

Appendix to Order No. 23 of the Rector of CUT dated February 14, 2025

WORK RULES AND REGULATIONS
at Cracow University of Technology
(Consolidated text)

PART I
GENERAL PROVISIONS

§ 1

1. The Work Rules and Regulations at Cracow University of Technology define the organization and the order of the work process, as well as the related rights and obligations of the employer and employees employed at the University.
2. The provisions of these regulations apply to all employees at Cracow University of Technology, regardless of their position and working hours, whether they are academic staff or not.

§ 2

The following terms used in these Work Rules and Regulations shall have the following meanings:

- 1) the Act – the Act on Higher Education and Science of 20 July 2018 (Journal of Laws of 2018, item 1668, as amended);
- 2) Labor Code - the Act of June 26, 1974, the Labor Code;
- 3) Regulations - it shall be understood as these Work Rules and Regulations at Cracow University of Technology;
- 4) Employer or CUT - Cracow University of Technology;
- 5) Rector - the Rector of Cracow University of Technology, as well as persons authorized by the Rector of CUT to perform activities in the field of labor law;
- 6) employee without further specification - all employees of CUT, both academic and non-academic staff;
- 7) academic teacher - the employees referred to in Article 114 of the Act;
- 8) non-academic employee - employees other than those specified in point 7;
- 9) employment contract - both an employment contract and an appointment act;
- 10) Department of Personnel and Social Affairs - the CUT's organizational unit that, in accordance with the Organizational Regulations, deals with personnel matters of the University's employees;
- 11) supervisor - a person who is entrusted with the management of a given organizational unit, a team of employees, a group of organizational units or the management of a division, in accordance with the subordination specified in the Organizational Regulations of the CUT or other relevant normative acts of the University;
- 12) direct supervisor - a supervisor in charge of a particular organizational unit or team of employees, authorized to issue current orders as to the manner of work performance;
- 13) managers - both persons referred to in Article 23 paragraph 2 item 6 of the Act and other persons who direct the work of organizational units or teams of employees;
- 14) managers on behalf of the employer - persons employed in the positions of chancellor, bursar, and their deputies,
- 15) submission of a document in documentary form - such a form of submission of a document in which it is submitted in paper form or in which it is an attachment sent via

business e-mail (in *.jpg or *.pdf format, without the need to sign it with a qualified electronic signature),

16) submission of a document in electronic form - such a form of submission of a document by an employee, in which it is an attachment sent via business e-mail, signed with a qualified electronic signature,

17) EOD system - an IT system operating at Cracow University of Technology for the management and circulation of documentation in electronic form, which can be accessed via <https://eod.pk.edu.pl>.

§ 3

1. Each employee is obliged to familiarize themselves with the content of the regulations and their amendments.
2. The employer familiarizes each hired employee with the content of the regulations before they begin work, which the employee confirms by signing the employment contract.
3. Supervision of compliance with the regulations is entrusted to persons holding managerial positions at the University and to the Department of Personnel and Social Affairs.

PART II

RIGHTS AND OBLIGATIONS OF THE EMPLOYER AND EMPLOYEE

Chapter I

General Provisions

§ 4

1. Before allowing a newly hired employee to work, the employer must:
 - 1) refer the employee for an initial medical examination (except as indicated in Article 229 § 1¹ of the Labor Code);
 - 2) draw up an employment contract for the employee that meets the requirements of Article 29 of the Labor Code;
 - 3) inform the employee about the occupational risks associated with the assigned work and the rules for protection against risks;
 - 4) train the employee in health and safety and fire prevention;
 - 5) provide the employee with personal protective equipment, if necessary, and with work clothes and footwear.
2. The employer is obliged to present the employee with an employment contract and specify the working conditions. The employer should give the employment contract to the employee before allowing them to work.
3. The employer shall inform the employee in paper or electronic form, no later than 7 days from the date of admission of the employee to work, at least about:
 - 1) the daily and weekly working time norms applicable to the employee,
 - 2) the employee's applicable daily and weekly working hours,
 - 3) work breaks to which the employee is entitled,
 - 4) the daily and weekly rest to which the employee is entitled,
 - 5) rules regarding overtime work and compensation for it,
 - 6) rules regarding extra hours of work and compensation for it,

- 7) in the case of shift work, the rules for moving from shift to shift,
 - 8) in the case of more than one place of work, rules on movement between places of work,
 - 9) the components of remuneration to which the employee is entitled and benefits in cash or in kind, other than those agreed upon in the employment contract,
 - 10) the amount of paid leave to which the employee is entitled, in particular annual leave, or, if it is not possible to determine it on the date of providing the employee with this information, the rules for determining and granting it,
 - 11) applicable rules for the termination of the employment relationship, including the formal requirements, the length of notice periods, and the time limit for appeal to the labor court or, if it is not possible to determine the length of notice periods on the date of providing the employee with this information, the method of determining such notice periods,
 - 12) the employee's right to training, if the employer provides it, in particular about the employer's general training policy,
 - 13) collective bargaining agreement or other collective agreement to which the employee is covered, and in the case of the conclusion of a collective agreement outside the workplace by joint bodies or institutions - the name of such bodies or institutions,
4. The employer shall inform the employee, in paper or electronic form, no later than 30 days from the date of the employee's admission to work, of the name of the social security institutions to which social security contributions related to the employment relationship are paid, and information on social security-related protection provided by the employer; not applicable to the case in which the employee chooses a social security institution.
 5. The employer shall inform the employee in paper or electronic form of the change in the terms and conditions of employment referred to in paragraph 3 immediately, but no later than the date on which such change applies to the employee. This does not apply to the case where the change in the terms and conditions of employment is due to a change in the provisions of labor law and social security law, if these provisions are indicated in the information provided to the employee.

§ 5

1. An employee is obligated to observe the official hierarchy and subordination resulting from the internal organization and detailed division of tasks at the CUT, as defined in the Organizational Regulations of the CUT and other internal normative acts at the University. At CUT, the principle of one-person management applies, meaning that each employee has only one immediate supervisor. As a rule, a higher-level supervisor should give work orders to employees through the immediate supervisor.
2. The employee conducts matters in accordance with their individual responsibilities and those arising from work orders of their immediate superior, which relate to work. If an official order, in the employee's opinion, is unlawful or contains an error, they are required to inform their immediate superior in writing. Upon receipt of written confirmation of the order, they are obligated to carry it out. In the case of an order, the execution of which may constitute a gross violation of generally applicable regulations or important interests of the University, the employee, after receiving the order referred to in the preceding sentence, may appeal to a higher superior.
3. In the event of an employee's absence from work, matters handled by them shall be taken over and handled by another employee provided for in the scope of activities for replacement or designated by the immediate supervisor. Persons in managerial positions are required to designate, for the duration of their absence, an employee to replace them in the management of the unit or team of employees. If such an employee is not designated, they shall be designated by a higher-level supervisor.

Chapter II
Employer's obligations

§ 6

1. In particular, the employer shall:
 - 1) familiarize employees with the scope of their duties, the method of performing work at designated positions, and the fundamental rights of employees
 - 2) organize work in a way that ensures full utilization of working time and obtaining high productivity and proper working quality by utilizing the employees' skills and qualifications;
 - 3) organize work in a way that reduces arduous work, especially monotonous work, and work at a predetermined rate;
 - 4) prevent discrimination at work, in particular with regard to gender, age, disability, race, religion, nationality, political opinion, trade union membership, ethnic origin, and sexual orientation, as well as employment for a definite or indefinite period of time or full or part-time character of employment;
 - 5) prevent bullying;
 - 6) allow only persons with written authorization issued by the data controller to process personal data;
 - 7) ensure safe and hygienic working conditions and conduct systematic training of employees in occupational health and safety, in accordance with Section VI of the Regulations and Appendix 1 to the Regulations;
 - 8) designate employees to provide first aid and perform fire protection and evacuation of employees;
 - 9) secure timely and correct payment of labor wages and other labor-related benefits;
 - 10) facilitate upgrading the employees' professional skills;
 - 11) meet, to the extent of the employer's resources, the social and cultural needs of employees in accordance with the Law on Company Social Benefits Fund;
 - 12) apply objective and fair criteria for evaluating employees and their performance;
 - 13) maintain and store in paper or electronic form documentation on matters related to the employment relationship and employees' personnel files (employee records) in accordance with applicable regulations;
 - 14) make available, at the employee's request, inspection of their personnel file and payroll records;
 - 15) store employee records in a manner that ensures the preservation of their confidentiality, integrity, completeness and accessibility, 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 was terminated or expired, unless separate regulations provide for a longer period of storage of employee records;
 - 16) account for the employee's business travel expenses and other expenses related to business travel in accordance with the rules set forth in a separate order of the Rector;
 - 17) inform the employees about occupational risks associated with the work performed and the rules of protection against threats;
 - 18) ensure that the rules of social intercourse are observed at the University;

- 19) provide employees with the necessary materials and tools needed for their work;
- 20) receive employees on complaints and requests regarding the operation of the University.
2. The employer's duties set forth in paragraph 1 (1) through (3) are performed primarily by the employees' immediate supervisors.
3. The employer is obliged to make the text of the provisions on equal treatment in employment available to employees in the form of written information, or provide employees with access to these provisions in another way that allows them to become acquainted with their content. Equal treatment in employment is regulated by the provisions of Chapter II A, Section I of the Labor Code. The above-mentioned provisions can be consulted in the Personnel Service in the SIP service.
4. The employer is obliged to inform employees in a customary manner about the possibility of full-time or part-time employment, promotion opportunities, and vacancies.
5. If the employer's obligation to train employees necessary to perform a certain type of work or work in a certain position arises from the regulations, or laws, or the labor contract, and in the case of training received by an employee on the basis of a supervisor's order, such training shall be at the employer's expense and, as far as possible, during the employee's working hours. The time spent on training outside the employee's normal working hours shall be included in working time.

Chapter III

Entitlements of the employer

§ 7

1. The employer has, in particular, the right to:
 - 1) issue binding instructions to employees regarding work, including working time, to the extent that such instructions do not contradict applicable regulations or principles of social intercourse;
 - 2) determine the detailed responsibilities of each employee, in accordance with the provisions of the employment contract and applicable regulations that are established:
 - a) for academic staff, in accordance with § 28 of the Regulations,
 - b) for non-academic employees, in accordance with the rules set forth in the Rector's Order on the introduction of job description cards and the Rules for completing job description cards and establishing scopes of duties for non-academic employees of Cracow University of Technology;
 - 3) use the results of work performed by employees, subject to paragraph 2;
 - 4) require and enforce employees to perform their duties as specified in the labor laws, these Regulations, and the scope of the employee's duties;
 - 5) reward and recognize employees, depending on their performance;
 - 6) apply to employees order and material liability, under the terms of the labor law and these Regulations.
2. The use of the results of employees' work that constitutes a work within the meaning of the provisions on copyright and related rights is determined by separate regulations.

§ 8

1. The employer has the right to require the employee to provide personal information, including:
 - 1) first name(s) and surname;
 - 2) date of birth;
 - 3) place of residence and mailing address;
 - 4) information about education;
 - 5) information about the course of previous employment;
 - 6) the employee's PESEL number assigned by the Government Information Center for the Universal Electronic Population Registration System (RCI PESEL);
 - 7) other personal data of the employee, as well as the names and dates of birth of the employee's children and other members of the employee's immediate family - if the provision of such data is necessary due to the employee's exercise of special rights provided for in the labor legislation.
2. The employer is also entitled to request the data referred to in paragraph 1, items 1-6, from an applicant for employment.
3. Provision of personal data to the employer shall be in the form of a statement by the person to whom it pertains. The employer has the right to request documentation of the personal data of the persons referred to in paragraphs 1 and 2.
4. The employer may request personal data other than that specified in paragraphs 1 and 2 if the obligation to provide such data results from separate regulations.

§ 9

1. In order to ensure the safety of employees, students, and doctoral students, as well as the security of the University's property, the employer has introduced special surveillance of the CUT territory and the surrounding area using technical means for image recording (monitoring).
2. Monitoring does not include sanitary rooms, locker rooms, and canteens, unless the use of monitoring in these rooms is necessary to achieve the purpose specified in paragraph 1.
3. Monitoring does not include premises provided to the company's trade union organizations.
4. The monitoring area shall be marked with appropriate graphic signs and textual information about the processing of personal data.
5. Monitoring is carried out in accordance with the following principles:
 - 1) monitoring operates twenty-four hours a day, surveillance and property protection employees of the University and external companies conduct continuous (live) observation of images transmitted from cameras used for monitoring,
 - 2) only the image from the cameras of the surveillance system is subject to registration and recording on a physical medium; no sound is recorded,
 - 3) review of the current video surveillance recordings is only allowed for persons authorized by the Chancellor,
 - 4) image recordings shall be processed only for the purposes for which they were collected, and shall be stored for a period not exceeding three months from the date of recording, except in cases where the image recordings constitute evidence in proceedings under the law or where the employer has become aware that they may constitute evidence in the proceedings,
- 5) The surveillance record will be made available only to authorized persons or institutions and under the following circumstances:
 - (a) threats to the safety of students, employees, or persons on the University's premises,
 - (b) destroying or stealing property owned by the University or persons on the University's premises,
 - (c) emergency situations.

§ 10

1. Disk and network space, including business email, are the property of CUT and may only be used for business purposes related to the performance of job duties and in accordance with the applicable IT Security Policy at the University.
2. In order to ensure the proper use of electronic work tools provided to the employee, including information sharing, processing and protection of personal data, and to ensure the information security of the University, the employer shall introduce monitoring of shared disk and network spaces, including business e-mail, in terms of unencrypted and encrypted connections, using tools for automatic detection of violations and unauthorized access to data.
3. Monitoring may not violate the confidentiality of correspondence and other personal property of the employee and may only serve the purposes referred to in paragraph 2.

§ 11

1. The employer shall inform employees about the introduction of the monitoring referred to in § 9 and § 10 in the form of an announcement available on the University's website, no later than two weeks before its launch.
2. Before an employee is allowed to work, the employer shall provide the employee with written information on the purpose, scope and method of application of monitoring.
3. The provisions of Articles 222-223 of the Labor Code shall apply in matters relating to the monitoring referred to in § 9 and § 10.

§ 12

The employer, as the controller of employees' personal data, including data obtained in connection with the introduction of monitoring, as referred to in § 9 and § 10, is obliged to collect and process personal data in accordance with the provisions of Regulation (EU) 2016/679 of the European Parliament and of the Council of April 27, 2016, on the protection of natural persons in relation to the processing of personal data and on the free flow of such data and the repeal of Directive 95/46/EC (Official Journal of the EU L 119/1 of May 4, 2016), as well as the Act of May 10, 2018 on the protection of personal data (Journal of Laws No. 1000).

Chapter IV

Duties of employees

§ 13

1. The Employee is obliged to work diligently and thoroughly and to observe instructions of supervisors regarding work if they do not breach law or the contract of employment.
2. The Employee's duties include in particular:
 - 1) adherence to the working hours established at the University;
 - 2) observing the work regulations and the order established at CUT, as well as other regulations related to the performance of assigned duties;
 - 3) compliance with occupational health and safety regulations and policies, as well as fire safety regulations;
 - 4) taking care of the CUT's welfare, protecting its property, and keeping information secret, the disclosure of which might expose the employer to detriment;
 - 5) meeting confidentiality obligations as specified in other regulations;
 - 6) observing the principles of social coexistence;
 - 7) raising their professional qualifications, improving their working methods,
 - 8) maintaining the official business route when handling all business matters.

3. An employee is obliged, in accordance with the Act on Combating Unfair Competition of April 16, 1993, during the term of an employment contract, and for a period of three years from the date of its termination or expiration, to maintain in strict secrecy technical, technological, organizational, commercial or other information of economic value not disclosed by the employer to the public (business secret). Their disclosure, transfer, disposal, offering to dispose of or use of someone else's information constituting a business secret, or their acquisition from an unauthorized person, if this threatens or violates the employer's interest, without the employer's prior written consent, shall give rise to liability, as referred to in the provisions of Chapters 3 and 4 of the cited law.

§ 14

1. From the moment of acceptance, the employee shall perform their work efficiently and professionally, with utmost care, and make every effort to avoid exposing the employer to damage and liability as defined in the Civil Code or other applicable legislation.
2. An employee is not permitted to use their position or information obtained in connection with their work for personal gain or to take actions that may raise suspicions of bias or self-interest.
3. The employee is obliged to avoid conflicts of interest. If the performance of certain duties or instructions would involve a conflict of interest, the employee is obliged to notify the immediate supervisor.
4. An employee is obliged to refrain from performing work activities in relation to entities or institutions with which they have personal, professional, or economic ties, as well as in relation to persons with whom they have strong personal ties, including those specified in § 15 paragraph 1. In these cases, they are obliged to refer the matter to another employee for handling and notify their immediate supervisor.

