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**WORK REGULATIONS OF THE MARIA CURIE ‏– SKŁODOWSKA UNIVERSITY**

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# I. GENERAL PROVISIONS

§ 1.

1. The Work Regulations have been issued pursuant to Article 104 § 1, Article 1041, Article 1042 and Article 135 § 2 of the Act of 26 June 1974 ‒ Labour Code (consolidated text of Journal of Laws of 2019, item 1040, as amended) and Articles 126(1), 127(4) and 129(4) of the Act of 20 July 2018 – Law on Higher Education and Science (Journal of Laws of 2018, item 1668, as amended).
2. The Work Regulations have been established in agreement with the trade union organisations operating at the Maria Curie - Skłodowska University in Lublin.

§ 2.

1. The Work Regulations lay down the general rules of organisation and internal work order at the Maria Curie-Skłodowska University in Lublin, as well as the related rights and obligations of the employer and employees.
2. The Work Regulations apply to all the employees of the Maria Curie-Skłodowska University in Lublin performing work within the framework of an employment relationship.

§ 3.

The terms used in the Work Regulations shall have the following meaning:

1. Employer or University**–** Maria Curie-Skłodowska University in Lublin;
2. Labour Code**–** the Labour Code Act of 26 June 1974 (consolidated text of Journal of Laws of 2019, item 1040, as amended);
3. Act **–** the Act of 20 July 2018 – Law on Higher Education and Science (Journal of Laws of 2018, item 1668, as amended);
4. organisational unit – organisational units of the University, university organisational units, internal organisational units of an institute and administrative units of the University, as defined in the University’s organisational regulations;
5. supervisor – direct supervisor as defined in the University’s organisational regulations;
6. employee – a person employed at the University pursuant to Article 2 of the Labour Code;
7. Regulations – the Work Regulations of the Maria Curie-Skłodowska University in Lublin
8. scientific activities – scientific research, development work, artistic work as referred to in Article 4(1) of the Act.

§ 4.

1. Activities under labour law on behalf of the employer shall be performed by the Rector and persons authorised by the Rector within the scope of powers of attorney granted to them.
2. The persons referred to in section 1 shall represent the employer towards employees.
3. The Rector and the Deputy Rector or the Chancellor authorised by the Rector shall represent the employer before authorities, courts, institutions and third parties.
4. Compliance with the Regulations is supervised and controlled by the head of a given organisational unit or employees acting on their behalf within the scope of the powers granted to them.

§ 5.

1. Every employee affected by the Regulations shall become familiar with their content.
2. A declaration on familiarity with the Regulations, signed by the employee and dated, shall be attached to the employee's personal file.

# II. RIGHTS AND RESPONSIBILITIES OF THE EMPLOYER

§ 6.

1. The Employer shall comply with the provisions of labour law in its relations with employees.
2. The Employer shall take measures in accordance with the principles of the European Charter for Researchers with a view to creating a friendly environment for scientific work, supporting the process of knowledge dissemination and technological development and enhancing the professional competence of university teachers.
3. The Employer shall in particular:
4. acquaint employees taking up employment with the Regulations, the scope of their responsibilities, the manner of performing work in the assigned position and their basic rights;
5. establish the scopes of responsibilities for individual positions within the relevant staff group and communicate them to employees;
6. acquaint employees with the scope of information covered by professional secrecy;
7. acquaint employees with the University's fire safety regulations, information security policy and personal data security policy;
8. provide employees with the regulations on equal treatment in employment in the form of written information distributed in the manner determined by the Employer;
9. organise work in such a way as to ensure the proper use of working time, considering the talents and qualifications of employees, and in such a way as to reduce the arduousness of work, especially monotonous work and work at a predetermined pace;
10. provide safe and hygienic working conditions and conduct periodic occupational health and safety and fire protection training for employees;
11. refer employees for initial, periodic and check-up medical examinations,
12. allow to work only employees whose state of health guarantees the safe performance of their duties,
13. respect the dignity and personal interests of employees, treat them in a polite and kind way, and shape the rules of social conduct in relations between employees;
14. apply objective and fair work evaluation criteria;
15. pay remuneration in a timely and correct manner;
16. satisfy, as far as possible with the resources at hand, the social needs of employees;
17. keep and store documentation in matters relating to the employment relationship and employees' personal files (employee records) in a manner ensuring their confidentiality, integrity, completeness and availability, in conditions that do not pose a threat of damage or destruction for the period of employment, and for a period of 10 years, counting from the end of the calendar year in which the employment relationship terminated or expired, unless separate regulations provide for a longer retention period for employee records;
18. ensure the confidentiality of personal data of subordinate employees to the extent of the information held;
19. create favourable conditions for new employees to adapt to the proper performance of their work;
20. make it easier for employees to improve their professional qualifications;
21. ensure equal treatment of employees performing equal work, including with regard to remuneration for employees performing work of equal or the same value;
22. counteract harassment and any form of discrimination, in particular on the grounds of sex, age, race, disability, religion, nationality, political opinion, trade union membership, ethnic origin, religion, sexual orientation, as well as on the grounds of employment for a definite or indefinite term and full or part-time employment.
23. The Employer shall perform other duties set out in the Regulations or generally applicable laws.

§ 7.

Before allowing a newly hired employee to work, the Employer shall:

1. refer them to an initial medical examination, subject to Article 229 § 11 of the Labour Code;
2. inform them of the occupational risks associated with their work and of the principles of protection against hazards associated with it;
3. provide them with training on occupational health and safety and fire safety;
4. acquaint them with the information security and personal data security policy and the internal harassment policy;

– at the same time obtaining a confirmation that they are familiar with the internal regulations of the University by having them signed relevant declarations.

§ 8.

Heads of organisational units or employees authorised by them shall organise and supervise the onboarding of newly hired employees, especially those taking up work for the first time, and are obliged to:

1. acquaint the employee with the internal regulations defining the organisational structure of the University and the organisational unit being the employee's place of work, as well as with other regulations the knowledge of which is required for the employee to properly perform their tasks;
2. acquaint the employee with the rules of internal communication and document circulation at the University;
3. introduce the employee to their immediate colleagues;
4. provide the employee with on-the-job training if it is necessary for the proper performance of their tasks;
5. make the employee familiar with the remuneration principles adopted by the University, the principles of referring employees to training courses and the possibility of using benefits from the company social benefits fund, as well as other rights and obligations of employees defined by internal regulations.

§ 9.

The Employer is entitled in particular to:

1. make use of the results of the work performed by employees, taking into account the provisions of law in force in this respect;
2. issue work instructions to employees insofar as such instructions are not in conflict with the applicable laws and the employees' qualifications;
3. define the scope of employee duties in compliance with the applicable legislation, the employment contract and the provisions of other acts constituting the basis for the employment relationship;
4. evaluate employees in accordance with the law, including the University's internal regulations;

# III. RIGHTS AND RESPONSIBILITIES OF THE EMPLOYEE

§ 10.

1. The Employee is obliged to perform their work in a conscientious, diligent and efficient manner and to obey the instructions of their supervisors which relate to the work entrusted to them if they are not contrary to the provisions of the law or the employment contract.
2. The Employee shall in particular:
3. comply with the provisions of the regulations defining the employee's duties and concerning health and safety at work and fire protection;
4. comply with the Regulations and rules of work order and organisation;
5. comply with the provisions of copyright and related laws as well as those regarding industrial property;
6. observe the binding rules on working time recording;
7. perform the work instructions issued by their supervisor;
8. implement the University's strategy to the extent appropriate to their position or function;
9. take care of the welfare of the University, protect its property and keep confidential information the disclosure of which could expose the Employer to harm;
10. refrain from activities defined as acts of competition against the employer;
11. participate in creating a positive image of the University;
12. undergo initial, periodic and check-up medical examinations;
13. perform their tasks in accordance with the procedures and regulations applicable to their position;
14. send documents and information via University e-mail addresses and use this e-mail regularly in the performance of their duties;
15. use the machinery, plant, tools and equipment provided and the research apparatus exclusively for the performance of their duties;
16. keep their workplace in good order, safeguarding documents, materials, stamps, monetary valuables and premises, as well as machines, appliances, tools and equipment, before finishing their work, in accordance with the regulations in force;
17. respect the dignity and personal rights of colleagues, address them in a polite and kind manner and observe the principles of community life at the University;
18. immediately notify the organisational unit in charge of human resources of any significant changes to their personal data, in particular changes of name, address and education,
19. enter data into information systems in a timely manner;
20. improve their professional qualifications;
21. settle accounts with the employer by completing a clearance slip in the event of termination of the employment relationship.
22. The Employee shall also perform other duties specified in the University’s internal regulations.

§ 11.

1. The Employee shall immediately notify their supervisor or, in their absence, a higher level supervisor or the competent services of the organisational unit of any impediment to the performance of their tasks.
2. The obligation to notify the supervisors applies in particular to all kinds of defects and faults in the documentation, materials, equipment necessary for the performance of the assigned work.
3. Machines, appliances, tools and equipment intended for the performance of work shall be repaired by authorised persons.

§ 12.

1. Employees of organisational units shall notify their supervisor and, in their absence, a higher-level supervisor, of each external inspection, before the authorised persons start to perform inspection activities.
2. Only those documents and information which are necessary for the inspection and which may be made available in accordance with generally applicable legal provisions shall be made available to the controllers.

§ 13.

Legally protected information shall be shared in accordance with obligatory legal provisions.

§ 14.

The Employee shall have in particular the right to:

1. equal treatment with regard to the establishment and termination of the employment relationship, employment conditions and access to professional improvement training;
2. employment in accordance with the provisions of the act constituting the basis of the employment relationship and their qualifications;
3. receive timely and correct payment of remuneration for work;
4. perform their work in conditions which comply with occupational health and safety regulations and principles;
5. use group insurance available at the University;
6. rest as provided for by the regulations on working time, days off and holiday leave;
7. access to the documentation on the basis of which the remuneration was determined;
8. access to their own personal file;
9. respect for their dignity and other personal rights;

# IV. WORKING TIME AND RULES FOR DETERMINING THE SCOPE OF DUTIES OF ACADEMIC STAFF

§ 15.

Academic staff shall be bound by the task-based working time system referred to in Article 127(1) of the Act.

