to in paragraph 2 shall be granted for a maximum of one year at a time, which may be renewed.**

OTHER LEAVES OF NON-TEACHING EMPLOYEES

§ 47

Non-teaching employees who are sent abroad for training, a research or teaching placement, participation in a conference, or participation in joint research with a foreign institution pursuant to a cooperation agreement shall be granted unpaid leave or reduced workload pursuant to the rules laid down in the Code.

§ 48

1. Non-academic teacher shall be entitled to paid leave to prepare for the preparation of their PhD thesis or to prepare for its defense.
2. The leave referred to in paragraph 1 shall be granted at the employee's request at the time agreed upon with the employer and shall amount to 28 working days.
3. Each employee referred to in section 1 shall be entitled to time off from work to defend their PhD thesis with entitlement to pay.

§ 49

1. Non-academic teacher at the request of whom proceedings for the conferment of the degree of *doktor habilitowany* have been initiated shall be entitled to time off work to attend the habilitation colloquium.
2. Time off work shall be granted on a reasoned request from the employee.
3. The employee shall retain their right to pay for the time off.

PAY FOR WORK

§ 50

1. The payment of pay for work shall be made once a month in accordance with the payment schedule constituting Appendix No. 1 to the Regulations.
2. If a public holiday falls on a pay day, payment shall, subject to paragraph 3, be made on the preceding day.
3. Pays for academic teachers shall be paid on the first day of the month. If the first day of the month is a public holiday, salaries shall be paid on the following first working day
4. An employee may submit a request for payment of pay directly to that employee or, in special cases, directly to an authorized person. A written authorization should contain a confirmation of the authenticity of the authorizing person's signature made by the OU Head for the unit employing the employee, an employee of the HR Office, the HR Division of the WUT Branch in Płock or, in the case of a person staying in an inpatient medical facility, by the Head of that facility.
5. Payments of the monthly pay directly to the employee shall be made at the places specified in Appendix No. 1 to the Regulations.

HEALTH AND SAFETY AT WORK

§ 51

1. The employer is obliged to protect the health and life of employees by ensuring safe and hygienic working conditions with appropriate use of scientific and technical achievements. In particular, the employer is obliged to procure that the following are done:
 - 1) observing the regulations and rules of health and safety at work at the workplace, issuing orders to remove deficiencies in this respect and controlling the execution of these orders;
 - 2) making a documented assessment of the occupational risks associated with work performed on individual positions;
 - 3) implementing orders, enforcement notices, decisions and dispositions issued by the supervisory authorities for working conditions;
 - 4) implementing recommendations of the social labor inspector.
2. The HSW service at WUT, hereinafter referred to as the "HSW Service", which performs advisory and supervisory functions with respect to occupational health and safety, shall be the HSW Inspectorate.

3. The person representing the employer in accordance with §1, section 2 shall consult with representatives of the university trade union organizations on all activities relating to health and safety at work.
4. The Rector shall appoint a HSW committee as their advisory body. The HSW committee shall be composed of equal numbers of representatives of the employer, including employees of the HSW Service and the physician providing preventive health care for employees, as well as representatives of the institutional trade union organizations and the institutional social labor inspector.

§ 52

1. Each person representing the employer, in accordance with § 1, section 2, and WUT OU Heads is obliged to be familiar, within the scope necessary to perform their duties, with labor protection regulations, including occupational health and safety regulations and rules.
2. Each person representing the employer, in accordance with § 1, section 2 is obliged to receive training in occupational health and safety to the extent necessary to perform their duties. This training must be repeated periodically.
3. WUT OU Heads are obliged safe and healthy working conditions in their units. This obligation arises from the responsibility of a superior for the fulfilment of the employer's duties towards employees. In particular, Heads are obliged to:
 - 1) to ensure that the building structures in which the work premises are located meet the requirements for occupational safety and health;
 - 2) to fit workstations with machines and other technical devices, which meet the requirements for conformity assessment specified in separate regulations;
 - 3) to use materials and technological processes only in relation to which the degree of their harmfulness to the health of employees has been established and take appropriate preventive measures;
 - 4) to provide for enhanced safety precautions when research, piloting and experimenting with hitherto unknown technological processes and materials under laboratory conditions by introducing specific instructions containing provisions to prevent risks to human health and life;
 - 5) to ensure that work where there is a possibility of a particular risk to the health or life of employees, and in particular the risk of fire, explosion, electrocution, the release of poisonous and noxious gases, is carried out by at least two persons, to ensure personal protection;
 - 6) to use only hazardous substances and their mixtures that are visibly labelled for identification;