§ 15

1. At the University, there cannot be a relationship of direct reporting between spouses and persons who:
 - 1) run a common household;
 - 2) are related to each other, affinity up to the second degree, or in relation to adoption, care, or guardianship.
2. A person taking up employment at the University is obliged to submit a statement attached as Appendix No. 2 to the Regulations that there are no circumstances referred to in paragraph 1 with respect to them and the head of the organizational unit where they are to perform their duties.
3. The person to be entrusted with the management function shall submit a statement constituting Appendix No. 3 to the Regulations as to whether the prerequisites referred to in paragraph 1 do not apply to them and to the employees of the unit whose management they are to assume.
4. Persons in managerial positions are required to immediately inform the Personnel and Social Affairs Department of the occurrence of the circumstances referred to in paragraph 1 with respect to them or their subordinate employees.
5. The provisions of paragraphs 1-4 do not apply to the Rector.
6. The shared household referred to in paragraph 1(1) shall be understood as cohabitation, including the common satisfaction of living needs. The relationship of direct official subordination referred to in paragraph 1 shall be understood as the relationship that exists between an employee and his immediate superior.

§ 16

Employees' duties related to the protection of personal data

1. An employee who, in connection with the performance of their duties as an employee or in any other way gained access to personal data, is obliged to collect and process personal data in accordance with the provisions of Regulation (EU) 2016/679 of the European Parliament and of the Council of April 27, 2016, on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (Official Journal of the EU L 119/1 of May 4, 2016), as well as the Act of May 10, 2018, on the Protection of Personal Data (Journal of Laws, item 1000) and an internal data protection policy in this regard.
2. Direct supervisors of employees are responsible for monitoring compliance with the obligations referred to in paragraph 1, and for obtaining proper authorizations for employees to process personal data.
3. Immediate supervisors of employees shall, in writing, require persons authorized to process personal data to maintain the confidentiality of such data.

§ 17

Attendance at Work

1. (repealed)
2. Punctual arrival at work means being present at the workplace in readiness to perform the duties of the employee at the specified start time.
3. Tardiness to work, i.e., arriving at work later than the time specified in paragraph 2, must be made up on the same day or, exceptionally, on a later date agreed with the immediate supervisor.
4. The attendance of employees at their workstations is monitored on an ongoing basis by their direct supervisors.
5. The immediate supervisor of an absent employee shall appoint a replacement employee to cover their duties during their absence.
6. The employer may introduce an electronic system for confirming attendance at work and time records, specifying the rules for its use, and informing employees at least 14 days in advance of its introduction.

§ 18

1. Dealing with social, personal, and other non-work-related matters should be done outside working hours. Handling such matters during working hours is allowed only in case of necessity and only with the approval of the immediate supervisor.
2. No wages are paid for time off unless the employee has worked the time off. The time worked off is not overtime.
3. Leaving the workplace without consent constitutes a material violation of work discipline and shall result in the employee being held liable in a disciplinary manner.
4. Working in business premises after working hours or on a day off can only occur with the approval of the immediate supervisor. The mere fact of being in business premises before work, after work, or on a day off does not constitute performing overtime work, unless the immediate supervisor has simultaneously issued an order to perform work outside normal working hours.

5. Staying outside working hours of employees in the laboratory is allowed only after obtaining written permission from the head of the organizational unit. The permission must specify:
 - 1) place (room), day, and time of work,
 - 2) the employees' surnames,
 - 3) kind of work.
6. The permit referred to in paragraph 5 may be issued upon fulfillment of the following conditions:
 - 1) naming a supervisor who can safely interrupt or stop the work in question (experiment, process, machine, etc.) and provide first aid in case of an accident,
 - 2) provision of: personal protective equipment, first aid medical supplies, and telephone communications with the city's ambulance and fire departments.

§ 19

Excusing absences from work

1. The employee shall be obliged to inform the employer about their inability to arrive at work, if the reason is known in advance or foreseeable, as well as about the expected time of absence.
2. In the event of an unforeseen reason preventing an employee from reporting to work, the employee shall immediately notify the immediate supervisor of the reason for the absence, the expected duration of the absence, no later than on the second day of such absence, in person or through another person, by telephone, electronically, or by letter.
3. Failure to meet the above deadline is excused only by hospitalization or another unforeseen and significant event. In this case, the employee shall notify the reason for absence immediately after the circumstances referred to in the first sentence cease to exist.
4. The employee is obliged to justify their absence by submitting appropriate evidence in this regard, in particular:
 - 1) a medical certificate of temporary inability to work, taking into account the provisions on electronic sick leave;
 - 2) decision of a competent state sanitary inspector, issued in accordance with the provisions on combating infectious diseases, in the case of isolating the employee due to the reasons provided for by these rules;
 - 3) a statement - in the event of circumstances justifying the need for the employee to provide personal care for a healthy child under the age of eight due to the unforeseen closure of the nursery, kindergarten, or school the child attends, or other inability to care for a healthy child;
 - 4) a statement of the employee confirming a night business trip, which has finished within the eight hours before the work starts, preventing the employee from getting rest;
 - 5) a subpoena, made by the authority competent in matters of universal defence duty, government administration body, or local government, court, public prosecutor, police, or the body conducting proceedings in cases of offence - to act as a witness in proceedings conducted before these authorities, containing an annotation confirming the employee's presence,
5. The evidence justifying the absence from work shall be submitted by the employee no later than the date of their return to work after the period of absence.

6. No remuneration shall be paid for the period referred to in paragraph 4, items 3 and 5. In the cases referred to in paragraph 4, item 3, the employee shall have the option to apply for a care allowance under separate regulations.

§ 20

Exemptions from work

1. In accordance with the procedure and rules set forth in special regulations, the University is obliged to release the employee from work with pay, in particular:
 - 1) to attend meetings of the conciliation commission as a member of the commission, party, or witness,
 - 2) in order to carry out mandatory medical examinations and immunizations provided for by the regulations on the control of infectious diseases, the control of tuberculosis and venereal diseases - for the time necessary to carry out these examinations,
 - 3) as a rescuer of the Mountain Voluntary Rescue Service to take part in the rescue operation for the time necessary to carry out the operation, and the rest necessary after its completion,
 - 4) as a member of a volunteer rescue team operating at the shore rescue station of the Maritime Search and Rescue Service "SAR Service" for the time necessary to participate in the rescue operation and for the rest necessary after its completion, as well as for the time of participation in training courses organized by the Maritime Search and Rescue Service,
 - 5) a blood donor employee on the day they donate blood and on the following day, as well as for the periodic medical examination of blood donors,
 - 6) for 2 days - for the Employee's wedding or childbirth, death and funeral of the employee's spouse, child, father, mother, stepfather or stepmother,
 - 7) for 1 day - in the event of the employee's child's wedding or death and funeral of their sister, brother, mother, father-in-law, grandmother, grandfather, or another person who is dependent on the employee or remains under their direct supervision,
 - 8) a non-academic employee is entitled to exemption from work for the defense of a doctoral dissertation upon request.
2. The University is obliged to release an employee from work - without retaining the right to pay - in the following cases, among others:
 - 1) when called to appear personally before the competent authority in the scope of the universal defense obligation for the time necessary to settle the matter being the subject of the summons,
 - 2) at the summons of a government or local government body, court, prosecutor's office, police, or the body conducting proceedings in offense cases,
 - 3) for the purpose of performing the activities of an expert in administrative, criminal, pretrial, or judicial proceedings (the total amount of exemptions on this account may not exceed six days per calendar year),
 - 4) when summoned as a witness in audit proceedings conducted by the Supreme Audit Institution or as a specialist appointed to participate in such proceedings,
 - 5) as a member of a volunteer fire department - for the time necessary to participate in the rescue operation and for the rest necessary after its completion, as well as up to six days per calendar year for fire training,
 - 6) in order to perform the duties of a juror, art. 172 § 1 of the Act of July 27, 2001, Law on the Common Court System (Journal of Laws of 2019, item 52, as amended),
 - 7) as an ad hoc member of the State Commission for Investigation of Railway Accidents, included in the list of the minister responsible for transport, for the duration of appointment by the chairman of the State Commission for Investigation of Railway Accidents to participate in the proceedings,
 - 8) for the time of performing the obligation of personal benefits, in the mode and on the conditions provided for in separate regulations
 - 9) as a councilman, in order to enable them to take part in the work of municipal bodies.

3. If an employee takes a leave of absence without retaining the right to remuneration, the University, at the request of the employee, shall issue a certificate specifying the amount of lost remuneration for the period of such leave, in order for the employee to obtain from the competent authority monetary compensation for this, in the amount and under the conditions specified in separate regulations.

§ 21

The activity of trade unions at the University is regulated by the Law on Trade Unions and agreements concluded by trade unions operating at CUT with the University's Rector, and in accordance with these agreements, members of trade union authorities enjoy the exemptions provided for trade union activity.

Chapter V

Special responsibilities of university teachers

§ 22

1. In addition to the duties set forth in Chapter III, the duties of employees employed as academic staff include, in particular:
 - 1) in the group of teaching staff:
 - a) teaching and educating students or participating in the education of doctoral students,
 - b) participation in the University's organizational work,
 - c) continuous improvement of professional competence;
 - 2) in the group of research and teaching staff:
 - a) conducting scientific activities, training and educating students, or participating in the training of doctoral students,
 - b) participation in the University's organizational work,
 - c) continuous improvement of professional competence;
 - 3) in the group of research workers:
 - a) conducting scientific activities or participating in the training of doctoral students,
 - b) participation in the University's organizational work,
 - c) continuous improvement of professional competence.
2. Among the specific duties associated with the performance of the academic staff's profession is compliance with the provisions of copyright and related rights and industrial property laws. Violation of the regulations referred to in the preceding sentence will be treated as a gross violation of basic labor duties.
3. An academic teacher shall be required to perform the duties related to serving as a supervisor, assistant supervisor, reviewer in proceedings for the conferment of the degree of doctor, the degree of habilitated doctor, or the title of professor, as well as the function of reviewer referred to in Article 238, paragraph 2 of the Law. The employer may, on a case-by-case basis, exempt an academic staff member from performing the duties referred to in the preceding sentence only for good reasons.

§ 23

1. The implementation of the duty to teach and educate students consists of:
 - 1) implementation of the annual teaching load,
 - 2) other work related to the teaching process, training, and education of students.
2. The fulfillment of the obligation to participate in the education of doctoral students involves implementing classes derived from the educational programs of the third-cycle program and the doctoral school, as well as supervising the implementation of an individual research program by doctoral students and preparing their doctoral dissertations.

§ 24

1. Duties carried out within the framework of the established teaching load include the teaching of courses resulting from the programs of full-time and part-time studies of the first-, second-, and third-cycle programs, as well as training programs in the doctoral school, which include:
 - 1) lectures,
 - 2) practical classes,
 - 3) laboratories,
 - 4) computer laboratories,
 - 5) projects,
 - 6) seminars,
 - 7) teaching classes in the course leading to the preparation of a thesis,
 - 8) activities related to doctoral school education.
2. The teaching load also accounts for the conduct of "General Instruction" occupational health and safety training by academic staff, as well as equality and anti-discrimination awareness training for students and doctoral students.
3. (repealed).
4. The size of the teaching load for individual positions, as well as the rules governing its determination and settlement, are outlined in Division III, Chapter II.
5. Other work related to the teaching process, training and education of students and doctoral students, as well as education in doctoral schools, includes in particular:
 - 1) conducting consultations with students and doctoral students (at a rate of no less than two clock hours per week);
 - 2) development of teaching materials for the classes conducted;
 - 3) participation in the development and updating of study programs and curricula at the doctoral school,
 - 4) participation in the inspections of teaching activities;
 - 5) conducting examinations and awarding credits, including diploma examinations;
 - 6) supervision of credit and term papers of students;
 - 7) supervising students' theses and reviewing them;
 - 8) taking care of the scientific development of doctoral students;
 - 9) attention to the high quality of education and compliance of teaching work with the principles of the internal educational quality assurance system;

- 10) timely preparation of the documentation of the course of study applicable to academic teachers;
 - 11) activation of surveys of academic teacher evaluation by students and doctoral students for individual subjects.
6. Among the primary responsibilities of university teachers is the continuous improvement of professional competence.

§ 25

1. Work related to the conduct of scientific activities includes, in particular:
 - 1) active conduct of scientific research, including:
 - a) conducting scientific research funded by the subsidy referred to in the law;
 - b) conducting research funded by sources other than the subsidy;
 - 2) disseminating the results of scientific research, particularly through the publication of scientific articles and active participation in scientific conferences;
 - 3) participation in scientific seminars;
 - 4) educating scientific personnel and nurturing their development by serving as supervisors, assistant supervisors, reviewers in degree-granting proceedings, and membership in doctoral and postdoctoral committees;
 - 5) participation in the commercialization of research results (patents, protection rights, architectural designs, structural designs, construction engineering designs, implementations);
 - 6) developing grant proposals and applying for budget and extrabudgetary funds for scientific research.
2. For the implementation of research tasks referred to in paragraph 1.1(b), financed from sources other than the subsidy, additional remuneration may be granted to academic staff according to the rules set forth in the regulations for the remuneration of CUT employees.

§ 26

1. Responsibilities for organizational activities for the University include, in particular:
 - 1) participation in the work of CUT bodies and collegial bodies, including meetings of faculty, senate or rectoral committees,
 - 2) work in recruitment committees and examination committees in the process of university admissions,
 - 3) organizing conferences, symposia, seminars, and other academic activities,
 - 4) organizing and participating in promotional and presentation actions of the University,
 - 5) performing leadership functions and directing organizational units and teams,
 - 6) acting as a year supervisor or supervisor of a student group, supervising student research circles and study camps,
 - 7) supervision of students' professional practice.
2. Other duties related to improving professional competence include, in particular, participation in conferences and seminars related to one's work; participation in training courses to improve one's teaching and scientific skills; organization and participation in workshops for experience exchange and self-improvement.

3. The duties of academic teachers under the employment relationship also include participation in other work related to the development of the scientific and didactic level of CUT as indicated by the head of the organizational unit in which they perform their duties, by the dean or by the Rector.

§ 27

1. A person who conducts scientific activities and a person who participates in the conduct of scientific activities no more often than once every 2 years shall submit a statement of the field and discipline that they represent, whereby one may represent a total of no more than 2 disciplines in all entities in which one is employed.
2. An employee conducting scientific activities shall submit a statement authorizing the university to count him/her among the number of employees conducting scientific activities in a given discipline. The statement can be submitted only in one entity and in no more than two scientific disciplines.
3. A person whose achievements are shown for the purposes of the evaluation shall submit a statement authorizing the University to show these achievements within each discipline.
4. The Rector, by a separate order, shall determine the templates and procedures for submitting the statements referred to in this paragraph.

§ 28

1. Each academic staff member shall be given detailed responsibilities in writing.
2. The detailed scope of duties of an academic teacher is determined by the immediate supervisor and approved by the Rector or an authorized person.
3. Model templates of detailed scopes of duties in the groups of teaching, research and teaching and research staff are attached as Appendices 4, 5, 6, and 7 to the Regulations. The scopes should be determined based on the duties actually performed by the academic staff member, using the catalog of activities listed in the model scopes.
4. Detailed scopes of duties are drawn up in two copies. One is for the employee, and the other is placed in the employee's personnel file.
5. Detailed scopes of duties should be updated to align with the current needs and tasks of the organizational unit and the positions held by employees.

Chapter VI

Employees' rights

§ 29

Employees have in particular the right to:

- 1) employment in accordance with the provisions of the employment contract and qualifications;
- 2) timely receipt of labor wages and other benefits;
- 3) rest on days off, after the end of working hours on working days, and during periods of annual leave;
- 4) equal and non-discriminatory treatment by the employer for the performance of equal duties;
- 5) performing work in conditions that comply with health and safety rules;
- 6) form and join organizations representing employees;

- 7) benefits during the period of temporary inability to work, under the rules specified in separate regulations;
- 8) refrain from work or move away from the workplace if working conditions do not comply with occupational health and safety (fire safety) regulations and pose an immediate threat to life or health;
- 9) use of social benefits according to the rules set forth in the Act on the Company Social Benefits Fund and the Regulations of the Social Benefits Fund.