§ 16.

The basic duties of academic staff, subject to their obligations under other provisions of these Regulations, shall include in particular:

1. with respect to scientific activities:
2. conducting and participating in scientific research or development work or conducting creative artistic activity in accordance with the ethics of an academic staff member;
3. acquiring funding for scientific research, development work or artistic activity, in particular through applying in competitions and cooperation with economic entities;
4. disseminating the results of scientific research and development work through their publication;
5. taking active part in scientific conferences and seminars;
6. taking activities aimed at obtaining patents and other protective rights and implementing the results of scientific research and development work;
7. educating and supervising the development of scientific personnel, including serving as a member and chairperson on committees for conducting doctoral examinations and committees for conducting mid-term evaluation in doctoral schools;
8. serving as a thesis adviser, preparing reviews in proceedings for the award of the doctoral degree, the degree of doktor habilitowany or the title of professor, and serving as a member of committees for the award of the doctoral degree and the degree of doktor habilitowany;
9. undertaking professional development activities;
10. in the area of teaching activities:
11. holding teaching classes provided within the framework of the employment relationship in a reliable way, on an annual basis specified for the position;
12. verifying the achievement of the assumed learning outcomes by students, including, inter alia, by conducting examinations/tests as well as checking test assignments;
13. supervising and reviewing dissertations;
14. serving as a member and chairperson in committees for conducting diploma examinations;
15. compiling documentation applicable to academic staff members on the educational process in a timely manner;
16. participating in the development and updating of degree programmes, doctoral school curricula, postgraduate programmes and other forms of education;
17. developing teaching materials for holding courses, including textbooks, scripts and other teaching aids;
18. improving teaching forms and methods of verification of learning outcomes (taking into account comments from class observation reports and opinions expressed in course evaluation surveys);
19. conducting consultations with students and doctoral students, in the amount determined by the supervisor, but not less than 2 clock hours per week;
20. taking care of the high quality of education and compliance of teaching work with the principles of the internal educational quality assurance system, including conducting class observation;
21. supervising students’ research clubs;
22. acting as a supervisor of a year/degree programme;
23. in the area of organisational activities and concerning the promotion of the University and science:
24. participating in the collective bodies of the University and other bodies acting in the University;
25. performing leadership functions at the University;
26. participating in promotional activities of the University;
27. developing applications and applying for external funds for broadly defined teaching and educational activities;
28. performing other activities to improve the functioning and promotion of the University and to improve the quality of education and scientific activities.

§ 17.

1. Organisational duties related to the teaching process also include, inter alia:

1. participating in the work of the recruitment committee,
2. directing and supervising student internships,
3. preparing a course in the form of distance learning,
4. supervising and reviewing final assignments of postgraduate students,
5. serving as a member and chairperson of the committee for the final examinations of postgraduate students,
6. conducting language examinations in doctoral dissertations.

2. Duties in the scope of improving professional competence include, in particular, participation in:

1. conferences and seminars related to the work performed,
2. training courses to improve teaching skills,
3. workshops for the exchange of experience and self-improvement.

3. The duties of academic staff members also include participation in the work and implemented programmes related to the development of the scientific and teaching level of the University indicated by the authorities of the department, institute or the University.

§ 18.

The organisational duties related to the operation of an organisational unit shall result from the instructions of the supervisor coordinating research and/or teaching activities in that unit.

§ 19.

An academic staff member may perform their duties (including teaching) outside the University, in units specified in agreements concluded by the University with domestic or foreign entities, and in projects pursued by the University.

§ 20.

1. Duties related to the teaching and education of students and the teaching of doctoral students include the number of course hours (teaching load) and other work related to the teaching process, teaching and education of students and doctoral students.
2. The duties performed within the framework of the established teaching load include teaching courses resulting from the curricula of degree programmes, doctoral studies or the curriculum of the doctoral school, which include: lectures, seminars, practicals, tutorials, field and outdoor practicals, laboratories, project and art courses, programme excursions, language courses, sports classes, including courses conducted in the form of distance learning.
3. The specific number of course hours and type of courses of an academic staff member before the beginning of a term shall be determined:
4. with respect to employees assigned to internal organisational units of the institute **–** the Dean at the request of the head of that unit;
5. with respect to employees who have not been assigned to internal organisational units of the institute – the Dean;
6. with regard to employees of university organisational units – the head of that unit;
7. The Dean and the heads of university organisational units are responsible for the even allocation of courses to academic staff, excluding the planning of teaching shortages.
8. Organisational duties related to the teaching process should be assigned in the first instance to academic staff belonging to the teaching staff group.

§ 21.

1. The teaching load amounts to:
2. 180 teaching hours – for research and teaching staff employed as professors;
3. 210 teaching hours – for research and teaching staff employed at the position of university professor or assistant professor with the degree of doktor habilitowany;
4. 240 teaching hours – for other research and teaching staff;
5. 360 teaching hours – for teaching staff;
6. 540 teaching hours – for teaching staff employed as lecturers or instructors;
7. One teaching (reference) hour is 45 minutes.
8. An academic staff member employed on a non-full-time basis shall have their teaching load referred to in section 1 determined in proportion to the working time resulting from their employment.
9. If the teaching load referred to in section 1 cannot be determined for an academic staff member, the manner in which it is to be supplemented shall be determined by the Dean or the head of the university organisational unit with the prior approval of the Deputy Rector responsible for education.

§ 22.

1. The teaching load of an academic staff member may be reduced, subject to section 4.

1a. The teaching load may be reduced in special cases related to the performance of important tasks for the University, but not more than to one-half of the teaching load referred to in § 21(1) subject to § 23.

1. The teaching load shall be reduced for an academic year, with the possibility of extension for subsequent periods, but no longer than until the end of the function or the performance of other important tasks for the University forming the basis for the reduction.
2. A reduced teaching load may not result in overtime hours for the academic staff member benefiting from the reduction. If it is necessary to assign courses in excess of the reduced level of the teaching load, the overtime hours shall be recognised once the teaching load referred to in §21 of the Regulations has been fulfilled.
3. A reduced teaching load shall not apply to an academic staff member employed at the University as their primary place of work and at the same time taking up or continuing additional employment under an employment relationship with an employer conducting teaching or research activities requiring the consent of the Rector or conducting business.
4. A decision to exempt an academic staff member from part of the teaching load shall be taken by the Rector at the justified request of the academic staff member and upon the opinion of:

1) the Dean and head of a faculty in the case of staff members assigned to the internal organisational units of an institute,

2) the Dean in the case of staff members not assigned to internal organisational units of the institute,

3) the head of a university unit in the case of an academic staff member employed in that unit.

§ 23.

1. An academic staff member, due to the need to fulfil research obligations related to the implementation of grants or external assignments in a given academic year, may be exempted partially or fully from their teaching obligations as part of their teaching load.
2. In the event of being wholly or partly exempted from the teaching load, an academic staff member shall be transferred to an equivalent position within the research staff group for the duration of the research duties referred to in section 1..
3. A decision to exempt an academic staff member from a part or all of the teaching load shall be taken by the Rector at the justified request of the academic staff member, with the opinion of the head of the institute and the Dean, submitted immediately after the circumstances referred to in section 1 arise, provided that:
4. the cost of the reduction of the teaching load will be financed from the grant or assignment, or
5. the conducted research is expected to have a significant impact on the evaluation of a given scientific discipline.

§ 24.

The decision on reducing the teaching load of the Rector for the duration of their term of office is made by the President of the University Council. § 22 (1)-(2) and (4)-(5) and § 23 of the Regulations shall not apply.

§ 25.

The teaching load includes teaching activities in the following order:

1. in full-time studies at the home faculty – first cycle and long cycle studies;
2. in full-time studies at the home faculty – second cycle studies;
3. in full-time studies at the home faculty – third cycle studies;
4. in full-time studies at a non-home faculty – first cycle and long cycle studies;
5. in full-time studies at a non-home faculty – second cycle studies;
6. in full-time studies at a non-home faculty – third cycle studies;
7. in a doctoral school;
8. in part time studies at the home faculty – first cycle and long cycle studies;
9. in part-time studies at the home faculty – second cycle studies;
10. in part-time studies at the home faculty – third cycle studies;
11. in part-time studies at a non-home faculty – first cycle or long cycle studies;
12. in part-time studies at a non-home faculty – second cycle studies;
13. in part-time studies at a non-home faculty – third cycle;
14. in postgraduate studies and other forms of education at the University and conducted within the framework of the University Club of the Maria Curie-Skłodowska University Students’ Sport Association sections and educational projects financed from external sources ‒ only up to the amount of the teaching load, in order to supplement it.

§ 26.

1. For each hour of lectures delivered in a foreign language at the university, the following are included in the teaching load:

1. in the case of classes (lectures, practicals and others) for a group of more than 5 students – 2 teaching hours;
2. in the case of classes (lectures, practicals and others) for a group of up to 5 students – 1.5 teaching hours;
3. in the case of lectures conducted for the first time, regardless of the number of students – 2 teaching hours;.

2. The conversion rate specified in section 1 does not apply to general university lectures and classes conducted:

1. in degree programmes in modern languages;
2. by modern language scholars in other degree programmes;
3. by foreigners employed at the University when taught in their mother tongue or the official language of their country of origin;
4. in the Centre for Foreign Language Teaching and Certification.

§ 27.

1. The teaching load includes:
2. supervising students pursuing studies according to an individual study programme – no more than 10 billing hours per student, no more than 30 billing hours per year in total;
3. conducting classes in the form of field practicals, study camps, and study trips – not more than 80 billing hours per year in total; if the hours of classes referred to in the preceding sentence is not specified in the study plan, a conversion factor of 8 hours per day shall be applied;
4. supervising a student who works on a thesis requiring laboratory experiments – 15 billing hours per year for each undergraduate/engineering student and 30 billing hours per year for each graduate student, up to a total of 120 billing hours per year;
5. supervising a year or a degree programme – no more than 20 billing hours per year;
6. supervising doctoral students– up to 20 billing hours per year for each doctoral student, up to a total of 60 billing hours per year; Supervising a doctoral student for which an academic staff member is remunerated is not included in the teaching load;
7. acting as a faculty coordinator for Erasmus + international mobility and other programmes within the framework of educational mobility, including national mobility – not more than 20 teaching hours per year.
8. The Dean or head of a university organisational unit decides on the number of teaching hours credited to a given academic staff member under the titles set out in section 1.