- 7) to use hazardous substances and their mixtures only under the condition that measures are taken to protect the life and health of employees, that an up-to-date inventory of these substances and preparations and safety data sheets are available, as well as packaging protecting against their harmful effects, fire or explosion;
- 8) to protect employees against ionizing radiation from artificial and natural sources in the working environment;
- 9) to assess and document occupational risk connected with the performed work according to the principles specified in the Rector's order and applying the necessary preventive measures reducing the risk;
- 10) to apply measures to prevent occupational diseases and other work-related diseases, and in particular to maintain equipment that reduces or eliminates factors that are harmful to health in the work environment, as well as to conduct, at their own expense, tests and measurements of factors that are harmful to health, as specified in the Rector's order, record and store the results of such tests and measurements and make them available to employees;
- 11) to ensure preliminary, periodical and control medical examinations as well as any other medical examinations, obligatory for the University's employees, in accordance with the applicable internal regulations;
- 12) to ensure obligatory occupational HSW training - workstation instruction and periodic training - in accordance with the Rector's order, and issue detailed instructions and guidelines concerning occupational health and safety at workplaces;
- 13) to provide employees free of charge with work clothing and footwear and supplying them with personal protective equipment against hazardous and health-damaging factors occurring in the work environment, in accordance with Appendix No. 8 to these Regulations;
- 14) to ensure that, in case of an accident at work, the Rector assures that the injured person is provided with assistance, that actions are taken to eliminate or reduce the danger and that the circumstances and causes of the accident are determined in accordance with the procedure specified by the Rector's Ordinance and that measures are taken to prevent similar accidents;
- 15) to ensure that the competent body of the State Sanitary Inspectorate and the competent labor inspector are notified of each case of recognized or suspected occupational disease;
- 16) to comply with the specific requirements set out in the Code when hiring:
 - a) pregnant women and breastfeeding women to perform work that is particularly arduous, hazardous or detrimental to health, as specified in the appendix to the Regulation of the Council of Ministers. The list of works at WUT constitutes Appendix No. 2 to the Regulations;

- b) young people, for work that is forbidden to young people, specified in the Regulation of the Council of Ministers. The list of works constitutes Appendix No. 3 to the Regulations;
- 17) to comply with the requirements set out in the Code when admitting employees to work or assigning them to specific types of work with regard to:
- a) enforcement of medical certificates confirming lack of health contraindications to work on a given position;
 - b) enforcement of certificates of general initial training;
 - c) conducting on-the-job training;
 - d) acquaint the employee with the occupational risk assessment for the specific workstation;
- 18) to provide first aid equipment in accordance with applicable regulations.
- 19) in the event of a possible threat to health or life:
- a) to immediately inform employees of these hazards and take steps to ensure that they are adequately protected;
 - b) to immediately provide employees with instructions enabling them, in the event of imminent danger, to stop work and move away from the place of danger to a safe place;
 - c) to enable employees to take action to avoid the danger - even without consulting their supervisor - to the best of their knowledge and the technical means available.
4. In order to fulfil their duties with regard to the provision of safe and healthy working and study conditions, WUT BOU and ULOU Heads shall appoint HSW representatives in accordance with the rules laid down in the Rector's ordinance.