§ 30

Rest leave

1. The employee shall be entitled to an annual, paid, and uninterrupted vacation leave.
2. An academic teacher is entitled to 36 working days of leave per year.
3. The vacation time for non-academic employees is:
 - 1) 20 working days - with seniority of up to 10 years of service;
 - 2) 26 working days - with seniority of more than 10 years of service.
4. Leave for non-academic employees is granted on working days for the employee, in accordance with the employee's work schedule, at an hourly rate corresponding to the employee's daily working hours on a given day, with one day of leave corresponding to 8 hours of work.
- 4a. Leave for university teachers shall be granted on days that are working days for the employee, according to the employee's work system schedule. Leave shall be granted on a daily basis.
5. An employee is entitled to leave of absence in proportion to the amount specified in paragraphs 2 and 3 in the case of:
 - 1) part-time employment;
 - 2) employment during the calendar year;
 - 3) termination of employment during the calendar year.
6. The proportional leave referred to in paragraph 5 is determined by multiplying the number of full months of work by 1/12 of the employee's accrued leave, rounding up the result in the case of:
 - 1) university teachers - up to full days;
 - 2) non-academic employees - up to full hours.
7. The employee acquires the right to the first leave at the end of the first month of work, at the rate of 1/12th of the leave to which they are entitled after working for a year, and with each subsequent month up to another 1/12th of the leave to which they are entitled. The employee earns the right to subsequent leaves in each subsequent calendar year.
8. The employee may not renounce his right to leave.
9. At the employee's request, vacation leave may be granted in parts, with at least one part of the leave covering no less than 14 consecutive calendar days.
10. The employer is obliged to grant, at the request of the employee and on the date indicated by them, no more than 4 days of vacation leave in each calendar year. The employee shall report the request for granting leave no later than the day it begins.

11. During the period of leave referred to in paragraphs 2 and 3, the employee retains the right to remuneration under the terms of separate regulations.

§ 31

1. Leave of absence is granted in accordance with the leave plan, established for the calendar year, taking into account the need to ensure the normal course of work and the requests of employees in this regard.
2. Vacation plans for all CUT employees must be submitted to the Department of Personnel and Social Affairs by March 31 of each year. Vacation plans include a proposal for utilizing all vacation days in the current calendar year, subject to paragraph 3.
3. The leave plan does not include leave on demand (4 days).
4. The vacation schedule referred to in paragraph 1 is determined by the immediate supervisor in consultation with the employees.
5. Leave requests are submitted to the EOD system immediately prior to the start of leave. In exceptional cases, when an employee is unable to access a computer and cannot submit a leave request through the EOD system, their immediate supervisor shall submit the request on their behalf, based on the employee's leave request in accordance with Appendix No. 8.
6. It is agreed that August is a holiday month, and the maximum accumulation of holiday leaves takes place then.
7. Changes in the established vacation leave plan are possible at the legitimate request of the employee, with the approval of the immediate supervisor, or at the legitimate request of the head of the organizational unit, in accordance with the provisions of the labor law. The request in question may be submitted in written, documentary, or electronic form.
8. Employees must be granted vacation leave not used in the calendar year, no later than September 30.
- 8a. Managers of all organizational units of the CUT are obliged to submit, by April 30, to the Department of Personnel and Social Affairs, applications for outstanding vacation leave of all subordinate employees.
- 8b. Cancellation of a submitted application for outstanding leave of absence is possible only with the approval of the head of the unit, after indicating a new date for the use of outstanding leave.
- 8c. Employees who fail to submit the relevant applications for outstanding annual leave by April 30 shall be directed to leave by the employer's decision.
9. Managers of CUT organizational units are responsible for implementing and enforcing the proper vacation policy. The costs of payment of allowances for unused vacation leave are charged entirely to the funds of these units.
10. A cash equivalent for unused vacation leave shall be paid only when an employee's accrued vacation leave is not used in whole or in part due to the termination or expiration of the employment relationship.
11. According to the provisions of the Labor Code, an employee is obliged to use the leave to which they are entitled during the period of notice of termination of employment, if the employer grants them such leave during this period.

§ 32

Unpaid leave

1. At the employee's written request, the employer may, in justified circumstances, grant the employee unpaid leave.
2. The period of unpaid leave is not counted as part of the period of service on which employee rights depend.
3. An employee may not perform any job duties during the period of unpaid leave granted.

§ 33

Childcare

1. An employee raising at least 1 child under the age of 14 shall be entitled to 16 hours or 2 days off work during the calendar year, with pay. If the exemption from work is granted on an hourly basis, for part-time employees, it will be determined in proportion to the employee's working hours.

The use in a given calendar year of the exemption referred to in paragraph 1 shall be decided by the employee in the first application for such exemption submitted in a given calendar year to the Department of Personnel and Social Affairs. Only one of the child's parents or guardians may exercise such rights in a given calendar year. Requests for guardianship, along with information on the exemption's use, are submitted through the EOD system.

§ 33a

Additional work leave

1. An employee is entitled to leave of absence from work during the calendar year, either 2 days or 16 hours, due to force majeure for urgent family matters caused by illness or accident, if the employee's immediate presence is necessary. During the period of this leave of absence, the employee retains the right to be paid half their salary.
2. The manner of use in a given calendar year of the exemption from work referred to in paragraph 1 shall be decided by the employee in the first application for such exemption submitted in a given calendar year. A specimen of the application is attached as Appendix 28, while a specimen of information on the manner of use of exemption from work is attached as Appendix 28a to the Regulations. The application for exemption, along with information on how the exemption is used, is submitted through the EOD system.
3. The immediate supervisor shall be obliged to grant the exemption from work referred to in paragraph 1 upon request by the employee, no later than the day on which the exemption is used.
4. The exemption from work referred to in paragraph 1, granted on an hourly basis, for a part-time employee, shall be determined in proportion to the employee's working hours. An incomplete hour of release from work shall be rounded up to the nearest whole hour.
5. The provision of paragraph 1 with regard to exemption from work granted on an hourly basis shall apply mutatis mutandis to an employee for whom the daily norm of working time, resulting from separate regulations, is less than 8 hours.

§ 33b

Caregiving leave

1. The employee shall be entitled to 5 days of carer's leave per calendar year to provide personal care or support to a family member (son, daughter, mother, father, or spouse) or a person living in the same household who requires care or support due to serious medical reasons.
2. The family member referred to in paragraph 1 is considered to be a son, daughter, mother, father, or spouse.
3. The leave referred to in paragraph 1 shall be granted for the days that are working days for the employee, in accordance with the employee's working time system and schedule.
4. The leave referred to in paragraph 1 shall be granted by the immediate supervisor upon the employee's request, submitted in documentary or electronic form, at least one day before the commencement of such leave. A model of the application is attached as Appendix No. 29 to the Regulations. The application is submitted in the EOD system.
5. The application shall indicate the name of the person who requires care or support for serious medical reasons, the reason why the employee needs to provide personal care or support, and, in the case of a family member, the degree of relationship to the employee or, in the case of a non-family member, the address of the person's residence.
6. For the period of care leave referred to in paragraph 1, the employee does not receive remuneration, however, this period is included in the period of employment on which employee rights depend.

Chapter VII

Special leaves of absence of university teachers

§ 34

1. The Rector may grant academic staff holding at least a doctoral degree, during 7 years of employment at CUT, paid sabbaticals in a total amount not exceeding one year, to conduct research.
2. Study leave is granted to academic teachers employed in the research or research and teaching staff group.
3. Study leave is granted for a period of not less than one month at a time.
4. Study leave is granted at the motivated request of an academic staff member, addressed to the Rector, following the opinion of the immediate supervisor, the dean, and the relevant academic council.
5. As a condition for granting a sabbatical leave, the application for the leave must be accompanied by a plan of the research work to be performed during the leave, as well as information about the institution where the research will be conducted (if applicable).
6. At the end of the leave, the academic staff member submits to the Rector a report of the studies performed during the leave, reviewed by the immediate supervisor. The report is attached to the employee's personnel file.
7. During the period of leave referred to in paragraph 1, it is not permissible to perform organizational and teaching duties.
8. At the written request of an employee, with due process, the Rector may agree to perform the duties referred to in § 25(1) of the Regulations during the leave referred to in paragraph 1, provided that this does not interfere with the expediency of the leave granted.

§ 35

1. The Rector may grant an academic staff member preparing a doctoral dissertation a paid sabbatical leave of up to 3 months.
2. The leave referred to in paragraph 1 shall be granted to academic staff employed in the group of research, teaching, or research and teaching staff.
3. Leave of absence is granted at the request of an academic staff member (according to Appendix 25 to these Regulations) addressed to the Vice-Rector for Academic Affairs, with the opinion of the head of the organizational unit, the supervisor, and the dean, or in the case of non-faculty units, the appropriate pro-rector. The application in question, together with the decision to grant paid sabbatical leave, is forwarded by the Department of Scientific Research to the Department of Personnel and Social Affairs for inclusion in the employee's personnel file.
4. During the period of leave referred to in paragraph 1, it is not permissible to perform organizational and teaching duties.
5. At the written request of an employee, with due process, the Rector may agree to perform the duties referred to in § 25(1) of the Regulations during the leave referred to in paragraph 1, provided that this does not interfere with the expediency of the leave granted.

§ 36

1. The Rector may grant an academic staff member a paid leave of absence to serve abroad for the purpose of:
 - 1) education;
 - 2) research internship;
 - 3) teaching internship;
 - 4) attending a conference, conducting a query, making a study visit, or carrying out other scientific activities;
 - 5) participation in joint research with a foreign entity under a scientific cooperation agreement.
2. The paid leave referred to in paragraph 1 may be granted for a period not exceeding 12 months. In particularly justified cases, at the written request of an academic staff member, with a positive opinion of their immediate supervisor and dean, or, in the case of non-faculty units, of the appropriate pro-rector, the Rector of CUT may grant academic staff members paid leave for a period exceeding 12 months, but not exceeding a total of 24 months.
3. The leave of absence referred to in paragraph 1 items 1, 3, 4, and 5 shall be granted at the motivated request of an academic staff member (according to Appendix 26a to these Regulations) addressed to the Rector, with the opinion of their immediate supervisor and dean, or in the case of non-faculty units, the appropriate pro-rector.
4. The leave referred to in paragraph 1(2) shall be granted upon a motivated application by an academic staff member, the specimen of which is attached as Appendix 26 to these Regulations, addressed to the Rector, reviewed by the head of the organizational unit and the dean or appropriate pro-rector (in the case of non-faculty units), and the Vice-Rector for Science.
5. The application referred to in paragraph 4 must be submitted in duplicate to the Department of Scientific Research. The Department of Scientific Research, after a positive opinion of the Vice-Rector for Science, forwards the applications to the Department of Personnel and Social Affairs, which, after a positive decision of the Rector of CUT, returns one copy to the Department of Scientific Research. The Department of Personnel and

Social Affairs informs the concerned employee in writing about the granting or denial of the leave.

6. At the end of the leave, the academic staff member shall submit to the Rector a report on the tasks performed during the leave, which their immediate supervisor has reviewed. This does not apply to the leave referred to in paragraph 1, point 4. In the case of the leave referred to in paragraph 1, point 2, the report shall be submitted through the Vice-Rector for Science.
7. The Rector may grant paid leave to an academic staff member to participate in joint research with the Lukasiewicz Center or an institute of the Lukasiewicz Network. The provisions of paragraphs 2-3 shall apply accordingly.
8. The provisions of paragraphs 1 through 6 shall apply mutatis mutandis to employees who are not academic teachers.
9. During the period of leave referred to in paragraph 1, it is not permissible to perform teaching duties.
10. At the written request of an employee, with due process, the Rector may agree to perform the duties referred to in § 25(1) of the Regulations during the leave referred to in paragraph 1, provided that this does not interfere with the expediency of the leave granted.

§ 37

1. Full-time academic teachers under the age of 65, after at least 10 years of employment at the University as an academic teacher, are entitled to paid leave for health reasons, granted for prescribed medical treatment, if their health condition requires them to refrain from work.
2. Another leave for health may be granted no earlier than 3 years after the end of the previous leave. The total amount of health leave during the entire period of employment may not exceed 3 years. During health leave, one may not engage in gainful employment, including business.
3. Leave for health reasons shall be granted by the Rector on the basis of a medical certificate stating that the state of health requires abstinence from work, and specifying the recommended treatment and the time required for it. The medical certificate shall be issued by a physician authorized to perform preventive examinations in accordance with the regulations issued pursuant to Article 229 § 8 of the Labor Code.
4. A referral for a medical examination is issued by the Rector at the employee's request.
5. The procedure for appealing a medical certificate is set forth in Article 132 of the Law.

§ 38

1. During the period of leave referred to in this chapter, an academic staff member shall retain the right to remuneration, in accordance with the rules set forth in separate legislation.
2. The periods of leave referred to in this chapter shall be included in the period of service on which the employee's rights depend.

PART III
WORKING TIME

Chapter I
General Provisions

§ 39

1. Working time is the time during which an employee is at the disposal of the employer on the University's premises or at any other place designated for the performance of work, subject to other provisions of the Regulations.
2. Working hours for all CUT employees are 8 hours per day, with an average of 40 hours per week in a standard five-day work week during the adopted pay period, subject to other provisions of the regulations.
3. Working hours for employees with disabilities and classified as persons with severe or moderate disabilities must be reduced to 7 hours per day and 35 hours per week, based on an appropriate medical certificate.
4. Subject to paragraph 5, remaining on the CUT premises before or after working time does not constitute overtime.
5. Remaining on the CUT premises beyond the employee's regular working hours constitutes overtime work only if work is actually performed for the employer at the immediate supervisor's orders.

§ 40

1. Each employee should fully utilise their work time to perform their duties.
2. It is permissible to leave the workplace with the approval of the immediate supervisor in order to take care of private matters, only under the terms of § 18 of the Regulations.
3. Direct supervisors of employees are responsible for supervising the matters specified in this paragraph.

§ 41

1. Managers of organizational units are obliged to keep a monthly record of working time in order to properly determine the remuneration for work and other work-related benefits, taking into account overtime and night work, Sundays and holidays - in daily, weekly and monthly settlement in the adopted settlement period. A specimen record of working time is attached as Appendix 9 to the Regulations.
2. Supervision of the correctness of monthly record keeping, including compliance with labor laws, is carried out by the Department of Personnel and Social Affairs.
3. Working time records are not kept for employees covered by the task-time system and employees managing on behalf of the employer.
4. Entries made in the monthly timekeeping card must be accurate and consistent with the facts.
5. A properly completed monthly time record card is submitted monthly, i.e., no later than the 10th day of the following month, to the Department of Personnel and Social Affairs.
6. The University may introduce electronic time records, according to the rules specified in § 17(6) of these Regulations.

§ 42

For the purpose of accounting for the employee's working time and related rights the following terms will be used:

- 1) day - 24 consecutive hours, starting from the hour in which the employee starts work in accordance with the applicable working time schedule;
- 2) week - 7 consecutive calendar days, starting from the first day of the accounting period;
- 3) shift work - the performance of work according to a fixed working time schedule providing for a change in the time of performance of work by individual employees after a certain number of hours, days or weeks;
- 4) night time - the hours between 10:00 pm and 6:00 am on the following day; an employee whose work schedule includes at least 3 hours of night work in each day, or whose at least 1/4 of working time in the pay period falls on night time, is a night worker;
- 5) work on Sunday or a holiday as defined by separate regulations - should be understood as work in the interval from 6:00 a.m. on Sunday or a holiday until 6:00 a.m. the following day.

§ 43

1. Subject to the provisions of the Labor Code, employees are entitled to:
 - 1) at least 11 hours of uninterrupted rest each day (daily rest);
 - 2) at least 35 hours of uninterrupted rest each week, including at least 11 hours of uninterrupted daily rest (weekly rest).
2. Weekly rest should fall on Sunday. Sunday includes 24 consecutive hours, starting at 6:00 a.m. on Sunday.
3. In cases where the employee performs permitted work on Sunday, the weekly rest may fall on a day other than Sunday.
4. An employee working on Sundays should take a Sunday off at least once every 4 weeks.

§ 44

1. At CUT, a day off from work, resulting from the principle of a standard five-day working week, is Saturday.
2. Work on Saturdays and Sundays at CUT is permitted in connection with the performance of tasks related to part-time studies and other forms of education, as well as in positions related to the protection of persons and property, and cleaning. It is also permissible to work on Saturdays and Sundays in positions related to ensuring the continuity of CUT operations, as outlined in the Regulations.
3. Working on holidays is allowed for positions related to the protection of persons and property, and those related to ensuring the continuity of the operation of the CUT information systems.
4. In exchange for work on Saturdays, Sundays, and holidays, the employee shall be granted days off on other days of the week in the settlement period. In any working time system, if it provides for a work schedule that includes work on Sundays and holidays, employees shall be provided with a total number of days off in the adopted settlement period corresponding to at least the number of Sundays, holidays, and days off in an average five-day work week falling in this period.