§ 28.

1. An academic staff may have the activities indicated in the opinion of a field-specific teaching board included in their teaching load – up to a total of 20 teaching hours per year.
2. Including the activities referred to in section 1 in the teaching load requires the approval of the Rector

§ 29.

1. Teaching classes are assigned to an academic staff member in a faculty by the Dean after consultation with their immediate supervisor and to academic staff members in university organisational units – by the head of that unit.
2. An academic staff member may conduct no more than eight hours of teaching classes in a single day.

§ 30.

1. The planning and settlement of teaching loads and reporting is supported by the SAP information system.
2. Teaching loads for all academic staff members should be planned in the SAP system by 20 October each year in the case of the winter term, and by the start date of teaching classes in the case of the summer term.
3. Teaching load plans are verified in the SAP system by the Centre for Education and Study Support.
4. Once all teaching classes for the term have been completed, no later than 7 days after the end of the summer term, the academic staff member shall, via the SAP system, enter the settlement of the teaching load in the form of a report.
5. Once the report has been verified in the SAP system by the Centre for Education and Study Support, the report is forwarded to the faculty/university organisational unit for signature by the academic staff member and the Dean/head of the university organisational unit.
6. The refusal of an academic staff member to submit the report or their providing false information in the report constitute grounds for the Dean/manager of the university organisational unit to undertake an investigation into the matter.
7. The Dean and, in the case of a university unit, the head of the unit is responsible for the correctness of the settlement of the teaching loads of academic staff members working at the faculty, including substantive control of the annual settlements.

§ 31.

1. During sickness or any other unforeseen, excused absence of an academic staff member, teaching hours resulting from the teaching load determined for a given position which, according to the timetable, would have fallen during the period of such absence, are counted, for the purpose of determining the number of teaching hours, as hours worked according to the timetable, subject to section 2.
2. The unforeseen absence of an academic staff member referred to in section 1 does not include an absence resulting from the performance of planned tasks, such as, but not limited to, participation in a conference, symposium or academic exchange.
3. In the event of sickness or any other unforeseen absence of an academic staff member from work, which may result in disruption of the scheduled timetable, the Dean/head of the university organisational unit shall set, if possible, an alternative date for the teaching classes or amend the teaching staffing plan by transferring the teaching load to another academic staff member.
4. An academic staff member without a scheduled teaching load due to:
5. employment after the start of the academic year;
6. scheduled absence from work due to, in particular, sabbatical leave, long-term illness, health leave or any other leave of absence from work, military service, maternity leave, paternity leave, parental leave;
7. termination of employment before the end of the academic year;

‒ shall have one thirtieth of the annual teaching load determined for the position concerned in the manner set out in section 1 included in the teaching load for each week of absence falling during the period in which teaching classes are held at the University.

1. The hours of classes included in accordance with section 1 as part of the teaching hours worked shall not form the basis for the determination of overtime hours.
2. In the event of overtime, the Dean, with the approval of the competent institute director, may, in exceptional circumstances, order a research and technical staff member with appropriate qualifications to teach independently as part of their duties, up to a maximum of 90 calculated hours per year.
3. At the request of the institute director, the Dean may, in special situations arising from the needs of the institute, assign an engineering-technical employee to the institute for a fixed period of time to support the research process.
4. Classes which have been cancelled by either the Rector or the Dean, as well as classes which have not been held due to student absence, are deemed to have been conducted as scheduled.

§ 32.

1. In special cases justified by the need to implement the study programme, academic staff shall be obliged to teach overtime, not exceeding:
2. 1/4 of the annual teaching load for a research and teaching staff member;
3. 1/2 of the annual teaching load for a teaching staff member;
4. With their consent, an academic staff member may be assigned to teach overtime for a maximum of two times their annual teaching load.
5. An academic staff member who is pregnant or raising a child up to the age of four may not be employed to teach overtime without their consent.
6. The classes referred to in section 2 shall be assigned to academic staff by the Dean or the head of a university organisational unit with their written consent given beforehand.

§ 33.

1. An academic staff may be assigned overtime classes only if:

1. all other academic staff in the faculty or in a university organisational unit have been assigned to teach on a full-time basis in accordance with their qualifications, and
2. all doctoral students have been assigned to teach independently as part of their professional practice.

2. Academic staff members should be assigned overtime classes, as far as possible, in equal proportion between full-time and part-time students.

§ 34.

1. Remuneration for working overtime shall be awarded for actual teaching hours worked by an academic staff member in excess of their annual teaching load.
2. The number of overtime hours for which remuneration is due shall be determined on the basis of the teaching performance report for the organisational unit concerned.
3. The remuneration referred to in section 1 shall be paid once a year within 2 months after the end of the academic year, unless the Rector orders settlement in shorter periods, provided that the report is properly submitted through the SAP system within 7 days after the end of the summer term, and if the report is submitted after this deadline – in subsequent months, but no later than the end of the calendar year.
4. In justified cases, academic staff who have exceeded the annual teaching load obligatory for an academic year may, at their request, be paid remuneration for overtime work after the end of a term. The relevant decision is made by the Rector.

§ 35.

1. The following group sizes are established for classes conducted in the traditional form:
2. lectures should be given to all students of a faculty of a given year of study, degree programme, specialisation or diploma course;
3. monograph and specialisation lectures should be held in student groups of no fewer than 20 students within a faculty;
4. specialisation courses and classes in optional courses may not be launched and held in student groups of no fewer than 20 persons;
5. practicals should be held in student groups of 25 to 35 students;
6. tutorials should be held in student groups of 15 to 25 persons, subject to point 6);
7. tutorials in modern languages degree programmes should be held in student groups of 12-23 persons;
8. foreign language courses should be held in student groups of 15-20 students;
9. laboratory classes should be held in student groups of 10-15 students;
10. methodological practicals in schools should be held in student groups of 10-15 persons
11. seminars should be held in groups of not less than 6 students;
12. doctoral seminars should be held in groups of 3 to 8 students, unless otherwise specified in the curricula;
13. field practicals related to specific parts of the curriculum of a given course, proseminars and classes as part of curriculum in foreign languages shall be held in groups of 15-25 students;
14. classes in physical education should be held in student groups of 25-30 students;
15. The lectures referred to in section 1(1) and (2) taught at different degree programmes within a faculty should be combined into a single lecture group, unless the curriculum content is different and organisational considerations, in particular the premises, permit this.
16. A group with a size smaller than that resulting from section 1 shall also be regarded as a full group in a class if it covers an entire year of a given degree programme. This provision, with the prior approval of the Deputy Rector responsible for education, shall also apply to groups covering a whole year of a given specialisation in a degree programme.
17. Section (3) shall not apply to foreign language classes and sports classes, including physical education classes as part of the curriculum.
18. An academic staff member may not supervise more than 60 theses in all forms and levels of study in a given academic year.
19. With the consent of the Deputy Rector responsible for education or, in the case of seminar classes, with the consent of the Dean, classes may be taught in groups of smaller size than the size resulting from sections 1 and 2. The number of hours per student resulting from the study plan divided by the minimum group size (e.g. in the case of lectures, 1/15 of the number of hours resulting from the study plan) is then included in the teaching load.
20. The information on the number and size of all student groups and individual forms of study should be submitted to the Deputy Rector responsible for education for approval no later than two weeks after the start of classes in the term after it has been entered into the University's Student Support System (USOS).
21. At the end of each term, the Dean, having analysed the composition of the groups referred to in section 1, should adjust the size of the groups to the requirements provided for in section 1.
22. The size of the student groups referred to in section 1 does not apply to the organisation of classes for students under the Erasmus+ programme and other educational mobility programmes.

§ 36.

1. The Deputy Rector in charge of education may set a group size other than that resulting from §35(1) of the Regulations when this is justified in particular by health and safety considerations, care for unique or particularly expensive scientific equipment, classes requiring special supervision and control by academic staff or unique character of the course.
2. A reasoned request to set the number of groups referred to in section 1 shall be submitted by the Dean, after consultation with the Dean's board, at least 14 days before classes begin.

§ 37.

The provisions of this chapter apply to courses of study financed from external funds, including those of the European Union, post-graduate studies or other forms of education, to the extent set forth in separate regulations and as permitted by the agreements concluded.

# V. WORKING TIME AND RULES FOR DETERMINING THE SCOPE OF DUTIES OF NON-ACADEMIC STAFF

§ 38.

1. Working time is the time during which an employee is available for the employer in the workplace or any other place designated for the performance of work.
2. At the University, working time must not exceed 8 hours per day and an average of 40 hours per week in an average five-day working week in an accepted settlement period.
3. A 24-hour day is 24 consecutive hours, starting from the hour at which the employee starts work according to their working time schedule. A workday does not coincide with a calendar day.
4. A week is 7 consecutive calendar days, starting from the first day of the pay period.
5. An employee's right to rest is defined in Articles 132 and 133 of the Labour Code.
6. If the daily working time of an employee is, at least, 6 hours, then the employee is entitled to a 15-minute break included in his working time. The time of the start and end of the break shall be determined by the supervisor.
7. Night time includes the time between 10 00 PM and 6 00 AM of the following day.
8. Pregnant women must not be employed at night, nor must, without their consent, employees taking care of children under the age of 4.
9. For all employees, the settlement period starts from 1 January and covers the following months counted until the end of the respective year.
10. The length of working time determined for the settlement period ‒ equal to 40 hours in an average five-day work week in the adopted reference period ‒ shall be reduced by the number of hours of the employee's excused absence from work falling to be worked during the period of such absence, in accordance with the adopted working time schedule.
11. The provisions of sections 1- 3 shall not apply to employees engaged in supervision.

§ 39.