§ 53

1. Due to the protection of health and life, each employee has the right to safe and hygienic working conditions.
2. Each employee has the right to refrain from work with retention of the right to remuneration, immediately notifying their superior in case when the work conditions do not comply with the provisions of safety and hygiene at work and pose a direct threat to health or life of the employee, or when the work performed by them threatens such a danger to other people.
3. Each employee is obliged to comply with the HSW regulations and rules, in particular:
 - 1) to be familiar with HSW regulations and rules, to participate in training and instruction in this field and to undergo the required verifying examinations;
 - 2) to work in a manner compliant with HSW regulations and rules and comply with the orders and instructions given in this respect by their superiors;

- 3) to be familiar with the workstation risk assessment sheet and follow the specified rules of protection against hazards;
- 4) to take care of proper condition of machines, devices, tools and equipment as well as order and good order in the work place;
- 5) to apply collective protection measures and use assigned individual protection measures, as well as work clothing and footwear, in accordance with their intended use;
- 6) to be subject to initial, periodic and check-up medical examinations and other medical examinations which are obligatory for the given position;
- 7) to immediately notify their superior of any accident or threat to human life or health which has been spotted at WUT and warn their colleagues as well as other persons present in the area of risk of such a danger;
- 8) to co-operate with the employer and superiors in the fulfilment of their obligations concerning health and safety at work.

§ 54

1. Persons in charge of employees are obliged to know, to the extent necessary for the performance of their duties, the regulations on labor protection, including the HSW regulations and rules.
2. Persons in charge of employees are obliged to:
 - 1) to organize workstations in accordance with the provisions and principles of safety and hygiene at work;
 - 2) before the beginning of the academic year, to determine for each laboratory station the maximum number of students allowed to attend classes at that station and report such findings to the WUT HSW Inspector;
 - 3) before allowing employees to work, to carry out workstation training at the workplace, inform employees about the occupational risks associated with their work and about the principles of protection against hazards;
 - 4) to make employees aware of the results of the risk assessment for their workstations, after each periodic risk assessment;
 - 5) to ensure that personal protective equipment is in working order and is used as intended;
 - 6) to organize, prepare and conduct works, taking into account protection of employees against accidents at work, occupational diseases and other diseases related to working environment conditions;
 - 7) to take care of the safe and hygienic condition of work premises and technical equipment, as well as of the efficiency of collective protection measures and their use according to their intended purpose;

- 8) to enforce compliance of employees with HSW rules and regulations;
- 9) to ensure that certain types of work are carried out in accordance with the provisions of the HSW regulations issued by the appropriate ministers;
- 10) to ensure that the recommendations of the physician providing preventive health care for employees of the higher education institution are followed;
- 11) to observe the fire regulations;
- 12) to co-operate with the proxy of the BOU or ULOU Head for health and safety at work.

§ 55

1. Supervision and control of compliance with labor law, including HSW regulations and rules, is exercised by the State Labor Inspectorate.
2. The State Sanitary Inspectorate supervises and controls observance of the rules and regulations of occupational hygiene and working environment conditions.
3. The social control of the observance of the labor law, including counteracting discrimination and mobbing at work as well as the regulations and rules of the occupational safety and health, is carried out by the social labor inspection.
4. The University's trade union organizations shall monitor compliance with the labor law at the University, and in particular, the fight against discrimination and mobbing at work, as well as the rules and principles of occupational health and safety.

§ 56

1. A pregnant woman must not work overtime or at night.
2. A pregnant woman must not be posted outside her permanent place of work without her consent.
3. An employee caring for a child under 4 years of age may not be employed for overtime or night work without the employee's consent, and may not be sent away from their permanent place of work.

§ 57

Pregnant and breastfeeding women are allowed to work under the conditions specified in the Code.

§ 58

1. A breastfeeding employee has the right to two half-hourly breaks included in her working time. An employee who is breastfeeding more than one child has the right to two work

breaks of 45 minutes each. Breastfeeding breaks may be granted jointly at the request of the employee.

2. Employees who work less than four hours a day are not entitled to breastfeeding breaks. If an employee works for less than 6 hours a day, she is entitled to one breastfeeding break.