5. The direct supervisor is not bound by the employees' requests regarding the dates of receiving days off in exchange for work on Saturdays, Sundays and holidays, but should take into account the employee's proposal as far as possible.
6. When setting the dates for receiving days off in exchange for work on Saturdays, Sundays, and holidays, the direct supervisor is obliged to comply with the provisions on working time.
7. The immediate supervisor shall prepare a report of accounting for the days off taken by the employee in exchange for work on Saturdays, Sundays, and holidays in a given semester, according to the model attached as Appendix No. 27 to these Regulations. The date of collection of unclaimed days off from the winter semester may be set for days falling in the summer semester. The reports, signed by the employee and the immediate supervisor, shall be submitted by October 30 of the academic year following the year to which the reports relate to the Department of Personnel and Social Affairs, which shall place them in the employees' personnel files.

§ 45

1. If the employee's daily working time:
 - 1) is at least 6 hours, the employee is entitled to a break of at least 15 minutes,
 - 2) is longer than 9 hours - the employee is entitled to an additional break of at least 15 minutes,
 - 3) is longer than 16 hours - the employee is entitled to another break of at least 15 minutes.
- 1a. The breaks referred to in paragraph 1 shall be included in working time.
2. Employees with severe and moderate disabilities are entitled to an additional fifteen-minute break for gymnastics and rest included in working time.
3. Employees working with screen monitors are provided with a five-minute rest break, included in their working time, after each hour of intensive, uninterrupted work at the monitor by their immediate supervisor.

§ 46

Extra hours

1. Work performed in excess of the working time norms applicable to the employee, as well as work performed in excess of the extended daily working time, resulting from the working time system and schedule applicable to the employee (overtime work), is permitted in the event of:
 - 1) the need to conduct rescue action in order to protect human life or health, property or environment, or to repair failures,
 - 2) specific needs of the employer.
2. The number of overtime hours due to the circumstances specified in paragraph 1, item 2, may not exceed 200 hours per calendar year for an individual employee.
3. Overtime work is ordered by the head of the organizational unit and approved by their immediate supervisor in writing on the "Overtime Work Order" attached as Appendix No. 10, while confirmed on the "Confirmation of performance of overtime work" - constituting Appendix No. 11 to these Regulations. "Instruction to perform overtime work" and "Confirmation of performance of overtime work" shall be immediately forwarded to the Department of Personnel and Social Affairs and shall be the basis for calculating remuneration or granting time off for overtime work.
- 3a. The provisions of paragraph 3 shall not apply in the case of employees employed as drivers and employees referred to in § 62 of these Regulations.

4. The head of the organizational unit is responsible for compliance with overtime standards, determines the scope of work, the place where the work is to be performed, and justifies the order for overtime work.
5. The working time, including overtime, cannot exceed an average of 48 hours per week in the accounting period adopted.
6. In the case of part-time employees, it is established that exceeding an average of 38 hours in a typical five-day work week during the adopted pay period entitles them to payment, in addition to their normal pay, of an allowance equivalent to overtime.

§ 47

1. The employee shall be entitled, in addition to normal remuneration, to an overtime allowance in the amount of:
 - 1) 100% pay - for overtime work falling:
 - a) at night,
 - b) on Sundays and holidays that are non-working days for the employee, in accordance with the current work time schedule,
 - c) on a day off given to the employee for working on a Sunday or public holiday according to their work schedule,
 - 2) 50% of pay - for overtime work falling on any day other than that specified in point 1.
2. The bonus in the amount specified in section 1(1) shall also be paid for each hour of overtime for exceeding the average weekly working time in the settlement period, unless the average weekly working time has been exceeded as a result of working overtime for which the employee is entitled to receive the bonus specified in section 1.
3. The allowance referred to in paragraph 1 shall not be paid for work on Sunday during normal working hours if the employee has been granted another day off. This also applies to working on a holiday.

§ 48

1. In exchange for time worked overtime, the employer, upon the employee's written request, may grant them the same amount of time off from work.
2. Time off for working overtime may also be granted without the employee's request; in this case, the employer shall grant time off no later than 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 reduce the remuneration payable to the employee for the full monthly working time.
3. In the cases specified in paragraphs 1 and 2, the employee is not entitled to an overtime bonus.
4. The granting of time off referred to in paragraph 1 and paragraph 2 shall be documented on the template of Confirmation of Overtime Work, which is attached as Appendix No. 11 to these Regulations.

§ 49

1. Employees managing on behalf of the employer and managers of organizational units shall, if necessary, perform work outside normal working hours without the right to pay and overtime allowance, subject to paragraph 2.
2. Managers of organizational units for overtime work falling on Sundays and holidays are entitled to remuneration and an allowance for overtime work in the amount specified in § 47 paragraph 1, if they did not receive another day off in exchange for work on such a day.

§ 50

1. Overtime is not allowed for:
 - 1) pregnant women,
 - 2) employees caring for a child up to the age of 8, without their consent,
 - 3) juvenile workers,
 - 4) employees with disabilities, with the exception of those employed in guard duty, and when, at the request of the person employed, the medical doctor conducting preventive examinations of employees approves overtime work.
2. Employees caring for a child up to the age of 8 must not be employed at night or posted outside their permanent place of work without their consent.

§ 51

1. The weekly working time of a driver, including overtime, may not exceed an average of 48 hours in the adopted pay period.
2. The weekly working time referred to in paragraph 1 may be extended to 60 hours if the average weekly working time does not exceed 48 hours in the adopted reference period.
3. The number of overtime hours worked by a driver in connection with the specific needs of the employer may not exceed 416 in a calendar year.
4. The working hours specified in paragraphs 1 and 2 shall also apply to a driver employed by more than one employer.
5. The driver is required to provide their immediate supervisor with a written statement regarding their employment status, either as an employee or not employed by another employer. A copy of the aforementioned statement shall be forwarded by the immediate supervisor to the Department of Personnel and Social Affairs.
6. The Law on drivers' working time (Journal of Laws of 2019, item 1412, as amended) shall apply to employees employed as drivers.

§ 52

1. The working time of an employee performing business tasks outside the locality in which the employer's headquarters is located or outside the permanent place of work is accounted for on the basis of a business trip order.
2. An employee delegated to another locality shall be paid for overtime work if he was ordered to perform overtime work and the working time was controlled.

§ 53

Office hours

1. The employer may require an employee to remain outside normal working hours on standby to perform work under the employment contract on the premises of the University or at another place designated by the employer (on-call duty).
2. On-call time is not included in working time if the employee did not perform work during the on-call period. On-call time must not violate the employee's right to rest under the Labor Code (daily and weekly rest periods).
3. For on-call time, with the exception of on-call duty performed at home, an employee is entitled to time off in the amount corresponding to the length of the on-call duty, and if it is not possible to grant time off - the salary resulting from his personal classification determined by an hourly rate.
4. Employees in labor and service positions are on duty on days and during periods when classes are held from Monday to Friday, between 15⁰⁰ and 22⁰⁰, while on Saturdays and Sundays from 7⁰⁰ to 15⁰⁰.
5. The provisions of paragraphs 2 and 3 do not apply to CUT management employees.

Chapter II

Working time of academic teachers

§ 54

1. Academic teachers perform work under the task-based working time system, with the rules set forth in Chapter I.
2. Teaching assignments, other work related to the teaching process referred to in § 24(5)(1), (4), and (5), and organizational work for CUT shall be carried out by academic teachers at the place and time designated by the employer, but teaching assignments on a given day shall not exceed 8 teaching hours. The time and place of performance of other duties of an academic teacher, as defined by the Law, including research duties, shall be determined by the academic teacher. Settlement of the performance of these duties shall be based on the work effects to be evaluated as part of the periodic evaluation of the

academic teacher. The accounting period for academic teachers' working time is 12 months and covers the period from October 1 of a given year to September 30 of the following year.

§ 55

1. The following distribution of working time of academic teachers is established:
 - 1) research and teaching staff:
 - a) work related to the conduct of scientific activities - 50%,
 - b) work related to the education and training of students or participation in the education of doctoral students - 40%,
 - c) organizational work - 10%,
 - 2) research employees, subject to point 3:
 - a) work related to the conduct of scientific activities or participation in the training of doctoral students - 90%,
 - b) organizational work - 10%,
 - 3) employees employed as academic librarians:
 - a) work related to the conduct of scientific activities - 65%,
 - b) organizational work - 35%,
 - 4) teaching staff:
 - a) work related to the education and training of students or participation in the education of doctoral students - 90%,
 - b) organizational work - 10%.
2. In individual cases, in particular in connection with the implementation of significant research, teaching, or organizational tasks, the Rector may establish a different division of working time for academic staff than that specified in paragraph 1. The individual division of working time shall be established for a period not exceeding 12 months, with the possibility of its extension for further periods. Changes must be included in the academic teacher's detailed responsibilities. The establishment of an individual division of working time does not alter the size of the teaching salary, as determined in accordance with § 56, paragraph 1.

§ 56

1. The teaching load is:
 - 1) for research and teaching staff:
 - a) 180 hours - for employees hired as full professors,
 - b) 210 hours - for employees employed in the position of university professor,
 - c) 240 hours - for employees employed in the positions of assistant professor and assistant,
 - 2) for teaching staff:
 - a) 285 hours - for employees hired as full professors,
 - b) 330 hours - for employees employed in the positions of university professor,
 - c) 360 hours - assistant professor, assistant, lecturer of a foreign language, lecturer of Polish as a foreign language, and trainer,
 - d) 540 hours - for employees employed in the positions of a foreign language teacher, instructor.
2. The following reductions to the annual teaching load are applied:
 - 1) for employees serving on a university body or in leadership positions:
 - a) 120 hours - for the Rector,
 - b) 90 hours - for the pro-rector,
 - c) 90 hours - for the dean,
 - d) 60 hours - for the director of the CUT Doctoral School,
 - e) 60 hours - for the vice-dean.

The reductions referred to above are granted for the term of office. In justified cases, at the request of persons holding the above-mentioned functions, the amount of the reduction may be increased, but to no more than 180 hours.

Decisions in this regard shall be made by the chairman of the University Council (with respect to the Rector) or the Rector, (with respect to persons holding managerial positions listed in letters b-e),

- 2) for members of the Polish Accreditation Commission, the General Council for Science and Higher Education, the Accreditation Commission for Technical Universities, the Central Commission for Degrees and Titles, the Council for Scientific Excellence, the Committee for the Evaluation of Science, the Scientific Council of the National Center for Research and Development, and the Council of the National Science Center:
 - 60 hours per academic year, until the termination of the function. In justified cases, the Rector may decide to change the size of the reduction,
 - 3) for managers of research projects and externally funded research and development work - up to 60 hours; the reduction is granted by the dean, according to the rules set forth in Appendix No. 12 to these Regulations,
 - 4) for employees distinguished by outstanding scientific achievements in a given discipline, confirmed by publications in scientific journals from the list of the Minister of Science and Higher Education and obtained patents, in the amount of up to 50% of the amount referred to in paragraph 1. This reduction is decided by the Rector upon a justified application of the dean. The reduction is granted for a period not longer than one academic year and may be renewed,
 - 5) for employees conducting classes in sports sections of CUT's Academic Sports Association; a reduction of up to 120 hours per academic year is granted by the Rector at the employee's request, after a positive opinion of the President of the University's Academic Sports Association University Club.
- 2a. Reductions granted under paragraph 2 shall be accounted for in proportion to the duration of the reason for granting them during the academic year.
3. The Rector may grant a reduction to the annual teaching load in other particularly justified cases.
 4. An academic staff member may not simultaneously benefit from more than one reduction. When an academic teacher meets the eligibility requirements for more than 1 reduction, the academic teacher shall decide which reduction will apply.
 5. Reductions are available only if you are not teaching additional extra hours (hours exceeding the teaching load).
 6. In the case of academic teachers taking advantage of the reductions referred to in paragraph 2, remuneration for extra hours performed shall be paid only if the extra hours relate to the implementation of teaching activities in the subject leading to the preparation of a thesis, settled according to the rules set forth in § 57, paragraph 3. In any other case, remuneration for extra hours may be paid after the basic teaching salary is exceeded, and the number of extra hours shall be determined in relation to this amount of teaching load.

§ 57

1. One teaching hour corresponds to 45 minutes of instruction:
 - 1) with students,
 - 2) with participants in third-level classes or doctoral school,
 - 3) (repealed)The size of student groups is determined in accordance with the current Rector's Order on the rules for determining the size of student groups at Cracow University of Technology.
2. Classes within the doctoral school are billed assuming a minimum group size of 4 doctoral students.
3. The supervisor of the diploma thesis shall be credited with 10 didactic hours for the realization of teaching activities within the subject leading to the preparation of the diploma thesis in second-cycle studies, and 5 didactic hours for the subject leading to the preparation of the diploma thesis in first-cycle studies. These hours shall be considered completed after the student has been credited with the subject leading to the preparation of the diploma thesis according to the rules set forth in *Regulation of studies at Cracow University of Technology*, except that:

- 1) the maximum total number of hours billed for the realization of a subject leading to the preparation of a diploma thesis in first- and second-cycle studies, falling in a given academic year per one academic teacher in all fields of study, may not exceed 100 teaching hours,
- 2) the maximum total number of teaching hours referred to in item 1 does not include hours completed by an academic teacher in connection with:
 - a) the student's retaking a course leading to the preparation of the thesis,
 - b) implementation of a subject leading to the preparation of a thesis within the framework of joint studies conducted under an international agreement.
4. The number of hours for teaching classes referred to in § 24 paragraphs 1-3, conducted in a foreign language, shall be calculated using a multiplier of 1. In justified cases, the dean or the head of a non-faculty unit may:
 - 1) request the Rector to grant the employee an allowance, in accordance with the rules set forth in § 24a of the Regulations on the Remuneration of Employees of the Cracow University of Technology,
 - or
 - 2) apply to the Rector for approval to determine the number of hours of teaching classes taught by an employee in a foreign language with a multiplier of 2 applied to these classes.
 The applications referred to in points 1 and 2 shall be submitted before the beginning of the semester.
5. Teaching activities specified in the curriculum of the Bachelor's or Master's degree program and in the curriculum of the Doctoral School, conducted by methods and techniques of distance learning in accordance with the rules in force at CUT, shall be included in the annual teaching load of a given position as specified in § 56(1), with the proviso that:
 - 1) in the case of classes conducted by methods and techniques of distance learning in the form of synchronous classes, the size of the student group is determined in accordance with the Rector's order on the rules for determining the size of student groups,
 - 2) in the case of classes conducted by methods and techniques of distance learning in the form of asynchronous classes, the maximum size of the student group is not specified.
6. During an academic staff member's illness or other unforeseen, excused absence, teaching hours resulting from the teaching load established for the position in accordance with § 56, paragraph 1, which, according to the teaching schedule, would fall during the period of such absence, shall be counted, for the purpose of determining the number of teaching hours, as hours worked according to the schedule.
7. An academic teacher for whom a teaching load is not scheduled due to:
 - 1) employment after the start of the academic year,
 - 2) foreseen absence from work related, in particular, to sabbatical leave, long-term illness, unpaid leave or other leave from work, military service, maternity leave, leave on maternity leave conditions, paternity leave, parental leave or extended parental leave,
 - 3) termination of employment before the end of the academic year.
 One thirtieth of the teaching load established for the position in accordance with § 56(1) shall be credited to the teaching hours worked, for each week of absence falling during the period in which teaching is conducted at the University.
8. For an academic staff member whose position has been changed during the academic year, the annual teaching load shall be determined in proportion to the duration of employment in both positions.
9. Documents, including reports from the eHMS/pens system, on the implementation of teaching loads, shall be submitted by deans of faculties to the pro-rector responsible for the settlement of salaries no later than 14 days after the end of the academic year to which the settlement relates.