1. The following working time systems and schedules are used at the University:
2. basic;
3. equivalent;
4. task-based;
5. a flexible working time schedule.
6. At the University, it is possible to use a combination of:
7. a basic working time system with a flexible working time schedule
8. an equivalent working time system with a flexible working time schedule.
9. In the basic working time system, working time may not exceed 8 hours per day and an average of 40 hours in an average five-day working week in the adopted settlement period.
10. In the basic working time system, employees work according to a schedule, Monday to Friday, 8 hours a day.
11. Under the equivalent working time system, it is permissible to extend the daily working time to 12 hours. The extended daily working time is compensated by shorter daily working time on certain days or by days off.
12. In the equivalent working time system, an extension of the daily working time up to 24 hours is allowed for surveillance and property protection employees with an uninterrupted equivalent rest period of 24 hours.
13. Staff employed under the equivalent working time system work on the basis of working time schedules prepared by their immediate supervisors.
14. In the task-based working time system, justified by the type of work and its organisation-work time, working time is determined by the amount of the tasks entrusted to the employee, which can be performed within the basic working time standards.
15. In the flexible working time schedule, the hours of commencement of working time may be different on days which, according to the working time schedule, are working days for employees. The working time schedule may provide for an interval in which the employee decides about the time to start work on a day which, according to the schedule, is a working day for the employee.
16. The performance of work in accordance with the flexible working time schedule shall not be in conflict with the employee's right to daily and weekly rest.
17. Within the flexible working time schedule, performing work again in the same day shall not constitute overtime.

§ 40.

1. The following shall be established separately for the individual groups of staff:
2. working time systems;
3. settlement periods;
4. working hours.
5. For administration staff, an equivalent working time system with a flexible working time schedule in a four-month settlement period is applied.
6. For engineering and technical staff, an equivalent working time system with a flexible working time schedule in a four-month settlement period is applied.
7. For scientific and technical staff, an equivalent working time system with a flexible working time schedule in a four-month settlement period is applied.
8. For the staff of the Publishing House, an equivalent working time system with a flexible working time schedule in a four-month settlement period is applied.
9. For library staff, an equivalent working time system with a flexible working time schedule in a four-month settlement period is applied.
10. For service staff, an equivalent working time system with a flexible working time schedule in a three-month settlement period is applied.
11. If an employee is seconded, the hours of performing work must be indicated.

§ 41.

1. The working time of drivers employed pursuant to an employment relationship is defined by the Act of 16 April 2004 on the Working Time of Drivers (i.e. Journal of Laws of 2019, item 1412).
2. The weekly working time of a driver, including overtime, must not exceed an average of 48 hours. It may, however, be extended to 60 hours if the average weekly working time over a three-month settlement period does not exceed 48 hours.

3. The driver's working time is also the time outside the usual working time schedule during which the driver remains at their work station on a standby to provide work, in particular while waiting for loading or unloading, the anticipated duration of which is not known to the driver before departure.

4. The driver's working time does not include:

1. on-call time if the driver has not worked during on-call time,
2. unjustified stops while driving,
3. uninterrupted daily rest.

§ 42.

1. The working time of disabled employees shall be governed by the Act of 27 August 1997 on Professional and Social Rehabilitation and Employment of Disabled Persons (i.e. Journal of Laws of 2019, item 1495).
2. The working time of employees who are mildly disabled must not exceed 8 hours per day and 40 hours per week.
3. The working time of a person with disabilities classified as severely or moderately disabled must not exceed 7 hours per day and 35 hours per week.
4. Persons with disabilities may not be employed during night time and must not work overtime.
5. Sections 2 to 4 shall not apply:
6. to persons employed in guarding jobs and
7. when, at the request of the person employed, the doctor conducting a preventive examination of employees or, in the absence of such doctor, the doctor taking care of the person agrees.

§ 43.

1. In cases justified by the nature of the work and the needs of the organisational unit, the Rector/Deputy Rector/Chancellor may, at the request of the employee with the opinion of the head of the organisational unit, customise the hours of commencement and termination of work, observing the applicable working time standards.
2. In cases justified by the nature of the work and the needs of the organisational unit, the Rector/Deputy Rector/Chancellor, at the request of the head of the organisational unit or the employee with the opinion of the head of the organisational unit, may change the working time system. The request of the head of the organisational unit may also apply to all subordinate employees.
3. A flexible time working time system may be introduced at the written request of an employee submitted to the Rector/Deputy Rector/Chancellor with the opinion of the head of the organisational unit or at the request of the head of the organisational unit with the approval of the Rector/Deputy Rector/Chancellor.
4. It is possible to combine working time systems with a flexible working time schedule at the employee’s request after the head of the organisational unit has given opinion or at the request of the head of the organisational unit with the approval of the Rector/Deputy Rector/Chancellor.
5. Depending on the needs resulting from the implementation of current tasks, the Rector or a person authorised by the Rector may, at the request of the head of an organisational unit, establish a different working time schedule for all or part of the employees of a given organisational unit, while maintaining the applicable working time standard.
6. In the case referred to in section 5, the head of the organisational unit shall draw up work schedules for the employees in accordance with the working time system applicable to them and shall communicate the schedules to the employees at least 1 week before the start of work in the period for which the schedule is drawn up.
7. It is possible to introduce a task-based working time system at the request of an employee after an opinion has been given by the head, or at the request of the head of an organisational unit with the approval of the Rector/Deputy Rector/Chancellor.
8. The head of an organisational unit shall draw up individual work schedules for employees who perform work under equivalent time standards.
9. Individual work schedules shall be drawn up for a period of not less than 1 month. The head of the organisational unit or the person authorised by them shall communicate the work time schedule to the employee at least 1 week prior to the start of work in the period for which the schedule has been drawn up.
10. In the event of the absence of the employee, the supervisor shall organise the work in such a way as to ensure the performance of the tasks set out in the organisational regulations.
11. The schedule shall be changed during the pay period in the event of:

1) an unforeseen absence of an employee, in particular due to:

1. sickness,
2. leave on request,
3. special leave,
4. taking care of a child under 14 years of age at the employee’s request motivated by compelling reasons if the change will not result in a breach of other working time regulations;

2) important needs of the employer resulting from fortuitous situations, emergencies and other events (including, but not limited to, changes in the times of teaching or laboratory classes) that could not have been foreseen during the preparation of the schedule.

1. A change to the schedule should be notified immediately, at least 1 day in advance. In particularly justified cases, a change may be introduced without the above deadline.

§ 44.

1. An employee shall report for work so far in advance that they are at their place of work at the time specified as the starting time.
2. Work performed in excess of the working time standards that apply to an employee, as well as in excess of the extended daily working time resulting from the working time system and schedule applicable to an employee, shall constitute overtime work.
3. A written order to perform overtime work is issued to an employee by the supervisor after obtaining the consent of the Rector, Deputy Rector or Chancellor, respectively.
4. An overtime allowance shall be payable for each hour of work in excess of the average weekly working time standard in the adopted settlement period. The allowance in question shall not be paid for work on a Sunday or a holiday during normal working hours if the employee has been granted another day off in the week.
5. In return for the time worked in excess of the established normal time, the employer, at the request of the employee, may grant the employee the same amount of time. In such a case, the employee shall not be entitled to overtime allowance.
6. Time off in lieu of time worked in excess of the established standard may also be granted without the employee's request; in such a case, the employer shall grant time off at the latest by the end of the settlement period, in the amount of half as much as the number of overtime hours worked, but this shall not result in a reduction of the remuneration due to the employee for an incomplete monthly working time. In such a case, the employee shall not be entitled to an overtime allowance.
7. The weekly working time including overtime hours shall not exceed an average of 48 hours in the adopted settlement period. The number of overtime hours worked in a calendar year may not exceed 150 hours for an individual employee.
8. In justified cases, the Rector may order work to be performed on Saturday or any other pre-designated additional day off and designate another day as a day off.
9. The correct organisation of employees' working time is the responsibility of the heads of organisational units.
10. Where the work assigned to an employee does not ensure the full use of working time, the supervisor may also assign other work to the employee, for a period not exceeding 3 months, which the employee is qualified to perform.
11. The reference material with regard to the detailed determination of the rules concerning overtime work is constituted by the regulations contained in the Labour Code.
12. Employees managing the University on behalf of the employer and managers of separate organisational units who are not academic staff shall, if necessary, perform work outside normal working hours without the right to remuneration and overtime allowance. Heads shall be entitled to remuneration and overtime allowance for overtime work falling on Sundays and public holidays if they have not received another day off in lieu of work on such day.
13. The time spent on the premises of the organisational unit outside working hours without obtaining the consent of the supervisor is not overtime work.

§ 45.

1. Tasks of employees employed in:
2. the scientific-technical staff include supporting the research process in a given discipline, in particular participation in research work, technical handling of this work, active implementation of projects to improve the research level of a given discipline. These employees participate in the preparation of materials, substantive and formal support of congresses, conferences, scientific meetings organised in the organisational units and the organisation of scientific conferences and activities popularising science, as well as, if required by the organisational unit, support of the teaching process according to the rules specified in the Regulations;
3. engineering and technical staff include supporting the teaching process in the faculty; The task of these employees is to actively participate in the preparation of teaching classes, to provide assistance to the lecturers, to prepare the teaching rooms and teaching aids, reagents, preparations for laboratory exercises or computer equipment from the technical point of view, as well as to take care of the technical condition of the equipment, apparatuses with which the teaching rooms are equipped, and to support the research process according to the principles specified in the Regulations.
4. the library staff include collecting, developing and making available library collections, as well as conducting information activities concerning library collections;
5. the staff of the publishing house include the editing of publications submitted for printing in the Maria Curie-Skłodowska University Publishing House, preparing publications for printing and selling publications prepared in the Maria Curie-Skłodowska University Publishing House;
6. administrative staff include providing administrative support to the University authorities and heads of organisational units in the performance of the University's tasks;
7. service staff include maintaining the University's facilities in good technical condition, keeping them clean and tidy, and ensuring the operation of the reception.
8. The detailed scopes of duties of non-academic staff are determined by the heads of organisational units/supervisors.

# VI. WORK ORDER AND ORGANISATION

§ 46.

1. The organisation of work involves the determination of the scope of activities of the organisational units, the division of tasks into specific activities and the distribution of these activities among the employees of a given unit.
2. The subordination of the head of an organisational unit is defined by the organisational regulations.
3. Employees are subordinate to the head of an organisational unit in which they are employed.

§ 47.

In the event of the absence at work of:

1. the head of an organisational unit and the absence of a full-time deputy head – the head shall be replaced by an employee designated in writing by the head.
2. an employee– if necessary, their immediate supervisor shall appoint a replacement for this period or assign the activities of the absent employee to other employees of an organisational unit.