AWARDS AND DISTINCTIONS

§ 59

1. Employees - regardless of the nature of their employment and position - may be honored, awarded and distinguished for exemplary performance of their duties, showing initiative at work and improving its efficiency and quality:
 - 1) with the Medal of the Warsaw University of Technology (*Alma Mater Bene Merentibus*);
 - 2) with the Badge “Zasłużony dla Politechniki Warszawskiej” (English: “Merited for the Warsaw University of Technology”);
 - 3) by a resolution of the Senate of the Warsaw University of Technology;
 - 4) with a certificate of appreciation;
 - 5) with a cash award;
 - 6) with a written praise;
 - 7) with a public praise.
2. A copy of the notice of honor, award or distinction shall be placed in the employee’s personal file.

PENALTIES FOR VIOLATION OF WORK ORDER AND DISCIPLINE

§ 60

1. A violation of work order and discipline is, for example:
 - 1) intentionally poor or negligent performance of work and culpable destruction of materials, tools, machinery and equipment during work;
 - 2) performance of activities in the workplace that are not related to the employment-related tasks;
 - 3) failure to arrive at work, being late or leaving work arbitrarily during the workday, without justifiable reason;
 - 4) coming to work under the influence of alcohol, or consuming alcohol or drugs while working on the WUT premises;

- 5) coming to work under the influence of intoxicants or their possession or distribution on the WUT premises;
 - 6) disturbance of order at the University;
 - 7) failure to carry out the orders of the superior and reprehensible attitude towards the superior and co-employees;
 - 8) failure to comply with the applicable safety and health at work and fire protection regulations.
2. The employer may apply one of the following penalties for the employee's failure to observe the established organization and order in the work process, HSW regulations, fire safety regulations, the adopted method of confirming the arrival and presence at work and excusing the absence from work:
 - 1) warning penalty;
 - 2) reprimand penalty .
 3. The employer may also impose a cash penalty for non-compliance with work safety and hygiene regulations or fire safety regulations, leaving work without an excuse, coming to work under the influence of alcohol or consuming alcohol during work and on the premises of the University.
 4. Each academic teacher shall be subject to disciplinary measures pursuant to the rules laid down in this Act.

§ 61

1. The cash penalty for one transgression as well as for each day of unexcused absence from work must not exceed one day's remuneration of the employee, and the total of cash penalties must not exceed a tenth part of the pay due to the employee after making legally permissible deductions. Proceeds from cash penalties shall be used to improve HSW conditions.
2. When applying the penalty, the type of the breach of the employee's duties, the degree of the employee's fault and their hitherto attitude to work shall be taken into account in particular.
3. The penalty shall not be imposed more than two weeks after the violation of the employee's duty has become known, nor more than three months after the violation has been committed.

§ 62

1. The penalties referred to in § 60 sections 2 and 3 are inflicted by the Rector at the request of the employee's superior and by the Chancellor based on a written authorization.
2. The penalty may be applied only after a hearing with the employee.
3. The employee shall be notified of the punishment in writing, specifying the type of the violation of the employee's duties, the date of the violation, and shall be informed of the right to make an objection and the time limit for lodging such an objection. A copy of the notice shall be placed in the employee's personal file.

§ 63

1. The employee shall have the right to lodge an objection within seven days of being notified of the penalty.
2. The decision on accepting or rejecting an objection shall be made by the Rector or by the Chancellor on the basis of a written mandate, after considering the position of the trade union organization representing the employee. Failure to reject an objection within fourteen days from the date of its submission is equivalent to accepting it.
3. An employee who has lodged an objection may, within fourteen days of being notified of the rejection of the objection, apply to the labor court to have the penalty applied to them annulled.

§ 64

1. The penalty applied to the employee - after a year of irreproachable work - shall be erased, and the notice of penalty shall be removed from the employee's personal file.
2. The Rector and, based on a written mandate, the Chancellor, taking into account the employee's performance and irreproachable behavior after the punishment, may - at an earlier date, on the Rector's/the Chancellor's own initiative or upon the motion of a trade union organization representing the employee - pronounce the penalty null and void.
3. The penalty shall also be erased if the objection is upheld or the court decides to annul the penalty.