§ 58

1. Additional extra hours of work of an academic teacher are understood as work performed at full-time and part-time studies and at the CUT Doctoral School within the framework of teaching activities defined:
 - 1) in the Regulations of higher education,
 - 2) in the Regulations of doctoral studies, conducted with participants of the third-cycle program and in the Regulations of the Doctoral School above the teaching load obligatory for the position, as defined in § 56(1), assigned in accordance with the following rules.
2. In special cases, justified by the necessity to implement the educational program, an academic teacher may be obliged to teach in excess hours, at a rate not exceeding $\frac{1}{4}$ of the teaching load obligatory for a given position in the case of a research and teaching employee, and $\frac{1}{2}$ for a teaching employee, as specified in § 56, paragraph 1.
3. An academic teacher, with their consent, may be assigned to teach didactic courses in excess extra hours at a rate not exceeding twice the annual teaching load.
4. Classes in extra hours referred to in paragraph 2 are assigned to academic staff by their immediate supervisor, with the approval of the dean.
5. Classes in extra hours referred to in paragraph 3 are assigned to a teacher by the immediate supervisor with the approval of the dean, obtaining the teacher's written consent in advance. Consent may also be given in electronic form.
6. A university teacher who is pregnant or raising a child until the child is 8 years old may not be assigned additional hours of work without their consent.
7. Extra hours shall not be assigned to employees of CUT organizational units, in which not all academic staff have a full teaching load. In justified cases, with the prior approval of the Rector, extra hours may be assigned to the employees referred to above.
8. Salary for extra hours shall be paid only for hours actually completed in excess of the mandatory load for a given position, as defined in § 56(1), subject to § 56(6).
9. If the position is changed during the academic year, the amount of remuneration for extra hours is determined on the basis of the average rates applicable to the previous and current positions.
10. The rate for extra hours is determined by the current salary regulations for CUT employees.

§ 59

For teaching and research and teaching staff, the following order of credit for teaching activities to fulfill the load and extra hours conducted at all cycles and forms of study, including doctoral schools, is established:

- 1) classes in full-time undergraduate and graduate programs,
- 2) classes in the third-cycle studies;
- 3) classes at doctoral schools;
- 4) part-time classes;
- 5) (repealed);
- 6) (repealed).

Chapter III

Working time of employees who are not academic staff

§ 60

1. Subject to the provisions of Chapter I, the following working time systems are applied to non-academic employees at the University:

- 1) basic;
 - 2) equivalent, as referred to in Articles 135-137 of the Labor Code;
 - 3) task-based, as referred to in Article 140 of the Labour Code;
 - 4) the shortened work week referred to in Article 143 of the Labor Code.
2. The following working time schedules may also be applied to the employees referred to in paragraph 1:
 - 1) flexible, as referred to in Article 140¹ of the Labor Code;
 - 2) individual, as referred to in Article 142 of the Labor Code.
 3. Shift work is permissible regardless of the working time system used.
 4. For all working time systems referred to in paragraph 1, a reference period of 3 months is established.
 5. Determining the system of working time for an employee in which they perform work is part of the employer's powers related to the management of the workplace and the organization of the work performance process. Subject to paragraph 7, a change in the system in which the employee performs work does not require an amendment to the wording of the employment contract or regulations. A change in the working time system shall be made in writing, at least 7 days before the beginning of the next pay period.
 6. If the working time system has been specified as an individually agreed condition of the employment contract, changing it requires amending the wording of the employment contract in the manner prescribed by the Labor Code.
 7. A specific working time system in organizational units or positions may also be introduced for a limited period of time, due to the need for urgent implementation of important tasks for the University or at the justified request of an employee, with at least 7 days' notice, subject to the provisions of paragraph 5.

§ 61

Basic system

1. Work under the basic working time system consists of providing work on working days or other days that are CUT working days, with fixed working hours. In this system, the working day is 8 hours, and the work week is an average of 40 hours per week, typically spread over a five-day work week.
2. Working more than 8 hours a day constitutes overtime.
3. At the University, the basic work time system is provided Monday through Friday.
4. The basic work schedule for non-academic employees includes the hours from 7 a.m. to 3 p.m.
5. The basic working time schedule of all CUT employees employed part-time is determined individually by their supervisors in accordance with the rules set forth in the Regulations.

§ 62

Equivalent working time system

1. For employees employed in guarding property (porters, receptionists, etc.), a system of equivalent working time is introduced, allowing for daily working hours to be extended by up to 12 hours within the adopted three-month settlement period. The extended daily working time is balanced by a shorter daily working time on certain days or days off. The basic working time schedule is assumed to be: 12 hours of work and a minimum of 24 hours of rest following the work period. Work is performed during the hours:
 - 1) 1st shift – from 7:00 am to 7:00 pm,
 - 2) 2nd shift from 7:00 pm to 7:00 am the following day.

2. Working up to 12 hours a day and not exceeding the working time standards under the Labor Code does not constitute overtime.
3. Workers on guard duty are not permitted to leave the workplace before a replacement arrives.
4. The rules for accounting for working time and overtime of employees employed in accordance with paragraph 1 are set forth in Appendix No. 13 to the Regulations.

§ 63

1. If justified by the type of work, its organization, season, or weather conditions, it is permissible, subject to paragraph 4, to extend the daily working time in organizational units to 12 hours per day in the adopted three-month settlement period. The system of equivalent working time may be used in particular in units and positions related to customer service, secretarial services, laboratory services, technical support of the University, ensuring the continuous operation of IT systems, and when the type or nature of work requires its performance on different days at different daily hours.
2. The extended daily working time is compensated by a shorter daily working time on certain days or by days off work.
3. The introduction of the system of equivalent working time in organizational units or positions, other than those referred to in § 62, is implemented on the basis of a decision by the Rector, preceded by a reasoned application from the head of the organizational unit, which has been approved by a higher-level supervisor.
4. The system of equivalent working time may also be introduced for a given employee as an individually agreed condition of the employment contract, at the employee's justified request; in this case, the provisions of paragraph 3 shall not apply. The individually agreed system of equivalent working time and the individually agreed reference period shall be included in the employment contract.

§ 64

1. The equivalent working time system cannot be applied in the following cases:
 - 1) employees working in workplaces where the maximum permissible concentrations and intensities of factors harmful to health are exceeded;
 - 2) pregnant employees;
 - 3) employees caring for a child under the age of 4, without their consent.
2. In the cases referred to in paragraph 1, for employees previously employed under the equivalent working time system, for the duration of the circumstances mentioned therein, the basic working time system is established.
3. The schedule of working time for employees performing work under the equivalent working time system shall be determined by the direct supervisor of each employee in individual work schedules covering at least one month. The schedule shall be provided to the employee at least 7 days before the beginning of the month covered by it.

§ 65

Task-based working time system

1. A task-based system of working time may be introduced in organizational units and workplaces, where it is justified by the type of work, its organization, or the nature of the work environment.
2. The task-based working time system may be used, in particular, in organizational units and jobs for which it is not possible or reasonable to determine in advance the time and place of work performance or fixed duties performed regularly in an organized manner, and also in cases where the performance of assigned tasks does not require the provision of work on the premises of the workplace.
3. Task-based system of working time may be introduced with the approval of the Rector

after prior agreement between the head of the organizational unit and the employee (the employee's consent is required) and agreement on the time necessary to perform the tasks assigned to the employee, taking into account the norms and dimensions of working time referred to in Article 129 of the Labor Code.

4. Task-based working time may also be introduced for a given employee as an individually agreed condition of the employment contract, at the employee's justified request; in this case, the provisions of paragraph 3 shall not apply. The individually agreed task-based working time shall be included in the employment contract.

§ 66

Shortened work week system

1. At the written, reasoned request of an employee, supported by their immediate supervisor, the Rector may apply a shortened work week system. Under this system, it is permissible for an employee to work for less than 5 days per week, while extending the daily working hours to no more than 12 hours, within the adopted pay period.
2. Work of up to 12 hours a day, as referred to in paragraph 1, which does not exceed the working time norms under the Labor Code, does not constitute overtime in this case.

§ 67

Flexible working time

- 1 If justified by the teaching, research or organizational needs of the university, in particular, if the work has to be performed on different days and hours in a week, month or pay period, especially if it is due to the needs of serving visitors, secretarial services, laboratory services, technical support of the university, or ensuring the continuous operation of IT systems, flexible working hours may be used.
- 2 The work schedule may provide for different starting times on days that, according to the schedule, are working days for employees, in which case the repeated performance of work on the same day does not constitute overtime work.
- 3 Performance of work in accordance with the rules described in this paragraph shall not violate the working time standards provided for the working time system to which the employee is subject and the right to rest provided for in Articles 132 and 133 of the Labor Code.
- 4 The introduction of flexible working hours in organizational units or positions is based on a proposal from the head of the organizational unit, approved by a higher-level supervisor.
- 5 Flexible working time may also be introduced for a particular employee as an individually agreed condition of the employment contract, at the employee's justified request; in this case, the provisions of paragraph 4 shall apply accordingly. The individually agreed mobile working time system shall be included in the employment contract.

§ 68

1. The working time of library employees and employees of documentation and scientific information is 8 hours per day and an average of 40 hours per week in an average 5-day work week in the adopted pay period.
2. For employees of the Cracow University of Technology Library, flexible working hours are allowed within the employee's working hours referred to in paragraph 1, with the written consent of the immediate supervisor and the knowledge of the head of the unit, while work must begin:
 - 1) for the 1st shift between 6 a.m. and 9 a.m., and finish between 2 p.m. and 5 p.m.,
 - 2) for the 2nd shift between 11 a.m. and 1 p.m., and end between 6 p.m. and 9 p.m.,
 - 3) work on Saturdays, according to the schedule from 7 a.m. to 3 p.m.:

3. The Director of the CUT Library determines the weekly and monthly working time schedule of subordinate employees, in accordance with the norms set forth in the regulations, taking into account the opening and closing hours of the CUT Library's organizational units.
4. Managers of organizational units of the CUT Library are obliged to prepare monthly work schedules for employees working in shifts, record and account for their working time. The Director of the CUT Library is responsible for the correctness of the schedules and working time settlements.

§ 69

Individual working time schedule

At the written reasoned request of the employee, the head of the organizational unit, with the approval of the senior supervisor, may establish an individual schedule of the employee's working time, within the framework of the working time system to which the employee is covered, with work to begin between 6^{a.m.} and 9 a.m., and end between 2 p.m. and 5 p.m.

§ 70

Shift work

1. In organizational units where such a need exists, shift work may be introduced, regardless of the existing working time system, with the approval of the Rector.
2. Shift work at the University is performed during the following hours:
 - 1) in the case of employees engaged in guarding property, in accordance with § 62(1)(1) and (2),
 - 2) in the case of CUT Library employees, in accordance with § 68(2)(1) and (2),
 - 3) for other employees in the units referred to in paragraph 1:
 - a) 1st shift from 7 a.m. to 3 p.m.,
 - b) 2nd shift from 1 p.m. to 9 p.m.
3. The distribution of shift work time is made by the head of the organizational unit, taking into account the type of work and its organization, in compliance with the regulations on working time. The head of the organizational unit shall draw up a monthly work schedule for employees working in shift work, record and account for their working time.

§ 71

Some parental rights related to working time

1. The employer shall be obliged to grant the request to perform work in the working time system referred to in Article 139 of the Labor Code, or the work schedule referred to in Article 1401 of the Labor Code, or in Article 142 of the Labor Code:
 - 1) to an employee - spouse or employee - parent of a child in the prenatal stage, in the case of a complicated pregnancy;
 - 2) to an employee-parent of a child with a certificate referred to in Article 4 (3) of the Act of November 4, 2016, on support for pregnant women and families;
 - 3) to an employee-parent of:
 - a) a child with a disability certificate or a certificate with a moderate or severe degree of disability as defined in the regulations on professional and social rehabilitation and employment of disabled persons, and
 - b) a child with, respectively, an opinion on the need for early childhood development support, an evaluation on the need for special education, or an evaluation on the need for remedial classes, referred to in the provisions of the Act of December 14, 2016. - Education Law.
2. The application referred to in paragraph (1) shall be submitted by the employee to the Rector via the official route.

3. The employer may refuse to grant the application referred to in paragraph (1) if its granting is not possible due to the organization of work or the type of work performed by the employee. The employer shall inform the employee in writing of the reason for refusing to grant the request.

PART IV

PAYMENT OF REMUNERATION FOR WORK

§ 72

The employee is entitled to remuneration for their work in accordance with applicable regulations and the terms of the concluded employment contract.

§ 73

1. Deadlines for payment of salaries to academic teachers:
 - 1) basic salary, seniority allowance, and allowances referred to in § 4(1)(2) of the Remuneration Regulations for CUT employees, with the exception of the remuneration components specified in letters c, d, e, and f, shall be paid in advance for a given month, i.e., on the first day of a given month. This right shall expire on the last day of the month in which the employment relationship ceased, except that the employee shall retain the salary paid for that month.
 - 2) Remuneration for extra hours of academic teachers shall be paid after settlement of hours realized in a given academic year, once per year, by November 30 of a given year. In the case of earlier complete settlement of hours realized by employees of a given organizational unit, which should be pursued, remuneration shall be paid at the earliest possible date.
2. Non-academic employees are paid all components of their salaries, both fixed and variable, in arrears for the monthly period on the 27th day of the month.
3. Benefits are paid on salary payment dates.
4. Remuneration components financed from sources other than the subsidy, with the exception of those specified in § 4(1)(1) and § 4(2)(a, b) of the Regulations on the Remuneration of CUT employees in the case of academic teachers, may be paid for the worked month in arrears on the 27th day of the month.

§ 74

1. If the date of payment of wages falls on a public holiday, payment for academic staff referred to in § 73 paragraph 1 item 1 shall be made on the following first working day, and for other employees on the working day preceding the payment date.
2. Wages are paid to the bank account indicated by the employee, unless the employee submits a request in documentary or electronic form for payment of wages in their own hand. Salaries are paid at bank branches upon presentation of an identity document.
3. Details of the bank branches where withdrawals can be made are announced by a communication from the Chancellor.
4. The employer is not responsible for delays resulting from an employee providing an incorrect account number.

§ 75

Any objections to the amount of wages paid shall be filed by employees with the Department of Payroll.

PART V
WORK DISCIPLINE

Chapter I

Accountability in the workplace

§ 76

1. If the employee fails to observe the established work process organisation and procedures, occupational health and safety regulations, fire safety regulations, or to use the adopted method of confirming their arrival and presence at the workplace and excusing their absence from work, the employer shall have the right to give them:
 - 1) penalty of admonition,
 - 2) penalty of reprimand.
2. A fine may be imposed on an employee under the terms of Article 108 § 3 of the Labor Code for:
 - 1) failure to comply with health and safety regulations or fire regulations;
 - 2) leaving the workplace without justification;
 - 3) appearing for work while intoxicated or under the influence of intoxicants;
 - 4) consuming alcohol or taking intoxicants while working.
3. The proceeds from pecuniary fines are to be allocated to the improvement of safety and health at work.
4. Penalties referred to in paragraph 1 are imposed by the Rector at the request of the employee's immediate superior or a higher-level supervisor..
5. The penalty can not be applied after two weeks from becoming aware of the breach of the employee's duty and after three months from the commencement of the violation.
6. The penalty may be applied only after the employee has been heard by a higher-level supervisor or the Rector.
7. If, due to absence from work, the employee cannot be heard, the two-week period referred to in paragraph 2 shall not begin, and that which has begun shall be suspended until the day the employee appears at work.
8. The Rector shall notify the employee in writing of the penalty, specifying the type of violation of their employment duties and the date on which the violation occurred. The notification shall also inform the employee of their right to object and the deadline for doing so. A copy of the notice shall be filed in the employee's personnel file.
9. When applying a penalty, the type of violation of employee duties, the degree of the employee's fault, and their attitude to work are taken into account in particular.

§ 77

1. If the application of the penalty was in violation of the law, the employee may file an objection with the Rector within 7 days from the date of notification of the punishment.
2. The Rector decides whether to accept or reject an objection after considering the position of the University trade union organization representing the employee. Failure to reject an objection within 14 days from the date of its filing is equivalent to acceptance of the objection.

3. An employee who has lodged an objection may, within 14 days from the date of notification of rejection of this objection, apply to the labor court for revocation of the penalty applied.
4. If the objection to the penalty payment is upheld or the labor court repeals it, the employer is obliged to reimburse the employee the equivalent of the penalty.

§ 78

1. A penalty is considered to be nil and void, and a copy of the notification is removed from the employee's personal files after one year of impeccable work.
2. The Rector may, on their own initiative or at the request of the company trade union organization representing the employee, declare the penalty null and void before the expiration of the period referred to in paragraph 1.
3. Academic teachers are also subject to separate disciplinary liability for misconduct that undermines the dignity of the academic profession under the terms of the law.

Chapter II

Material liability of employees

§ 79

1. An employee who, as a result of failure to perform or improper performance of their duties through their own fault, caused damage to the employer, shall be held materially liable under the rules set forth in the Labor Code.
2. Compensation shall be determined in the amount of the damage caused, but shall not exceed the amount of three months' salary to which the employee was entitled on the date of the damage.
3. If the employee intentionally caused the damage, he is obliged to compensate the full amount of the damage.