§ 48.

1. The Employer shall keep records of working time in the SAP computer system.
2. These records shall be made available at any request of the employee.

§ 49.

1. Ongoing control, recording and accounting of working time in electronic version, including overtime, start and end times and breaks at the recognised request of the employee is performed by the employee's supervisor or an employee designated by the head of the organisational unit.
2. General control of the observance and settlement of working time is performed by the HR and Payroll Centre.

§ 50.

1. An employee is obliged to confirm the start of work by signing the attendance list.

2. In case of being late for work, an employee is obliged to immediately justify the tardiness with the supervisor.

3. An employee may leave their place of work during working hours only after previously obtaining the consent of their supervisor.

§ 51.

1. An employee may not stay at a workstation in an organisational unit after working hours without the consent of the supervisor of the organisational unit in which the employee is employed.
2. An employee's remaining at a workstation in an organisational unit after working hours shall be recorded in a record kept electronically in the SAP computer system.

§ 52.

The provisions of § 50 and § 51 shall not apply to the Chancellor and their deputies, academic staff members and other staff working under the task-based working time system.

§ 53.

1. Upon completion of work, an employee shall be obliged to secure the work room and the machines, devices, tools and equipment constituting the equipment of the workplace.
2. Upon completion of work, an employee is obliged to disconnect from the mains all electrical appliances, with the exception of those appliances whose operation, in accordance with the technical and operating instructions, requires continuous power supply.

§ 54.

An employee is obliged to immediately notify their immediate supervisor or the facility administrator of any theft, loss or damage to University property or suspicion of any other crime to the detriment of the University.

§ 55.

1. In order to ensure the safety of employees and the protection of property, the employer shall exercise special surveillance of the University premises and the area around the University in the form of technical means enabling the recording of images (monitoring). The University's premises, covered by monitoring, are marked with appropriate signs indicating the monitored building, room or area.
2. Monitoring does not include sanitary rooms, cloakrooms and canteens unless the use of monitoring in these rooms is necessary to achieve the objectives set out in section 1 and the dignity and other personal rights of the employee are not violated, in particular by using techniques that make it impossible to recognise the persons present in these rooms. Monitoring of sanitary rooms requires the prior consent of the company trade union organisation.
3. Monitoring does not include rooms made available to the company trade union organisations.
4. Monitoring involves the viewing of images and the recording of images by cameras or other similar devices.
5. Persons who are authorised by the employer to process such data have access to the material obtained from the monitoring.
6. The recordings may also be made available to entities whose rights result from generally applicable regulations. In such a situation, the Rector or the Chancellor gives their consent for such access.
7. The employer processes the image recordings only for the purposes for which they were collected and stores them for a period not exceeding 3 months from the date of recording.
8. Where the image recordings constitute evidence in proceedings under the law or the employer has become aware that they may constitute evidence in the proceedings, the period referred to in section 7 shall be extended until the proceedings have been legally concluded.
9. After the expiry of the periods referred to in section 7 or 8, the image recordings containing personal data obtained as a result of the monitoring shall be destroyed, unless otherwise provided by separate provisions.
10. The employer shall inform employees of the introduction of monitoring, in the manner adopted at the University, no later than 2 weeks before its commencement.

§ 56.

1. It is forbidden to record sound and image on the premises of organisational units and to copy documentation and studies which are the property of the University without the consent of the head of the competent organisational unit.
2. It is forbidden to use software for which the University does not have a licence on the premises of organisational units. This does not apply to software that does not require a licence (freeware).
3. It is forbidden for employees to conduct canvassing and other business activities on the premises of the organisational unit.

§ 57.

1. It is forbidden to bring alcohol, drugs or other intoxicants onto the premises of the University's facilities or to consume them during working hours.
2. Smoking is forbidden in the University's facilities, except in separate rooms appropriately adapted for this purpose.
3. An immediate supervisor is obliged to prevent an employee who is reasonably suspected to be under the influence of alcohol or other intoxicants from undertaking work.
4. A sufficient basis for deciding not to allow an employee to work, with consequences under the Labour Code, the Regulations and other internal regulations of the University, is establishing that employee's behaviour, appearance or smell evidently suggests that they are under the influence of alcohol or other intoxicants. The circumstances giving rise to such a decision should be communicated to the employee and, at their request, it should be ensured that the employee is tested for alcohol or the presence of intoxicants in their body by an authorised health care facility or medical professional, in accordance with separate regulations.
5. Failure of an employee to attend work for the reasons referred to in section 3 shall be recorded as an unexcused absence from work.
6. If the employee refuses to submit to the examination referred to in section 4, a report shall be drawn up establishing the circumstances of the incident.
7. Heads of organisational units shall call the police or an ambulance in situations where an employee in a state of intoxication or under the influence of other drugs causes offence by their behaviour or poses a risk to their own life or health or that of others. In such a situation, Article 50(3) and (5) of the Act shall apply.
8. In situations not regulated by the provisions of the Regulations, the provisions of the Labour Code and the Act of 26 October 1982 on Upbringing in Sobriety and Counteracting Alcoholism (consolidated text of Journal of Laws of 2018, item 2137, as amended).

§ 58.

1. The use, presence in the body, sale, distribution or possession of drugs by employees while at work, on University premises or in the workplace, is prohibited and constitutes a serious breach of the employee's basic duties.
2. The prohibition does not apply to medicines and pharmaceuticals prescribed to an employee by a doctor provided their use does not exceed reasonable or specified standards.
3. An employee taking medicines or other pharmaceuticals prescribed by a doctor is required know the side effects of these medicines or pharmaceuticals, their effect on the body's reactions, the ability to make decisions and the performance of official duties. The employee should inform their supervisor thereof before starting work.

# VII. LEAVE OF ABSENCE FROM WORK AND EXCUSING ABSENCES FROM WORK

§59.

The rules for granting an employee a leave of absence from work and excusing absences from work are defined in separate regulations.

§ 60.

The head of an organisational unit shall grant an employee a leave of absence from work if such an obligation arises from the Labour Code, regulations implementing the Labour Code or from other provisions of law.

§ 61.

1. The Employee shall notify the head of the organisational unit of the reason and expected date of absence from work if the reason for such absence is known to the employee in advance.
2. The date of the absence referred to in section 1 shall be agreed by the employee with the head of the organisational unit if there are objective circumstances making it possible.
3. If any circumstances arise that prevent the employee from reporting for work, the employee shall notify the head of the organisational unit of the reason for the absence and its expected duration without undue delay, but no later than on the second day of absence from work. This notification shall be made by the employee in person or by another person by telephone or other means of communication or by post, in which case the date of notification shall be deemed to be the date of the postmark.
4. Failure to comply with the time limit provided for in section 3 may be justified by special circumstances preventing the employee from complying in good time with the obligation laid down in that provision, in particular the employee's serious illness combined with the absence of household members or another fortuitous event. Section 3 shall apply accordingly once the reasons preventing timely notification to the employer of the reason and period of the employee's absence from work have ceased to exist.

§ 62.

1. The reasons justifying the absence of an employee from work are events and circumstances defined by the labour law that prevent the employee from reporting to work and providing work, as well as other cases of inability to perform work specified by the employee and recognised by the employer as justifying absence from work.

§ 63.

1. The employee shall provide the employer with evidence justifying absence from work no later than on the day of reporting to work, unless otherwise provided by separate regulations.
2. If the employee does not have evidence justifying absence from work, they shall submit a written statement to that effect.
3. In the cases referred to in section 2, the request for justification of the employee's absence from work shall be reviewed by the head of the organisational unit, forwarding the employee's statement to the HR and Payroll Centre for a decision on the matter.

# VIII. PRINCIPLES AND PROCEDURES FOR GRANTING LEAVETO ACADEMIC STAFF

§ 64.

1. An academic staff member, hereinafter referred to as a "teacher", shall be entitled to holiday leave, hereinafter referred to as "leave", of thirty-six working days per calendar year.
2. Holiday leave should be taken during the period when the academic staff are not teaching (summer holidays, winter holidays, breaks between holidays, days when they are not teaching).
3. An academic staff member taking up employment for the first time acquires, in the calendar year in which they take up employment, acquires the right to holiday leave, at the end of each working month, of 1/12 of their holiday leave entitlement, and the right to subsequent holidays shall be acquired by the academic staff member in advance at the beginning of each subsequent calendar year.
4. An academic staff member shall be entitled to annual leave in proportion to their period of employment in the event of:
5. hiring during the calendar year;
6. termination of employment during the calendar year;
7. resumption of employment after returning from unpaid leave, parental leave or health leave.
8. Proportional leave shall be granted in days;
9. An academic staff member employed on a non-full-time basis shall be entitled to proportional leave; the leave shall be calculated in calendar days.
10. If annual leave is not taken due to the termination or expiry of the employment relationship, an academic staff member shall be entitled to a cash equivalent for the period of unused annual leave.
11. Days off work resulting from a five-day working week shall not be included in annual leave.

§ 65.

1. An academic staff member shall take annual leave, with at least one part of the leave lasting not less than 24 consecutive calendar days.
2. In justified cases, the part of the annual leave referred to in section 1 may be reduced, but shall not last less than 14 consecutive calendar days.
3. Accumulation of leave from previous years is not permitted.

4. The employer shall grant leave to the employee in the calendar year in which the employee became entitled to it.

1. Holiday leave not taken in the calendar year in which the employee became entitled to it shall be taken no later than 30 September of the following calendar year.
2. Annual leave is requested through self-service in the SAP system. Supervisors of academic staff are required to accept leave requests on an ongoing basis at times agreed with staff.
3. In order to enforce the correct use of leave, organisational units may draw up leave plans for academic staff for internal purposes.
4. An academic staff member retiring from the university shall take their accrued annual leave before the date of termination of employment.
5. An academic staff member employed for a fixed period or during the notice period shall take leave before the date of termination of employment.
6. Deans, directors of institutes, heads of university units and heads of internal organisational units are responsible for the implementation of the above provisions and for the proper use of current and outstanding leave.
7. If, for important reasons, e.g. absences, a teacher has not agreed with their supervisor or has not taken a holiday leave in a given calendar year or has not scheduled a leave of absence, managers of organisational units granting leave are obliged to grant a holiday leave during the period free from teaching, in the number of days to which the teacher is entitled in a given year.

§ 66.

1. If an academic staff member is unable to commence holiday leave or part thereof at the agreed date for reasons justifying absence from work, i.e. due to:

1. temporary inability to work due to illness;
2. isolation due to an infectious disease;
3. maternity, parental, paternity leave (parenthood-related leave);
4. other motivated important reasons

**–** the head of the organisational unit shall agree another date of leave with the employee.

2. Parts of holiday leave not used due to:

1. temporary inability to work due to illness;
2. isolation due to an infectious disease;
3. participating in military exercises or military training or performing territorial military service in rotation, for a period of up to 3 months;
4. maternity leave

– the head of the organisational unit shall grant leave at a later period without teaching classes.

1. The head of the organisational unit granting leave may cancel an academic staff member's holiday leave only if their presence at the University is required by circumstances unforeseen at the commencement of the leave.
2. If a teacher takes unpaid leave of at least one month, the holiday leave shall be reduced by 1/12th for each month of unpaid leave. No holiday leave shall be granted for the calendar year covered entirely by unpaid leave.

# IX RULES AND PROCEDURES FOR GRANTING HOLIDAY LEAVE TO EMPLOYEES WHO ARE NOT ACADEMIC STAFF

§ 67.

Holiday leave shall be granted employees who are non-academic staff by their immediate supervisors; employees in charge of organisational units shall be granted leave by the Rector or the Chancellor respectively.

§ 68.

1. In order to enforce the correct use of holiday leaves, organisational units may draw up leave plans for non-academic staff for internal purposes.
2. Holiday leave may be postponed at the employee’s request due to important reasons.
3. Holiday leave may be postponed due to special needs of the employer if the absence of the employee would cause serious disruption to the work flow.
4. At the employee's request, leave may be divided into parts. At least one part of the leave shall cover not less than 14 consecutive calendar days.
5. The employer shall grant, at the request of the employee and at the time indicated by the employee, no more than 4 days of leave in any calendar year. The employee shall request holiday leave no later than the date on which the leave begins.
6. Holiday leave shall be taken in the calendar year in which the employee becomes entitled to it.
7. Unused holiday leave shall begiven to the employee not later than 30 September of the following calendar year.

# X. PRINCIPLES AND PROCEDURE FOR GRANTING OTHER LEAVES AS DEFINED BY THE LAW TO ACADEMIC STAFF

§ 69.

1. The Rector may grant an academic staff member holding at least the doctoral degree, during their seven years of employment at the University, paid sabbatical for the purpose of research of up to a total of one year.
2. An academic staff member preparing a doctoral dissertation may be granted paid sabbatical by the Rector for a period not exceeding three months.
3. The Rector may grant an academic staff member paid leave for the purpose of studying abroad, complete a scientific or teaching traineeship abroad, attend a conference or to participate in joint research with a foreign entity under a scientific cooperation agreement. Leave is granted to an academic staff member who is not seeking funding for a trip abroad from funds at the disposal of the University or under a grant implemented under a contract to which the University is a party, and the trip is longer than two weeks.
4. An academic staff member under the age of 65, employed full-time, after at least 10 years of employment at the University, is entitled to paid leave for health reasons. The purpose of the leave is to carry out prescribed medical treatment if the health condition requires abstention from work.
5. Any subsequent health leave may be granted no earlier than 3 years after the end of the previous leave.
6. The total amount of health leave during the entire period of employment may not exceed one year.
7. During the time of health leave, no gainful occupation may be pursued.
8. Health leave shall be granted on the basis of a medical certificate stating that the state of health requires refraining from work and specifying the treatment recommended and the time needed for such treatment.
9. A request for the leaves of absence referred to in section 1 to 3 shall be submitted by an academic staff member and shall be accompanied by the opinion of their supervisor, the Dean and the institute director. In the case of research staff, the opinion of the Dean shall not be attached, and in the case of teaching staff, the opinion of the institute director shall not be attached. The detailed procedure for granting and rules for the use of these leaves of absence are defined by the Rector in a separate ordinance.

§ 70.

1. Upon a motivated request, the employee may be granted an unpaid leave of absence if this will not disrupt the normal course of work.
2. The decision on granting unpaid leave is made by the Rector, the competent Deputy Rector or the Chancellor, respectively.

§ 71.

The procedure for submitting request for travel assignment and the rules for granting it are defined by the Rector in a separate ordinance.

# XI. PAYMENT OF REMUNERATION

§ 72.

1. The payment of remuneration shall be made to the payment account specified by the employee unless the employee has requested in paper or electronic form that the requested be paid in cash directly to the employee. The payment of remuneration in cash shall be made at the financial institution designated by the University.
2. The following time limits are set for the payment of remuneration:
3. for academic staff members – on the first day of the month for which the remuneration is paid;
4. for service staff – by the 10th day of the month following the month for which the remuneration is paid;
5. for other staff groups – on the last 3 days of the month for which the remuneration is paid;
6. Where the pay day for academic staff is a public holiday, the remuneration and remuneration components shall be paid on the following first working day.
7. Where the pay day for non-academic staff is a public holiday, payment shall be made on the preceding days.
8. The employer shall, upon request of an employee, make available for inspection the documents on the basis of which their remuneration has been calculated.
9. Remuneration components due to the employee for periods longer than 1 month shall be paid in arrears, on the due date of the next month's remuneration for the preceding month, with the exception of task-based allowances for academic staff.
10. Detailed rules for the payment of remuneration are set out in the University’s Remuneration Regulations.

# XII HEALTH AND SAFETY AT WORK AND FIRE SAFETY

§ 73.

The employer is obliged to protect the life and health of employees by ensuring safe and hygienic working conditions with the appropriate use of the achievements of science and technology, and in particular:

1. ensure the observance of occupational health and safety regulations, give relevant instructions and control their execution;
2. provide training to employees in occupational health and safety;
3. maintain the construction facilities and the work premises therein, as well as the equipment and areas connected therewith in a condition that ensures safe and hygienic working conditions;
4. ensure the implementation of orders issued by the authorities supervising working conditions and recommendations of the social labour inspector,
5. consult the activities related to health and safety at work with employees or their representatives, in particular with trade unions.

§ 74.

1. Tasks in the area of occupational health and safety and fire protection are performed by the employer through the Chancellor, heads of organisational units and the organisational unit responsible for occupational health and safety and fire safety.
2. Persons representing the employer and persons in charge of employees are obliged to know, to the extent necessary for the performance of their duties, the occupational health and safety and fire safety regulations.
3. Detailed fire safety rules at the University are governed by separate regulations.

§ 75.

Heads of organisational units shall:

1. organise workstations in accordance with the occupational health and safety rules and regulations, taking into account protection of employees against accidents at work, occupational diseases and other diseases related to the working environment;
2. inform employees of the occupational risks associated with their work and of the principles of protection against hazards associated with it;
3. ensure the compliance of employees with the occupational health and safety rules and regulations.

§ 76.

It is the primary duty of employees to observe the occupational health and safety rules and regulations; In particular, an employee shall:

1. know the occupational health and safety rules and regulations, participate in relevant training and instruction and undergo the required verification examinations;
2. perform their work in accordance with the occupational health and safety rules and regulations and follow the relevant instructions and directions of supervisors;
3. take care of the proper condition of machinery, plant, tools and equipment, as well as of tidiness and order in the workplace.
4. apply group protection measures and use personal protection equipment, working clothes and footwear according to their intended use;
5. immediately notify their supervisor any accident at work or danger to human life or health observed at the University, warn colleagues as well as other persons in the area of danger and provide assistance to injured persons;
6. contact, in the event of an accident, the organisational unit in charge of occupational health and safety and fire safety to prepare accident documentation even if the employee has not received a medical certificate of incapacity for work;
7. know the procedures to follow in the event of fire or other local emergencies;
8. cooperate with the employer and supervisors in the fulfilment of their duties concerning occupational health and safety;

§ 77.

1. An employee has the right to refrain from performing work when working conditions do not comply with the occupational health and safety regulations and pose a direct threat to the employee's life and health or when the work performed by the employee poses such a threat to other persons, as well as when their mental and physical condition does not ensure safe work. The supervisor should be immediately notified about the threat.
2. If refraining from work does not remove the hazards referred to in section 1, the employee may move away from the place of hazard, notifying the supervisor thereof without undue delay.
3. For the time of refraining from work or moving away from the place of hazard to the life and health of the employee, or when the work performed by the employee poses a threat to other persons, the employee shall retain the right to remuneration.

§ 78.

1. Academic staff members and staff conducting classes are directly responsible for the safety and health of students during their classes.
2. Academic staff members conducting classes in workshops, laboratories and outdoors shall make the students familiar with the rules of conduct on these premises and during outdoor classes.
3. A teacher conducting laboratory classes shall provide instruction in occupational health and safety for the participants in the classes. The manner of conducting instruction and its scope is regulated by separate regulations.
4. Persons organising and implementing the training process are in particular obliged to:
5. maintain technical devices and equipment in a condition ensuring their full efficiency and safety of work and education,
6. prevent the use of inoperative or damaged technical devices and equipment and mark them in a clear and visible way,
7. provide users with instructions on the safe use of technical devices and equipment,
8. place, in a visible place at the site where classes with the use of technical devices and equipment are held, instructions specifying the principles of safety and hygiene of using these places,
9. provide the participants of classes conducted in a workshop, laboratory and studio with the necessary personal protective equipment in order to protect them against the effects of hazardous or harmful factors used during the classes,
10. ensure that the person conducting the classes using technical devices and equipment acquaints the participants of the classes in practice with the principles and methods of work ensuring safety while performing activities within the classes,
11. make the safety data sheets of substances and mixtures posing a threat to life or health that are used in education available to persons attending classes using them,
12. ensure that the instructor acquaints the participants of the classes with the safety data sheets for substances and mixtures posing a threat to life or health and with information on hazardous or harmful effects and on the necessary safety precautions,
13. entrust the conduct of classes in workshops and laboratories and physical education classes to persons trained in first aid,
14. equip the rooms where classes are conducted with first-aid kits with the necessary means of first aid and with instructions on how to provide first aid.

§ 79.