§ 80

1. Under a separate agreement, an employee may be given responsibility for:
 - 1) money, securities, or valuables;
 - 2) tools and instruments or similar items, as well as personal protective equipment and work clothing, and footwear;
 - 3) other property of the employer
 - with the obligation to return or enumerate.
2. In the case referred to in paragraph 1, the employee shall be liable for the resulting damage in full.

Chapter III

Compliance with the duty of sobriety, prohibition of the use of drugs and other psychoactive substances

§ 81

1. Appearing for work in a state of intoxication, consumption of alcohol, as well as the use, presence in the body of drugs or other psychoactive substances during work, and the sale, distribution or possession of drugs or other psychoactive substances by employees while on the University's premises is prohibited and constitutes a grave breach of the employee's basic duties.

2. The prohibition referred to in paragraph 1 does not apply to medicines and other medical means prescribed to an employee by a doctor, provided that their use does not exceed medical recommendations. Employees who take drugs or other medical means prescribed by a doctor shall be obliged to know the side effects of such means, which may affect the performance of their duties.
3. All violations of paragraph 1 will be reported immediately to the law enforcement authorities.
4. In addition to the provisions of the bylaws, the provisions on upbringing in sobriety and counteracting alcoholism, and the provisions on counteracting drug addiction shall apply to the matters specified in paragraph 1.

§ 82

1. Direct supervisors of employees are required to use an effective system for controlling compliance with the provisions of § 81 (1).
2. The system for controlling compliance with the provisions of § 81 (1) should, in particular, ensure:
 - 1) not allowing employees who violate the prohibitions set forth in § 81(1) to work and stay on the University's premises,
 - 2) responding promptly and severely to violations of the prohibitions referred to in § 81(1), and removing from work employees who have committed such misconduct,
 - 3) checking, in case of doubt, the state of sobriety or state after consumption of prohibited drugs by employees, in situations referred to in § 83(2).

§ 83

1. The basis for the decision not to allow the employee to work with consequences under the Labor Code and these Regulations, is a reasonable suspicion arising from the appearance, smell or behavior of the employee that they are under the influence of alcohol or other substances referred to in § 81(1). The circumstances forming the basis for such a decision should be made known to the employee.
2. At the employee's request, the employer shall allow a sobriety test to be conducted by the employer's own technical means, i.e., a device with a valid document confirming its calibration or metrological validation, or by an authorized health care facility or the police.
3. In the absence of an employee's request or refusal to voluntarily submit to a test, the immediate supervisor, with the approval of the Rector or Chancellor, shall immediately call the police to conduct a sobriety test or a test for being under the influence of other substances referred to in § 81(1).
4. Costs associated with the tests specified in paragraph 2 or 3 shall be borne by:
 - 1) in the case of a negative result - the employer,
 - 2) in the case of a positive result - the employee.
5. A protocol shall be drawn up of the activities referred to in paragraphs 1-3 by the employee's immediate supervisor in the presence of a witness. The protocol shall be submitted for reading and signing by the employee concerned. The protocol should, in particular, include:
 - 1) name of the person reporting violation of the prohibitions referred to in § 81(1);
 - 2) personal data of the employee and a description of the manner and circumstances of their violation of the prohibitions;
 - 3) indication of evidence, including the results of the tests referred to in paragraphs 2-3;

- 4) the date of preparation of the protocol, and the signature of the person preparing it, the witness, and the employee concerned.
6. In the event that the employee concerned refuses to sign the protocol or their condition prevents this action, an appropriate note shall be made on the protocol, which shall be signed by the employee's immediate supervisor and the witness.
7. The protocol shall be drawn up immediately, and a copy shall be delivered to the employee and to the Rector or Chancellor, respectively.

PART VI
OCCUPATIONAL HEALTH AND SAFETY
AND FIRE PROTECTION

Chapter I

Employer's health, safety, and fire protection rights and obligations.

§ 84.

1. The employer and employees are required to strictly comply with the provisions and principles of health and safety regulations and fire protection principles.
2. The employer is obligated to protect the health and safety of employees by ensuring safe and hygienic working conditions, utilizing the advancements in science and technology. In particular, the employer is obliged to:
 - 1) organize work in such a way as to ensure safe and hygienic working conditions and determine the main directions of activities in the field of occupational safety and health;
 - 2) ensure compliance with health and safety rules and provisions, order the removal of shortcomings in this regard, and control the execution of these orders;
 - 3) respond to the needs in the area of health and safety at work and adapt measures taken to improve the existing level of protection of health and life of employees, taking into account the changing working conditions;
 - 4) analyze the circumstances and causes of work-related accidents and ensure the development of a coherent policy to prevent accidents at work and occupational diseases that takes into account technical issues, work organization, working conditions, social relations, and the impact of work environment factors;
 - 5) take into account the protection of the health of adolescents, pregnant or breastfeeding workers, and workers with disabilities in the preventive measures taken;
 - 6) ensure the implementation of orders, speeches, decisions, and regulations issued by the authorities supervising working conditions, and ensure the implementation of the recommendations of the social labor inspector;
 - 7) analyze and identify risks to health and life, and assess and document the risks associated with work at the University, resulting from the implementation of the University's tasks, and take preventive measures to reduce these risks, and cooperate with authorities competent in matters of health and safety at work and trade unions representing CUT employees.
3. As part of the implementation of obligations to ensure safe and hygienic working conditions at the University, the employer shall ensure the placement in the CUT buildings, in conspicuous places, of:

- 1) information on the safe and hygienic use of the university premises, technical equipment, and rules of conduct in case of an accident or failure,
- 2) plans for evacuating people from university buildings and marking evacuation routes.

§ 85

1. In order to carry out the duties of the employer referred to in § 84, managers of organizational units:
 - 1) assess and document occupational risks at workplaces and apply the necessary preventive measures to reduce risks,
 - 2) inform employees of the occupational risks, with written confirmation, that are associated with the work performed on the job and of the principles of protection from hazards,
 - 3) carry out tests and measurements of factors harmful to health occurring at the University, and make the results of these tests and measurements available to employees,
 - 4) refer employees for periodic and follow-up medical examinations, in accordance with separate regulations,
 - 5) familiarize employees with health and safety regulations and rules pertaining to their work, as well as fire safety regulations,
 - 6) issue detailed instructions and guidance on health and safety at the workplace,
 - 7) provide employees, free of charge, with personal protective equipment to protect them from dangerous and harmful factors found in the workplace, as well as work clothing and footwear; the rules for the provision of personal hygiene products to CUT employees and the rules for the provision of personal protective equipment, work clothing and footwear (along with a table of allocation standards) are attached as Appendixes No. 16 and No. 17 to the Regulations.
2. The detailed scope of duties and responsibilities of heads of organizational units and managers regarding the provision of safe and hygienic working and learning conditions at the CUT is provided in Appendix 1 to the Regulations.

§ 86.

1. The employer is obliged to provide employees with information about employees designated for:
 - 1) the administration of first aid,
 - 2) performing activities in the field of fire fighting and evacuation of employees.
2. Information on employees referred to in paragraph 1 includes:
 - 1) full name;
 - 2) place of work;
 - 3) business phone number or other electronic means of communication.
3. The employer is obliged to provide connectivity with external specialized services, especially in the field of emergency first aid, medical rescue, and fire protection.

§ 87

The employer shall also ensure the performance of other duties on the premises of the CUT in the area of occupational safety and health specified in separate regulations, including the provisions of Section X of the Labor Code and the regulation of the Minister of Higher Education and Science issued pursuant to Article 51(2) of the Act.

Chapter II

Employer's health, safety and fire protection rights and obligations

§ 88

1. Every newly hired employee is required to undergo initial training in occupational health and safety, including general instruction, job instruction, and fire safety training.
2. The receipt of the training and instruction referred to in paragraph 1 shall be confirmed in writing by the employee.
3. Joining work without the training and instruction referred to in paragraph 1 is prohibited.
4. Employees are subject to periodic training in occupational safety and health, the frequency and duration of which are determined by separate regulations.
5. Employees are subject to medical examinations as specified in separate regulations: initial, periodic, and follow-up.

§ 89

1. Compliance with the rules and regulations of occupational safety and health and fire protection is the primary duty of every employee; in particular, the employee is obliged to:
 - 1) be familiar with the rules and principles of occupational health and safety, participate in training in this regard, and pass the required verification tests;
 - 2) perform work in a manner consistent with the regulations of safety and occupational health and fire protection, as well as comply with the orders and instructions issued in this regard, including the instructions and orders on occupational health and safety and fire protection in force at the workplace;
 - 3) maintain the machines, equipment, and tools in an appropriate manner and maintain order and tidiness in the workplace;
 - 4) use the assigned protective and work clothes and personal protective equipment in accordance with their intended use;
 - 5) undergo initial, periodic, and follow-up medical examinations and comply with the medical recommendations issued;
 - 6) immediately notify the supervisor of an accident at work or danger to human life or health noticed at the University;
 - 7) cooperate with his superiors in fulfilling their duties regarding occupational health and safety and fire protection.
2. The employee has the right to:
 - 1) refuse to perform work, notifying immediately their superior, if the working conditions do not comply with occupational health and safety regulations and pose a direct threat to the employee's health or life, or if the work performed by the employee poses such a threat to other people;
 - 2) move away from the place of danger, immediately notifying the immediate supervisor, if refraining from work does not remove the danger;
 - 3) remuneration for the time spent refraining from work or moving away from the place of danger in the situations specified in points 1 and 2;
 - 4) after prior notification to the supervisor, refrain from performing work requiring special mental and physical fitness in the event that their mental and physical condition does not ensure safe performance of work and poses a danger to others.

3. For the employee's failure to comply with obligations related to the maintenance of occupational safety and health and fire protection, the employer has the right to impose a penalty on the employee in accordance with the rules set forth in Section V.

PART VII

PROTECTION OF WORK OF WOMEN AND JUVENILE EMPLOYEES

§ 90

1. Pregnant or breastfeeding women must not be employed in work that is strenuous, dangerous, or harmful to their health.
2. The list of assignments referred to in paragraph 1 is attached as Appendix 20 to these Regulations.
3. Pregnant women may not be required to work overtime or at night.
4. Pregnant employees must not be delegated outside of their permanent place of work without their consent.
5. A woman caring for a child younger than 8 years old may not, without her consent, be required to work overtime, at night, or outside her permanent place of work.
6. Pregnant and breastfeeding women's work is permitted under the terms of the Labor Code.
7. A female employee who is breastfeeding her child is entitled to two half-hour breaks counted as working time. A female employee who cares for more than one child is entitled to two 45-minute breaks. Breastfeeding breaks may be given together at the request of the employee.
8. An employee employed for less than 4 hours a day is not entitled to feeding breaks. If an employee's working hours do not exceed 6 hours per day, she is entitled to one feeding break.

§ 91

1. A juvenile may not be employed overtime or at night.
2. The list of work assignments performed at the University for which juveniles may not be employed, the types of work performed at the CUT, and the list of jobs allowed to juvenile employees for the purpose of vocational training are attached as Appendix 21 to the Regulations.

PART VIII

COUNTERING DISCRIMINATION AND BULLYING

§ 92

1. It is the employer's duty to take measures to counter discrimination and harassment on the University's premises.
2. The employer does not accept the phenomenon of discrimination, harassment, or any other form of physical or psychological violence.
3. Actions or behaviors that fulfill the elements of discrimination or harassment specified in labor and other laws are prohibited.
4. It is forbidden to take advantage of the privileged professional position in the supervisor-employee relationship in a manner contrary to labor laws.
5. All manifestations of discrimination and harassment deserve special condemnation, particularly in the academic environment and with regard to all members of the university community.

6. Everyone is expected to respond appropriately to and counteract any perceived manifestations of discrimination or harassment occurring at the University.
7. Creating situations that encourage or facilitate discrimination or harassment, or the use of such practices, is considered a grave breach of basic labor duties.

§ 93

1. Discrimination is the unlawful deprivation or restriction of rights arising from the employment relationship or unequal treatment of employees on the basis of sex, age, disability, nationality, race, beliefs, especially political or religious beliefs and union membership, sexual orientation, the performance of remote work or the refusal to perform it, as well as the granting to some employees of fewer rights on these grounds than those enjoyed by employees in the same factual and legal situation.
2. harassment means employee actions or behaviors directed against an employee, consisting in persistent and long-lasting harassment or intimidation of an employee, causing them to under-valuate professional suitability, causing or aimed at humiliating or ridiculing an employee, isolating or eliminating a colleague from the team.

§ 94

1. Relations between the employer and employees are based on the principle of respect and tolerance, and respect for personal dignity.
2. The employer's decisions, in particular, regarding hiring, promotion, referral to training to improve professional skills, and the formation of remuneration, are motivated by an objective assessment of the employee's performance, skills, competencies, and work experience and qualifications.
3. The employer shall take measures to prevent discrimination and harassment, raise awareness of employees on the phenomenon of discrimination and harassment, as well as to build positive relations between members of the university community, in particular through:
 - 1) development and dissemination of appropriate anti-discrimination and anti-bullying procedures, enabling an employee to file a complaint and have it objectively investigated;
 - 2) conducting periodic education, information, and training activities on anti-discrimination and bullying prevention;
 - 3) ensuring due protection of the employee's personal rights;
 - 4) dissemination of information on job vacancies;
 - 5) introducing a performance appraisal system that ensures objective performance appraisal and the possibility of appealing the periodic evaluation;
 - 6) ensuring the conditions necessary for the activities of the company trade union organizations operating at the University;
 - 7) creation and dissemination of a code of ethics for employees, which is a set of guidelines for daily professional conduct based on the fundamental values of justice, truth, honesty, dignity, and loyalty in the spirit of the principles of social coexistence.

§ 95

1. An employee who believes they have experienced any form of discrimination or harassment is entitled to report it to their employer in writing.
2. Filing a notice shall not be the basis for unfavorable treatment of the complainant, and shall not cause any negative consequences to the complainant. The employer shall

ensure that they provide the person who is a victim of discrimination or harassment with all necessary support.

3. (repealed)
4. The Rector will determine, by a separate order, the Internal Anti-Discrimination and Anti-Harassment Policy, including the detailed procedure and rules for dealing with cases of reported discrimination or harassment, the composition and procedure for appointing an anti-harassment committee, as well as sample documents, subject to the provisions of the Regulations.

PART IX FINAL AND TRANSITIONAL PROVISIONS

§ 96

The rules and procedures for granting leave of absence referred to in § 30 paragraph 4a are effective as of January 1, 2022.

§ 97

Paid leaves of absence referred to in § 36, granted before the effective date of these regulations, remain granted under the existing rules.

§ 98

The scopes of duties of academic teachers will be adjusted to the requirements of the Regulations by June 30, 2022.

§ 99

The existing rules apply to the billing of classes taught in third-cycle studies in terms of group size.

Duties and responsibilities of heads of organizational units and managers regarding the provision of safe and hygienic working and learning conditions at CUT

§ 1

1. Managers of organizational units are responsible for the state of:
 - 1) occupational health and safety in the units under their direction,
 - 2) CUT buildings and premises, as well as the areas and facilities appurtenant thereto, in accordance with their function and purpose, which should meet the technical conditions prescribed by law and comply with health and safety regulations.
2. Persons in charge of employees are obliged to know and apply the provisions of the labor law, as well as regulations on labor protection, including regulations and rules on safety and occupational health.

§ 2

Managers of organizational units are responsible for organizing workplaces in accordance with health and safety regulations and guidelines. Organizing work should take into account:

- 1) determination of activities, duties, and responsibilities for specific job positions,
- 2) equipment of positions with appropriate, safe tools, machines, and apparatus that meet the requirements for declaration of compliance specified in separate regulations,
- 3) machinery and other technical equipment that is temporarily out of order, damaged, or under repair should be clearly marked and secured in such a way that it cannot be put into operation,
- 4) providing employees free of charge with work clothes and footwear and personal protective equipment, protecting against dangerous and harmful factors present in the work environment,
- 5) provision of job instructions,
- 6) providing employees with on-the-job instruction and information on occupational risks associated with their work,
- 7) provide ongoing supervision of compliance with health and safety regulations and rules,
- 8) timely conduct of preventive health care medical examinations of employees in their units,
- 9) mandatory ordering examinations and measurements of factors harmful to health occurring at the University, and making the results of these examinations and measurements available to employees by posting them at workstations and providing the results to the Department of Occupational Health and Safety,
- 10) when using hazardous substances and chemical mixtures, rules in accordance with the regulations on the safety of their use,
- 11) providing first aid kits in the organizational unit equipped with the necessary supplies in accordance with internal regulations,
- 12) in the case of places and premises to which access by non-employees or students is forbidden - ensuring that they are properly marked and secured against free access by unauthorized persons,
- 13) taking the necessary measures to determine the circumstances and causes of accidents at work and on the way to and from work - if an accidental event occurs in the unit,
- 14) ensuring ongoing supervision of subordinate employees' possession of up-to-date training in occupational health and safety,

§ 3

The managers of organizational units where pilot, chemical, biological, physical or other research is performed, which may pose a threat to the life and health of those participating in these processes, are required to develop instructions for conducting these experiments. The instructions should include provisions on the prevention of risks to human health and life.