1. The head of an organisational unit or a person authorised by them shall:
   1. provide employees with:
2. working clothes if separate internal regulations so provide,
3. personal protective equipment and working clothes and footwear prescribed for use at a given workstation,
4. properly operating machines, devices, tools and equipment necessary to perform the tasks at a given workstation,
5. detailed instructions for the safe performance of the work and the safe operation of the equipment used at work,
6. permanent access to the safety data sheets for substances and mixtures presenting a risk to the life or health of employees;
   1. ensure that personal protective equipment is in working order and is used as intended;
   2. provide on-the-job training in the use of machinery, plant, tools and equipment referred to in point 1(c);
   3. provide the occupational health and safety service with information on carcinogenic, mutagenic and biological agents used at work, in accordance with separate regulations.
7. The types of personal protection equipment, working clothes and footwear and the expected periods of use of working clothes and footwear for specific workstations are defined by separate regulations.
8. Machines, appliances, tools and equipment assigned to an employee must meet the requirements of occupational health and safety.

§ 80.

1. The employer provides preventive health care to employees by referring them for medical examinations:

1. Preliminary**–** for persons admitted to work and employees transferred to workstations with harmful to health factors and arduous conditions;
2. periodic;
3. check-up – following incapacity for work due to illness lasting longer than 30 days.
4. The employer shall ensure that persons admitted to work undergo sanitary and epidemiological examinations.
5. Medical examinations and sanitary and epidemiological examinations are performed in a health care facility designated by the employer.
6. An employee shall not be allowed to work without a current medical certificate stating that there are no contraindications to work at a specific workstation.
7. If an employee is diagnosed, based on a medical certificate, with symptoms of an occupational disease, the employee shall be transferred, within the time and for the period specified in the certificate, to other work that does not expose them to the agent that caused the symptoms.

§ 81.

1. All employees of the University are obliged to receive training in occupational health and safety and fire safety. The detailed scope of training and the procedure for its conduct are set out in separate regulations.
2. The employee confirms that the training has been completed with their own signature.
3. Certificates of training and courses in the field of occupational health and safety and fire safety shall be kept in the employee's personal file.

§ 82.

The immediate supervisor shall bear liability for allowing an employee to work without the necessary occupational health and safety and fire safety training, the required preliminary, check-up or periodic medical examinations, as well as without the allocation of protective clothing, working clothes and personal protective equipment adapted to the specific working conditions.

§ 83.

Pregnant women and breastfeeding women must not be employed to perform strenuous, hazardous or harmful work referred to in the list attached to the Regulations.

§ 84.

The University does not employ juvenile employees.

§ 85.

An employee’s duties in respect of fire safety, in addition to their duties under other provisions of the Regulations, include:

1. complying with the of the fire safety procedures, the fire safety instructions for the University's facilities and the detailed instructions for hot work;
2. participating in fire safety training;
3. notifying supervisors of hazards that may cause fire;
4. knowing the location and use of fire-fighting equipment;
5. participating in trial evacuations and other actions ordered by persons listed in the fire safety manual of the University’s facilities.

§ 86.

Detailed fire safety regulations are included in the fire safety manuals of the University's facilities.

# XIII. AWARDS AND DISTINCTIONS

§ 87.

1. Awards and distinctions may be given to employees who, by fulfilling their duties in an exemplary manner, displaying initiative in their work and improving its productivity and quality, make a special contribution to the performance of their tasks. The detailed rules for awarding academic staff are laid down in separate regulations at the University.
2. A copy of the employee's notice of award or distinction shall be filed in the employee's personal file.

# XIV. LIABILITY FOR BREACHES OF EMPLOYEE DUTIES

§ 88.

1. Academic staff member shall bear disciplinary liability in accordance with the rules set out in the Act.
2. At the University, work orders shall be given to employees by their immediate supervisors.
3. If a work order is given to an employee by a higher-level supervisor, the employee who has received the order is obliged to perform it by notifying their immediate supervisor.

§ 89.

1. A breach of work order and discipline is, in particular:

1. being late for work;
2. leaving the place of work or leaving work without obtaining permission from the supervisor;
3. unjustified delay in giving notification about inability to report for work and of the reason and expected duration of such absence;
4. failure to comply with occupational health and safety and fire safety rules and regulations;
5. performing own work during working time that is not related to the tasks assigned to the employee;
6. using machines, devices, equipment, tools, software and materials made available to the employee for purposes other than the performance of their official duties, unless separate provisions or provisions of individually concluded agreements with employees provide otherwise;
7. behaving in a way that disturbs peace and order in the workplace and violates the rules of community life;
8. conducting political activities on the premises of the workplace, which shall be understood as canvassing for political parties, providing information and distributing information materials on their activities.

2. A gross breach of employee duties is:

1. committing a work-related offence or misdemeanour, e.g. in connection with authorisations from the employer regarding the use of the University's property, stamps and forms;
2. disclosing information covered by professional secrecy;
3. coming to work under the influence of alcohol, drinking alcohol or using similar substances while at work;
4. failing to report for work without a valid excuse;
5. refraining from performing the assigned work within the scope of duties;
6. misusing social security benefits, welfare benefits and the settlement of benefits due to an employee for a business trip or any other form of secondment outside the place of work.

§ 90.

1. For non-compliance by an employee not being an academic staff member with the established organisation and order in the work process, the occupational health and safety regulations, the fire safety regulations, as well as the established method of confirming arrival and presence at work and excusing absences from work, the following shall be applied:

1. admonition,
2. reprimand.
3. A fine may also be applied for non-compliance by an employee who is not an academic staff member with the occupational health and safety regulations and fire safety regulations, leaving work without an excuse, reporting work in the state of intoxication or drinking alcohol during work.
4. The basis and rules for granting the penalties referred to in sections 1 and 2 are the provisions of the Labour Code.

§ 91.

1. Penalties are given to non-academic staff by persons authorised to perform labour law activities. Penalties, at the request of a supervisor, shall be administered by the Rector or, upon their authority, by the relevant Deputy Rector or the Chancellor respectively.
2. The penalty may be applied no more than 2 weeks after becoming aware of the breach of an employee's duty and no more than 3 months after committing the breach.
3. The penalty may be applied only after the employee has been heard. If, due to absence from the University, it is impossible to hear the employee, the two-week period provided for in section 2 shall not start and the period already started shall be suspended until the day the employee appears at work.
4. In applying the penalty, the following in particular shall be taken into account:
5. the nature of the breach of the employee's duties;
6. the degree of fault of the employee;
7. the employee's attitude to work so far.

5. The employer shall notify the employee of the penalty applied inwriting. A copy of the notice shall be submitted to the employee's personnel file.

1. The employee may, within 7 days of being notified of the penalty, lodge an objection with the Rector, the relevant Deputy Rector or the Chancellor, as appropriate.
2. The Rector decides whether to accept or reject the objection after considering the position of the company trade union representing the employee. Failure to reject an objection within 14 days of its filing shall be deemed to constitute acceptance of the objection.
3. An employee who has lodged an objection may, within 14 days from the date of being notified about the rejection of that objection, apply to the labour court for the annulment of their penalty.
4. The penalty shall be deemed to be null and void and the description of the penalty notice shall be removed from the employee's personnel file after one year of impeccable service.
5. The Rector may, on their own initiative or at the request of the trade union representing the employee, declare the penalty null and void before the expiry of the period laid down in section 9.

# XV. TRANSITIONAL AND FINAL PROVISIONS

§ 92.

Certified librarians, certified scientific information staff and persons employed by appointment in the positions of library custodians and senior librarians before 1 September 2006, benefiting from reduced working hours, i.e. 36 hours per week, shall retain the above rights until 30 September 2020. After 1 October 2020, the working hours of the persons referred to in the first sentence shall be determined pursuant to the Labour Code.

§ 93.

In matters relating to the employment relationship, the person who performs labour law activities on behalf of the employer shall meet employees at any time by prior arrangement of a mutually convenient date.

§ 94.

1. Social labour inspectors shall exercise social control over the observance of labour law, including the occupational health and safety rules and regulations at the University.
2. The rules of their activity are defined by separate regulations.

§ 95.

1. The Work Regulations shall be made known to employees by posting them online on [www.umcs.pl](http://www.umcs.pl/) in the Legal Acts tab and forwarding them to the heads of organisational units with the instruction to make subordinate employees familiar with their content.
2. Every employee who is affected by these Regulations is obliged to read them.
3. A statement of acquaintance with the content of the regulations, accompanied by the employee's signature and date, shall be attached to the employee's personal file.

§ 96.

1. The generally applicable provisions of law, in particular, the provisions of labour law and the provisions of the Act shall apply to all matters not regulated herein.
2. The Regulations shall be amended by the Rector in consultation with trade union organisations operating at the University.

§ 97.

1. Tables for the allocation of personal protective equipment, working clothes and footwear and the expected periods of use of working clothes and footwear are established by the Rector in a separate regulation.
2. Specimens of forms used at the University to the extent resulting from the Regulations are established by the Rector in a separate ordinance.

§ 98.

The Regulations come into effect two weeks after they were communicated to employees in the manner adopted at the University.

Appendix to the Work Regulations

**LIST OF WORK THAT IS ARDUOUS, HAZARDOUS OR HARMFUL TO THE HEALTH OF PREGNANT AND BREASTFEEDING WOMEN**

**I.**

**Work involving excessive physical exertion, including manual handling of loads**

1. For pregnant women:

1) all work for which the highest physical workload values, measured by net energy expenditure per work performed, exceed 2,900 kJ per work shift, and for casual work (performed up to 4 times per hour if the total duration of such work does not exceed 4 hours per day) - 7.5 kJ/min;

2) manual lifting and carrying of objects weighing more than 3 kg;

3) manual operation of equipment components (levers, cranks, control wheels, etc.) requiring the use of force exceeding:

1. for ambidextrous operation - 12.5 N in continuous work and 25 N in casual work, as defined in point 1;
2. for one-hand operation - 5 N in continuous work and 12.5 N in casual work, as defined in point 1;
3. foot operation of equipment components (pedals, buttons, etc.) requiring the use of force exceeding 30 N;
4. manual uphill handling of:
5. objects in continuous work,
6. objects weighing more than 1 kg in casual work as defined in point 1;

6) ambidextrous handling of objects if setting in motion requires the use of force exceeding:

1. 30 N - when pushing,
2. 25 N - when pulling;
3. manual shunting and rolling of round-shaped objects and participation in the team handling of objects;
4. manual handling of liquid materials - hot, corrosive or with harmful properties to health;
5. carrying loads on a single-wheel trolley (wheelbarrow) and manually operated multi-wheel trolley;
6. work in a constrained posture;
7. work in a standing position for a total of more than 3 hours during a work shift, where the period spent standing may not exceed 15 minutes at a time and should be followed by a break of 15 minutes;
8. work at stations with screen monitors - for a total time exceeding 8 hours per day, where the period spent at a screen monitor may not exceed 50 minutes at a time and should be followed by a break of at least 10 minutes, included in working time;

2. For breastfeeding women:

1) all work for which the highest physical workload values, measured by net energy expenditure per work performed, exceed 4200 kJ per work shift, and for casual work as defined in section 1(1) - 12.5 kJ/min;

2) manual lifting and carrying of objects weighing more than:

1. 6 kg - for continuous work,
2. 10 kg - for casual work, as defined in section 1(1)

3) manual operation of equipment components (levers, cranks, control wheels, etc.) requiring the use of force exceeding:

1. for ambidextrous operation - 25 N in continuous work and 50 N in casual work, as defined in section 1(1);
2. for one-hand operation - 10 N in continuous work and 25 N in casual work, as defined in section 1(1);

4) foot operation of equipment components (pedals, buttons, etc.) requiring the use of force exceeding:

1. 60 N - for continuous work,
2. 100 N - for casual work, as defined in section 1(1)
3. manual handling of objects weighing more than 6 kg - to a height of more than 4 m or over a distance exceeding 25 m;
4. manual uphill handling - on an uneven surface, ramps, stairs with a maximum angle of inclination not exceeding 30° and a height of 4 m - of objects weighing more than 6 kg;
5. manual uphill handling - on an uneven surface, ramps, stairs with a maximum angle of inclination exceeding 30° and a height of 4 m - of objects weighing more than:
6. 4 kg - for continuous work,
7. 6 kg - for casual work, as defined in section 1(1);

8) ambidextrous handling of objects if setting in motion requires the use of force exceeding:

1. 60 N - when pushing,
2. 50 N - when pulling;

9) manual shunting and rolling of round-shaped objects (in particular barrels, large-diameter pipes) if:

1. the weight of the objects shunted, on a horizontal terrain with a hard and smooth surface, exceeds 40 kg per woman,
2. the weight of objects rolled on ramps exceeds 10 kg per woman;

10) participation in team handling of objects;

11) manual handling of liquid materials - hot, corrosive or with harmful properties to health;

12) carrying loads weighing more than:

a) 20 kg - when being carried in a wheelbarrow on a slope not exceeding 5% or 15 kg - on a slope exceeding 5%;

b) 70 kg - when being carried in a two-wheel trolley on a slope not exceeding 5% or 50 kg - on a slope exceeding 5%;

c) 90 kg - when being carried in a trolley with 3 or more wheels on a slope not exceeding 5% or 70 kg - on a slope exceeding 5%;

The permissible load weights specified above also include the weight of the transport device and apply to transporting loads on a level, hard and smooth surface. When carrying loads on an uneven or unpaved surface, the weight of the load including the weight of the transport device must not exceed 60% of the values given;

13) transporting loads on a rail trolley the weight of which, including the mass of the trolley, exceeds:

1. 120 kg - when being carried on terrain with a slope not exceeding 2%,
2. 90 kg - when being carried on terrain with a slope of more than 2%;

14) carrying loads:

a) on a wheelbarrow or on a multi-wheeled trolley on terrain with a slope exceeding 8%;

1. on a wheelbarrow or in a multi-wheeled trolley over a distance exceeding 200 m,
2. on a rail truck on terrain with a slope exceeding 4%,
3. on a rail truck over a distance exceeding 400 m,

**II.**

**Work in cold, hot and variable climates**

For pregnant and breastfeeding women:

1. work in a hot microclimate under conditions where the PMV (Predicted Mean Valuation), determined in accordance with the Polish Standard for such work, exceeds 1.0;
2. work in a cold microclimate under conditions where the PMV (Predicted Mean Valuation), determined in accordance with the Polish Standard for such work, is lower than -1.0;

3) work performed in environments with large variations of microclimate parameters, especially with sudden changes of air temperature in the range exceeding 15°C, with the impossibility of applying at least 15-minute adaptation in an intermediate temperature room.

**III.**

**Work involving exposure to noise or vibration**

For pregnant women:

1) work in conditions of exposure to noise with:

a) the exposure level in an 8-hour daily or an average weekly working time, as defined by the Labour Code, exceeding 65 dB,

1. C-weighted peak sound level exceeding 130 dB,
2. A-weighted maximum sound level exceeding 110 dB;

2) work in conditions of exposure to infrasound noise, with G-weighted sound pressure levels in an 8-hour daily or weekly average working time, as defined by the Labour Code, exceeding 86 dB;

3) work in conditions of exposure to ultrasound noise with:

1. equivalent sound pressure levels in 1/3 octave bands with centre frequencies from 10 kHz to 40 kHz in an 8-hour daily or an average weekly working time, as specified in the provisions of the Labour Code,
2. maximum sound pressure levels in 1/3 octave bands with centre frequencies from 10 kHz to 40 kHz

- exceeding the following values:

|  |  |  |
| --- | --- | --- |
| Centre frequency of 1/3 octave bands (kHz) | Equivalent sound pressure level in an 8-hour daily or an average weekly working time, as defined by the Labour Code, (dB) | Maximum sound pressure level (dB) |
| 10; 12.5; 16 | 75 | 95 |
| 20 | 85 | 105 |
| 25 | 100 | 120 |
| 31.5 (40) | 105 | 125 |

4) work in conditions of exposure to vibrations acting on the body through the upper limbs with:

a) the value of daily exposure, expressed in terms of the energy equivalent for 8 hours of activity of the vector sum of effective, frequency-corrected vibration accelerations, determined for the three directional components (ahwx, ahwy, ahwz), exceeding 1 m/s2,

b) the value of exposure of 30 minutes or less, expressed as a vector sum of effective, frequency-corrected vibration accelerations determined for the three directional components (ahwx, ahwy, ahwz), exceeding 4 m/s2;

5) all work in conditions of exposure to vibrations with general effects on the human body.

**IV.**

**Work involving exposure to electromagnetic fields between 0 Hz and 300 GHz and ionising radiation**

1. For pregnant women:

1. work in an electromagnetic field exceeding the values for the safe zone specified in the regulations on the maximum permissible concentrations and intensities of factors harmful to health in the working environment;
2. work in conditions of exposure to ionising radiation as specified in the provisions of the Atomic Law;

2. For breastfeeding women - work under conditions of exposure to ionising radiation as defined by the Atomic Law.

**V.**

**Work at elevated or reduced pressure**

For pregnant and breast-feeding women - diving, work in pressure vessels and all work under conditions of elevated or reduced pressure.

**VI.**

**Work in contact with harmful biological agents**

1. For pregnant and breastfeeding women:

1) work posing a risk of infection with hepatitis B virus, chickenpox and hemiparesis virus, rubella virus, HIV virus, cytomegalovirus, listeriosis, toxoplasma;

2) work involving the handling of animals affected by infectious or invasive diseases.

2. For pregnant women – work involving exposure to other biological agents classified in hazard groups 2-4, in accordance with the provisions on harmful biological agents for health in the work environment and the protection of health of workers occupationally exposed to these agents – if the results of the occupational risk assessment, taking into account therapeutic measures necessitated by specific biological agents, indicate adverse effects on the health of a pregnant woman or the course of pregnancy, including the development of the foetus.

**VII.**

**Work involving exposure to harmful chemical substances**

For pregnant and breastfeeding women:

1) work involving exposure to substances and mixtures meeting the criteria for classification in accordance with Regulation (EC) No 1272/2008 of the European Parliament and of the Council of 16 December 2008 on classification, labelling and packaging of substances and mixtures, amending and repealing Directives 67/548/EEC and 1999/45/EC, and amending Regulation (EC) No 1907/2006 (OJ L 353, 31.12.2008, p. 1, as amended) in one or more of the following hazard classes or categories together with one or more of the following hazard statements:

1. germ cell mutagenicity, category 1A, 1B or 2 (H340, H341),
2. carcinogenicity, category 1A, 1B or 2 (H350, H350i, H351),
3. reproductive toxicity, category 1A, 1B or 2 or additional category adverse effects on lactation or on breastfed children (H360, H360D, H360FD, H360Fd, H360Df, H361, H361d, H361fd, H362),
4. toxic effects on target organs - single exposure, category 1 or 2 (H370, H371)

- regardless of their concentration in the working environment;

2) work involving exposure to the following chemical substances, regardless of their concentration in the working environment;

1. chemical agents with known and hazardous dermal absorption,
2. cytostatic drugs,
3. manganese,
4. synthetic oestrogens and progesterones,
5. carbon monoxide,
6. lead and its organic and inorganic compounds,

g) mercury and its organic and inorganic compounds;

3) work involving exposure to organic solvents where their concentrations in the work environment exceed 1/3 of the maximum permissible concentrations laid down in the regulations on the maximum permissible concentrations and intensities of factors harmful to health in the work environment;

4) work or technological processes which involve a release of chemical substances, their mixtures or agents with carcinogenic or mutagenic effect, listed in the regulations on chemical substances, their mixtures, agents or technological processes with carcinogenic or mutagenic effect in the working environment;

**VIII.**

**Work involving a risk of serious physical or mental injury**

1. For pregnant and breastfeeding women:

1. works in excavations and in tanks and channels;
2. works underground in all kinds of mines;
3. working at a forced rhythm (for example, on a conveyor belt);

4) other work involving a risk of serious physical or mental injury, including firefighting, participation in chemical rescue operations, disaster recovery, work with explosives, work on the slaughter of livestock and the handling of breeding stock.

2. For pregnant women ‒ working at height ‒ outside fixed galleries, platforms, landings and other fixed platforms with full fall protection (no need for personal fall protection equipment), and climbing up and down ladders and step irons.