§ 4

The person managing the employees is obliged to:

- 1) organize workplaces in accordance with the regulations and rules of occupational health and safety at work,

- 2) make sure that personal protective equipment is operational and that it is used as intended,
- 3) organize, prepare, and conduct work, including the protection of employees against occupational accidents, occupational diseases, and other diseases related to the conditions of the working environment,
- 4) make sure that workrooms and technical equipment are safe, that collective protective equipment is operational, and that it is used as intended,
- 5) enforce employees' compliance with safety and occupational health rules and regulations,
- 6) ensure the implementation of the recommendations of the doctor in charge of employee health care.

§ 5

Managers of organizational units where teaching is conducted in laboratories, workshops, and specialized laboratories are required to organize the teaching process in such a way as to ensure:

- 1) the necessary personal protective equipment for students and doctoral students, depending on the type of classes and the specifics of each faculty,
- 2) training in occupational health and safety for all newly admitted students and participants in doctoral studies,
- 3) placing in a visible and easily accessible place in laboratories and specialized laboratories order regulations specifying detailed regulations and rules for holding classes and health and safety rules,
- 4) conducting classes with students by employees whose background guarantees the conduct of classes in accordance with health and safety regulations and rules,
- 5) conducting medical examinations of students and doctoral students exposed to factors that are harmful or hazardous to health, according to the rules and procedure set forth in separate regulations.

§ 6

1. Persons who conduct classes with students in laboratories, workshops, and specialized laboratories, as well as those who conduct physical education classes, are obliged to be familiar with health and safety regulations and rules of first aid to the extent necessary to conduct classes in accordance with these regulations and rules.
2. Before the beginning of classes and admission of students to participate in them, the instructor is obliged to check that the technical condition of the apparatus and equipment and the electrical installation, the general condition of the laboratory or specialized laboratory, do not pose a threat to the life and health of students.
3. The instructor of classes in laboratories and workshops, where harmful or dangerous factors are present, is obliged to acquaint students with the regulations and rules of occupational safety and health, as well as the applicable order regulations.
4. The instructor is responsible for the safety of students during the course of instruction.
5. If it is determined that the place where the classes are to be conducted or the condition of the equipment therein may pose a threat to the safety of students, the instructor of the classes is obliged to not allow the classes to begin, to stop the classes, or to specify tasks and procedures to ensure the safe conduct of the classes.

.....
(surname and name)

.....
(organizational unit)

.....
PESEL (Personal Identification Number)

Statement of the person taking up employment that there are no contraindications to starting work in a CUT organizational unit

I hereby declare that the organizational unit in which I am to take up employment is headed by a person:

- 1) who is my spouse **YES** **NO**
- 2) who is my relative up to and including the second degree of consanguinity¹ **YES** **NO**
- 3) who is my relative up to and including the second degree of affinity² **YES** **NO**
- 4) with whom I share a household³ **YES** **NO**

....., 20.....

.....
(legible signature)

Legal basis

Article 118, Act of July 20, 2018, Law on Higher Education and Science

¹ Father; mother; parents; son; daughter; grandfather; grandmother; grandson; granddaughter; brother; sister; step-siblings; adopted children

² Wife and ex-wife, husband and ex-husband; husband's father, wife's father; husband's mother, wife's mother; daughter's husband, son's wife; husband's brother, husband's sister, wife's brother, wife's sister; brother's husband, sister's husband; stepfather, stepmother; stepchildren

³ Running a joint household is understood as living together, including jointly meeting the needs of life.

.....
(surname and name)

.....
(organizational unit)

.....
PESEL (Personal Identification Number)

**Statement of the person assuming the managerial function on the absence of
contraindications to manage the organizational unit of CUT**

I hereby declare that there is a person in the organizational unit that I am to lead among the employees:

- 1) who is my spouse **YES** **NO**
- 2) who is my relative up to and including the second degree of consanguinity¹ **YES** **NO**
- 3) who is my relative up to and including the second degree of affinity² **YES** **NO**
- 4) with whom I share a household³ **YES** **NO**

If YES is checked at least once, indicate the employee(s) affected by the affirmative answer:

.....
....., 20.....

.....
(legible signature)

Legal basis

Article 118, Act of July 20, 2018, Law on Higher Education and Science

¹ Father; mother; parents; son; daughter; grandfather; grandmother; grandson; granddaughter; brother; sister; step-siblings; adopted children

² Wife and ex-wife, husband and ex-husband; husband's father, wife's father; husband's mother, wife's mother; daughter's husband, son's wife; husband's brother, husband's sister, wife's brother, wife's sister; brother's husband, sister's husband; stepfather, stepmother; stepchildren

³ Running a joint household is understood as living together, including jointly meeting the needs of life.

CRACOW UNIVERSITY OF TECHNOLOGY
31-155 Kraków, 24 Warszawska Street

Krakow, on.....

**A detailed scope of duties of an academic teacher
in the group of teaching staff**

Ms/Mr
Position held
Reports directly to
Organizational unit

1. The duty of an academic teacher is to perform assigned tasks conscientiously and diligently, and to comply with the instructions of superiors that relate to work, if they are not contrary to the law. An academic teacher is obliged, in particular, to:

- 1) comply with the work regulations and established internal order, as well as CUT regulations posted on www.pk.edu.pl,
- 2) comply with the rules and principles of health and safety, as well as fire regulations,
- 3) take care of the good of the employer, respect and protect their property, and keep secret information the disclosure of which could expose the employer to harm,
- 4) immediately notify superiors of any accident or danger to human life or health noticed at the University.

2. Responsibilities of the position held

- 1) Responsibilities for the education and training of students and participation in the education of doctoral students include, in particular:
 - a) implementation of the teaching load in accordance with the principles set out in the CUT Work Regulations, i.e., hours per academic year;
 - b) conducting consultations with students and doctoral students (at a rate of no less than hours per week);
 - c) development of teaching materials for the classes conducted;
 - d) participation in the development and updating of study programs and curricula at the doctoral school,
 - e) participation in the inspections of teaching activities;
 - f) conducting examinations and awarding credits, including diploma examinations;
 - g) supervision of credit and term papers of students;
 - h) supervising students' theses and reviewing them;
 - i) attention to the high quality of education and compliance of teaching work with the principles of the internal educational quality assurance system;
 - j) timely preparation of the documentation of the course of study applicable to academic teachers;
 - k) activation of surveys of academic teacher evaluation by students and doctoral students for individual subjects;
 - l)*
- 2) Responsibilities for organizational work include, in particular:
 - a) work in the institutions and collegial bodies of the University, including the faculty, senate and rectoral committees,
 - b) work in recruitment committees and examination committees in the process of enrolling students and in the process of confirming learning outcomes,
 - c) organizing and participating in promotional and presentation actions of the University,
 - d) acting as a year supervisor or supervisor of a student group, supervising student research circles and study camps,
 - e) supervision of students' professional practice,
 - f) other organizational activities to improve the operation of the University, and improve the quality of education,
 - g)*
- 3) The duties specified in items. 1-2 also include other educational or organizational duties assigned by the immediate supervisor.

I accept the scope of duties and undertake to abide by it.

Confirmed:
(date and signature of immediate supervisor)

.....
(date and signature of employee)

Approved by
(Rector or authorized person)

*the immediate supervisor may specify other duties of the academic teacher not mentioned in the template

**A detailed scope of duties of an academic teacher
employed in a research and teaching position**

Ms/Mr
Position held
Reports directly to
Organizational unit

1. The duty of an academic teacher is to perform assigned tasks conscientiously and diligently, and to comply with the instructions of superiors that relate to work, if they are not contrary to the law. An academic teacher is obliged, in particular, to:

1. comply with the work regulations and established internal order, as well as CUT regulations posted on www.pk.edu.pl,
2. comply with the rules and principles of health and safety, as well as fire regulations,
3. take care of the good of the employer, respect and protect their property, and keep secret information the disclosure of which could expose the employer to harm,
4. immediately notify superiors of any accident or danger to human life or health noticed at the University.

2. Responsibilities of the position held

- 1) Responsibilities for the education and training of students and participation in the education of doctoral students include, in particular:
 - a) implementation of the teaching load in accordance with the principles set out in the CUT Work Regulations, i.e., hours per academic year;
 - b) conducting consultations with students and doctoral students (at a rate of no less than hours per week);
 - c) development of teaching materials for the classes conducted;
 - d) participation in the development and updating of study programs and curricula at the doctoral school;
 - e) participation in the inspections of teaching activities;
 - f) conducting examinations and awarding credits, including diploma examinations;
 - g) supervision of credit and term papers of students;
 - h) supervising students' theses and reviewing them;
 - i) attention to the high quality of education and compliance of teaching work with the principles of the internal educational quality assurance system;
 - j) taking care of the scientific development of doctoral students;
 - k) timely preparation of the documentation of the course of study applicable to academic teachers;
 - l) activation of surveys of academic teacher evaluation by students and doctoral students for individual subjects.
 - m) ...*
- 2) Responsibilities for conducting scientific activities include, in particular:
 - a) actively conducting scientific research,
 - b) disseminating the results of scientific research, particularly through the publication of scientific articles and active participation in scientific conferences;
 - c) conducting or participating in scientific seminars;
 - d) training of scientific personnel and care for their development;
 - e) participation in the commercialization of research results (patents, protection rights, architectural designs, implementations);
 - f) developing grant proposals and applying for budget and extrabudgetary funds for scientific research,
 - g) improving one's own professional qualifications, including for the purpose of obtaining further degrees and academic titles;
 - h) ...*
3. Responsibilities for organizational work include, in particular:

- a) work in the institutions and collegial bodies of the University, including faculty, senate and rectoral committees;
 - b) work in recruitment committees and examination committees in the process of enrolling students and in the process of confirming learning outcomes;
 - c) organizing and participating in promotional and presentation actions of the University;
 - d) organizing conferences, symposia, seminars and other academic activities;
 - e) acting as a year supervisor or supervisor of a student group, supervising student research circles and study camps;
 - f) supervision of students' professional practice;
 - g) other organizational activities to improve the operation of the University, and improve the quality of education,
 - h) ...*
4. The duties specified in items. 1-2 also include other educational or organizational duties assigned by the immediate supervisor.

I accept the scope of duties and undertake to abide by it.

.....
(date and signature of employee)

Confirmed:
(date and signature of immediate supervisor)

Approved by
(Rector or authorized person)

*the immediate supervisor may specify other duties of the academic teacher not mentioned in the template

CRACOW UNIVERSITY OF TECHNOLOGY
31-155 Kraków, 24 Warszawska Street

Krakow, on.....

**A detailed scope of duties of an academic teacher
employed in a research position**

Ms/Mr
Position held
Reports directly to
Organizational unit

1. The duty of an academic teacher is to perform assigned tasks conscientiously and diligently, and to comply with the instructions of superiors that relate to work, if they are not contrary to the law. An academic teacher is obliged, in particular, to:

- 1) comply with the work regulations and established internal order, as well as CUT regulations posted on www.pk.edu.pl,
- 2) comply with the rules and principles of health and safety, as well as fire regulations,
- 3) take care of the good of the employer, respect and protect their property, and keep secret information the disclosure of which could expose the employer to harm,
- 4) immediately notify superiors of any accident or danger to human life or health noticed at the University.

2. Responsibilities of the position held

- 1) Responsibilities for conducting scientific activities include, in particular:
 - a) actively conducting scientific research,
 - b) disseminating the results of scientific research, particularly through the publication of scientific articles and active participation in scientific conferences;
 - c) conducting or participating in scientific seminars,
 - d) supervision of doctoral students,
 - e) training of scientific personnel and care for their development,
 - f) participation in the commercialization of research results (patents, protection rights, architectural designs, implementations),
 - g) developing grant proposals and applying for budget and extrabudgetary funds for scientific research,
 - h) improving one's own professional qualifications, including for the purpose of obtaining further degrees and academic titles,
 - i) ...*
- 2) Responsibilities for organizational work include, in particular:
 - a) work in the institutions and collegial bodies of the University, including the faculty, senate and rectoral committees,
 - b) organizing and participating in promotional and presentation actions of the University,
 - c) organizing conferences, symposia, seminars and other academic activities,
 - d) other organizational activities to improve the functioning of the University, improve the quality of scientific research,
 - e) ...*
- 3) The duties specified in items. 1-2 also include other educational or organizational duties assigned by the immediate supervisor.

I accept the scope of duties and undertake to abide by it.

.....
(date and signature of employee)

Confirmed:
(date and signature of unit head)

Approved by
(dean/vice-rector/rector)

*the immediate supervisor may specify other duties of the academic teacher not mentioned in the template

CRACOW UNIVERSITY OF TECHNOLOGY
31-155 Kraków, 24 Warszawska Street

Krakow, on.....

**A detailed scope of duties of an academic teacher
employed as an academic librarian**

Ms/Mr

Position held: **academic librarian**

Reports directly to

Organizational unit

1. The duty of an academic teacher is to perform assigned tasks conscientiously and diligently, and to comply with the instructions of superiors that relate to work, if they are not contrary to the law. An academic teacher is obliged, in particular, to:

- 1) comply with the work regulations and established internal order, as well as the CUT regulations posted on www.pk.edu.pl,
- 2) comply with the rules and principles of health and safety, as well as fire regulations,
- 3) take care of the good of the employer, respect and protect their property, and keep secret information the disclosure of which could expose the employer to harm,
- 4) immediately notify superiors of any accident or danger to human life or health noticed at the University.

2. Responsibilities of the position held

- 1) Responsibilities for conducting scientific activities include, in particular:
 - a) conducting scientific research and participating in research teams and projects in the field of scientific information and library science, bibliology or information science and related fields,
 - b) participation in the development of bibliometric and scientometric analyses,
 - c) developing programs to train students and researchers in scientific information,
 - d) dissemination of research results through publication of results and their presentation to the academic community, including in e-learning form,
 - e) active participation in scientific conferences and seminars,
 - f) organizing, in terms of content, conferences, symposia, seminars and other forms of academic scientific activity,
 - g) improving one's own professional qualifications, including for the purpose of obtaining further degrees and academic titles,
 - h) ...*
- 2) Responsibilities for organizational work include, in particular:
 - a) work in the collegial bodies of the University and in departmental, senate and rectoral committees,
 - b) organizing and participating in promotional and presentation actions of the University,
 - c) other organizational activities to improve the operation of the library and information system,
 - d) coordination and supervision of professional practice for students of scientific information and library science and related fields,
 - e) organization, coordination, and supervision of professional internships of employees of other scientific libraries,
 - f) management of the CUT Library (branch, section of the CUT Library, or library of the CUT library-information system),
 - g) substantive supervision of libraries of the library-information system that are part of the CUT organizational units,
 - h)*
- 3) The duties specified in items. 1-2 also include other educational or organizational duties assigned by the immediate supervisor.

I accept the scope of duties and undertake to abide by it.

.....

Confirmed.....
(date and signature of immediate supervisor)

(date and signature of employee)

Approved by.....
(Rector or authorized person)

*the immediate supervisor may specify other duties of the academic teacher not mentioned in the template

Leave request form

Full name Organizational unit

I am applying for¹⁾:

- vacation leave
- school leave
- child care (Article 188 of the Labor Code)
- special leave due to

From to

In my absence, I will be replaced by

.....
Krakow, on Signature of replacement employee

.....
Signature of employee Signature of unit manager

1) mark the type of absence from work

Monthly workload timesheet

		Imię:							Nazwisko:							Jednostka organizac.																			
		Miesiąc:							Rok:																										
Lp.		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Razem		
1	Czas przepracowany ogółem																																		
	Godzina rozpoczęcia pracy																																		
	Godzina zakończenia pracy																																		
2	Godziny przepracowane	w godzinach nadliczbowych:																																	
		w tym																																	
		ze stawką 50%																																	
		ze stawką 100%																																	
		w niedziele i święta																																	
		w porze nocnej																																	
		na dyżurze																																	
		godzina rozpoczęcia dyżuru																																	
		godzina zakończenia dyżuru																																	
		miejsce pełnienia dyżuru (PK/dom)																																	
		na II zmianie																																	
		dodatkowe dni wolne																																	
dni wolne od pracy (DWN, DWN, DWŚ, S, N, Ś)																																			
delegacje																																			
3	Nieobecności w pracy (określone w godzinach)	urlop wypoczynkowy																																	
		urlop macierzyński*																																	
		urlop bezpłatny**																																	
		chorobowe***																																	
		dodatkowe zwolnienie z pracy (art. 148(1)KP)																																	
		urlop opiekuńczy (art. 173 (1) KP)																																	
		opieka z art. 188 KP																																	
		zwolnienie****																																	
		okolicznościowe																																	
nieusprawiedliwione																																			
		Podpis kierownika jednostki																																	
		*urlop macierzyński, a także urlop rodzicielski i tacierzyński																																	
		**urlop bezpłatny, a także wychowawczy, usprawiedliwione nieobecności niepłatne																																	
		***chorobowe (własne, a także opieka nad dzieckiem i dorosłym, wypadkowe itp.)																																	
		****zwolnienie (inne płatne usprawiedliwione, m.in. urlop ojcowski, przestój)																																	

CUT organizational unit stamp	date
Order No.	
Performance of overtime work	
I recommend that Ms/Mr performs the following work	
in	
for which the use of is necessary (name of the CUT asset)	
on from to hrs.	
Justification for the need to work overtime	
.....	
.....	
..... date and signature of the organizational unit head date and signature of the approver (immediate supervisor or unit head)

CUT organizational unit stamp	date
Confirmation of overtime work performance	
I confirm that, according to the order No. dated	
Ms/Mr performed overtime work	
on from to hrs.	
Total overtime hours	
METHOD OF SETTLEMENT*:	
1. remuneration:	
Total number of hours	
of which with an additional 50%	
..... with the addition of 100%	
2) at the request of the employee, time off from work granted on number of hours	
.....	
.....	
3) at the request of the employer, time off from work granted on number of hours	
.....	
.....	
* underline the method of settlement (in the case of an employee's request for time off in lieu of overtime, the employee should confirm this with a signature).	
..... date and signature of the organizational unit head date and signature of approver (immediate supervisor/ unit head)

Rules for granting teaching load reductions for managers of research projects and research and development work

1. Reductions for managers of research projects involving scientific research or development work, financed through competition by foreign institutions or international organizations, and tasks financed by NCBiR or NCN. The reduction may be granted at the request of the interested party if the conversion value of the projects in a given academic year exceeds PLN 100,000. The reduction of up to 60 hours per academic year is determined by the dean. The convertible value of the project(s) for the manager is determined taking into account the conditions given below:
 - 1) the average monthly value of the project is determined - the total value of the project is divided by the number of months of its implementation with rounding down;
 - 2) the conversion value of a project in a given academic year is the product of the number of months of project implementation in a given academic year rounded up and the average monthly value of the project;
 - 3) in the case of implementation of more than one project, the conversion values of individual projects are subject to summation for the academic year under consideration.
2. Reduction for managers of projects of the nature of research services provided on behalf of entities not belonging to the system of higher education and science. The reduction may be granted at the request of the interested party if the total value of completed projects in the academic year preceding the academic year to which the reduction applies is greater than PLN 100,000. The date of project implementation is the date of the contractor's invoice. In the case of phased implementation of the project, it is possible to take into account the implementation of individual stages. The reduction is granted at the request of the interested party. The reduction of up to 60 hours per academic year is determined by the dean.

Rules for accounting for working time and overtime of employees employed in guarding (porters, receptionists, etc.)

§ 1

1. When accounting for the working time of employees employed in guarding, the following are taken into account:
 - 1) equivalent working time system,
 - 2) a three-month accounting period, i.e., accounting for nominal and actual time worked from 3 consecutive months,
 - 3) monthly nominal working time norm, i.e., 8 hours multiplied by the number of calendar working days,
 - 4) weekly working time norm, i.e., an average of 40 hours of working time per week in the adopted pay period,
 - 5) the daily norm of working time, i.e., working time that cannot exceed 12 hours per day,
 - 6) time effectively worked in a month, i.e. the number of hours an employee actually worked in a given month,
 - 7) individual nominal working time, which is reduced by excused absences. The time of unexcused absences from work does not reduce the working time in the pay period.
2. The monthly nominal working time norm of a guarding employee is as follows:
 - 1) full-time employment - number of calendar working days multiplied by 8 hours,
 - 2) 3/4 FTE - the number of calendar working days multiplied by 8 hours, then divided by 4 and multiplied by 3,
 - 3) 1/2 FTE - the number of calendar working days multiplied by 8 and then divided by 2.

§ 2

1. Accounting for the working time of employees engaged in guarding shall be drawn up by the head of the organizational unit concerned on the form attached as Appendix No. 14 to these Regulations.
2. For the time actually worked in a month, the employee is paid their salary, including allowances for overtime, night work, and second shift allowance under the terms of the Labor Regulations.
3. The following rule applies:
 - 1) a night falling on the last day of a given month is included in the calculation of nominal working time for that month,
 - 2) work beginning on the last day of the month shall be included in the calculation of the nominal working time of that month.
4. Managers of the organizational units to which employees employed in guarding are subordinated are required to maintain uniform monthly time record sheets.
5. Managers of organizational units, to whom employees employed in guarding are subordinated, are obliged to:
 - 1) schedule employees to work in accordance with the nominal working time standard applicable to them, acquaint employees with the schedule of their work in a given month, which shall be drawn up on a form in accordance with Appendix 15 to these Regulations,
 - 2) keep records of actual working time worked and excused (layoffs, vacations, etc.) and unexcused absences from work on the form attached hereto as Appendix 9.

§ 3

1. Overtime billing settlement rules:
 - 1) the number of hours of excused absence from work in a given pay period must first be deducted from the nominal working time established for the pay period,
 - 2) the resulting difference means the individual nominal working time of a particular employee in a specific pay period,

- 3) then the resulting difference (i.e., individual nominal working time including excused absences) should be subtracted from the actual number of hours the employee was available to the employer during this period,
 - 4) the resulting number of working hours expresses the number of overtime hours, arising from exceeding the average weekly working time norms, for which the employee is entitled to normal pay for work in the month, while at the end of the pay period, 100% allowance or time off,
 - 5) for overtime work resulting from exceeding the daily working hours, in addition to the normal salary, the employee is entitled to a 50% allowance paid at the end of the month.
2. Example of calculation of overtime hours for an employee working in equivalent working time system - 12 hours per day.

	Nominal working time	Individual nominal working time including excused absences	Time actually worked (not including absenteeism)	Overtime hours in the pay period to be paid with 100% allowance
I/2023	168	140	168	32
II/2023	160	160	168	
III/2023	184	144	156	
TOTAL:	512	444	476	

ACCOUNTING FOR THE WORKING TIME OF EMPLOYEES EMPLOYED IN GUARDING
Organizational unit **per month**

No.	Surname and first name	Nominal working time	Individual nominal working time including excused absences	Time actually worked	Leave	Sick leave	Overtime 50%	Overtime 100%	Hours at night 20%	2nd shift hours 10%
1.										
2.										
3.										
4.										
5.										
6.										
7.										
8.										
9.										
10.										

Work Time Settlement:

Prepared by

Checked

Approved by

Monthly work time schedule of employees employed in guarding

Days of the month	Surname and first name	Surname and first name	Surname and first name	Surname and first name	Days of the month	Surname and first name	Surname and first name	Surname and first name	Surname and first name
1 — D					16 — D				
1 — N					16 — N				
2 — D					17 — D				
2 — N					17 — N				
3 — D					18 — D				
3 — N					18 — N				
4 — D					19 — D				
4 — N					19 — N				
5 — D					20 — D				
5 — N					20 — N				
6 — D					21 — D				
6 — N					21 — N				
7 — D					22 — D				
7 — N					22 — N				
8 — D					23 — D				
8 — N					23 — N				
9 — D					24 — D				
9 — N					24 — N				
10 — D					25 — D				
10 — N					25 — N				
11 — D					26 — D				
11 — N					26 — N				
12 — D					27 — D				
12 — N					27 — N				
13 — D					28 — D				
13 — N					28 — N				
14 — D					29 — D				
14 — N					29 — N				
15 — D					30 — D				
15 — N					30 — N				
					31 — D				
					31 — N				

KEY

D - 1st shift 7:00 a.m. - 7:00 p.m.

N - 2nd shift 7:00 pm - 7:00 am

No.	Name of porter/receptionist	Monthly norm
1		
2		
3		
4		

Rules for providing personal hygiene products to employees

General part

1. The employer provides the following personal hygiene products:
 - 1) soap,
 - 2) hand cream,
 - 3) towels,
 - 4) toilet paper,
 - 5) cosmetic products for cleaning hands.
2. Soap, cosmetic products for cleaning hands and hand creams should comply with applicable standards, as products intended for use in direct contact with the skin of the human body, respectively, to clean or maintain in good condition.
3. Cotton fabric towels should be full-quality products that comply with accepted standards.
4. Whenever the text of the rules for the provision of personal hygiene products refers to students, it is to be understood that this also refers to doctoral students and other participants taking courses or practical and technical classes.
5. The rules for making and financing purchases of personal care products are governed by separate regulations.
6. The Chancellor supervises the provision of personal hygiene products.

Detailed part

1. Implementing the requirements of the Labor Code regarding the obligation to provide employees with personal hygiene products, the following are equipped accordingly:
 - 1) hygiene and sanitation rooms with dispensers for toilet paper, liquid soap and disposable towels (or hand dryers),
 - 2) laboratories, workshops and similar workrooms with liquid soap dispensers and disposable towels (or hand dryers),
 - 3) employees who are not provided with a dining room for their own meals, individually with liquid soap in disposable dispensers (as required), and paper towels.
2. Supervision of the ongoing replenishment of dispensers referred to in paragraph 1 (1) and (2) is carried out by building administrators. The dispensers mentioned in paragraph 1, point 3) shall be provided to employees in the manner specified in paragraph 3.
3. Special needs for personal hygiene products, resulting from the specifics of the workstation, are implemented on the basis of a request from the immediate supervisor, approved by the dean, head of a non-departmental unit, or head of a division, respectively. The application (in the form of a named list with marked workstations) should be submitted to the Department of Operations and Procurement, which will issue the funds to those entitled to them. If necessary, the application is reviewed by the Department of Health and Safety.

**RULES FOR THE SUPPLY OF PERSONAL PROTECTIVE EQUIPMENT
AS WELL AS WORK CLOTHING AND FOOTWEAR**

§ 1
General part

1. PPE (personal protective equipment) is assigned to an employee (student) to provide direct protection against hazards (dangerous and harmful factors present in the work environment) that may affect their health or safety at work. Personal protective equipment includes protective clothing and protective equipment for the following: lower and upper extremities, head, face and eyes, respiratory system, hearing, fall protection equipment, and measures to insulate the entire body.
2. Work clothing and footwear shall be allocated:
 - 1) if the employee's own clothing is likely to be damaged or significantly contaminated,
 - 2) due to technical, sanitary, or occupational health and safety requirements.
3. The provision of personal protective equipment (denoted hereafter by the symbol O) and work clothing and footwear (denoted hereafter by the symbol R) is a responsibility of, respectively:
 - 1) the Department of Operations and Procurement: in terms of purchasing, storing, and issuing, as well as maintaining - separately for each employee - record cards for allocation, as well as calculating the cash equivalent for the use of their own clothing and footwear,
 - 2) Deans of faculties and heads of CUT divisions in determining needs,
 - 3) heads of organizational units: in assigning to subordinate employees, and in the cases referred to in paragraph 7 - also to students, control of the proper use and storage (see paragraph 21) and instructing about the use of personal protective equipment, as well as keeping records of the above-mentioned equipment assigned according to the table constituting Appendix 18 to the Regulations.
4. When purchasing O and R, there is an obligation to comply with the Public Procurement Act and ensure that:
 - 1) PPE has the required safety mark certificate and bears the mark,
 - 2) work clothes and footwear meet the requirements set forth in the Polish Standards.
5. The purchase, laundering and repair of O and R, as well as the payment of a cash allowance for the use of one's own clothing and footwear, are financed from the university's "shared costs."
6. The purchase of personal protective equipment, work clothing, and footwear is made exclusively through the Department of Operations and Procurement.
7. The supervisor may not allow the employee to work, and the instructor of practical and technical classes (in a laboratory, specialized laboratory or workshop) may not allow a student to work without personal protective equipment and work clothing and footwear, provided for use in the given position.
8. Employees and students are required to use O and R as intended and maintain them in proper condition.
9. Whenever students are referred to in the rules for the provision of O and R, it is to be understood that this also refers to doctoral students and other persons receiving education or practical and technical training.

§ 2
Detailed part

1. Personal protective equipment, work clothing, and footwear, necessary for a specific job*, are listed under the corresponding position in the allowance standards table.
2. Students are provided with appropriate personal protective equipment (symbol O in the allocation norms table) in the organizational unit where they take practical and technical classes; they are supplied with the necessary work clothing and footwear (symbol R in the allocation norms table) at their own expense.
3. For new positions not listed in the allowance standards table, the extent of O and R equipment and the periods of use shall be determined by the dean of the faculty or the head of the division, respectively, at the request of the head of the organizational unit concerned, by analogy with similar positions listed in the table, in consultation with the Department of Occupational Health and Safety.
4. For employees working half-time or less, twice as long as the periods of use specified in the allowance standards table shall be adopted.
5. For short-term activities in the laboratory, workshop, etc., only on-call personal protective equipment or on-call work clothes are provided, unless it is contraindicated for hygienic reasons, such as direct contact of these items with the skin of the human body.
- 5.1. The allowance standards table is auxiliary in the sense that there is another, overriding provision (Labor Code, Article 15) mandating the provision of safe and hygienic working conditions; that is, to supplement, if necessary, in consultation with the Department of Health and Safety, what the standard provides for a given position with personal protective equipment and work clothes or footwear necessary to actually ensure safe and hygienic working conditions.
- 5.2. In the event that an employee, in addition to the basic activities prescribed for a particular job, continuously performs additional activities requiring, according to the table of standards, additional equipment in O and R, the head of the organizational unit shall request that their equipment be supplemented to the extent of the standard entitled for the additional job.
6. Personal protective equipment and work clothes and footwear are provided to the employee free of charge (only personal protective equipment is provided to the student free of charge), but they are the property of the University, entrusted to the employee with the obligation to return them in the event of termination of the employment contract before the expiration of their useful life, as specified in the allocation standards table.
7. Instead of returning the collected work clothes or footwear in the cases specified in paragraph 6, the employee may return their cash equivalent, taking into account the degree of depreciation. The amount of the equivalent shall be calculated by the Department of Operations and Procurement.

Using your own clothing and footwear

- 8.1. In the workplaces listed in the allowance standards table in items no.: 1, 3, 5, 7, 11, 12, 15, 16, 17, 18, 20, 25, 26, 37, 49, 50, 52, 53, 65, 67, with respect to the marked (*) assortments of clothing and footwear, it is permitted, at the request of the dean or the head of the division, for employees to use, with their consent, their own clothing and work footwear that meet the requirements of occupational safety and health. This applies to items that are individually assigned to employees and have a specified period of use; however, it does not apply to positions where work is performed that involves with the direct operation of machinery and other technical equipment, or is work that causes intensive soiling or contamination of work clothes and footwear with the following agents: chemical, radioactive or biologically infectious materials.
- 8.2. An employee who uses their own work clothes and footwear, in accordance with paragraph 8.1, shall be paid a cash equivalent (in accordance with the rules set forth in Appendix 18 to the Regulations). The amount of the equivalent is calculated by the Department of Operations and Procurement on the basis of the table of standards and current prices.

Destruction or loss of personal protective equipment, work clothing, and footwear

- 9.1. In the event of destruction (premature wear and tear) or loss of an employee's personal protective equipment, clothing or work footwear, the head of the organizational unit shall prepare a protocol for this circumstance and immediately request the assignment of new personal protective equipment, clothing or work footwear to the employee. The protocol is reviewed by the Department of Occupational Safety and Health and approved by the dean of the faculty or the head of the division, respectively.
- 9.2. The new items referred to above shall be issued on the basis of a protocol, provided that the damaged items are returned.
- 10.1. The protocol referred to in paragraph 9 should state whether there has been:
- loss of the functional characteristics of the items listed therein,
 - destruction (premature wear and tear) or loss of these items through the fault of the employee.
- 10.2. If the fault of the employee is demonstrated, they shall be liable, as for damage to entrusted property, to reimbursement in an amount equal to the undepreciated portion of the value of the destroyed or lost items.

Storage of contaminated personal protective equipment, work clothes, and footwear

- 11.1. The head of the organizational unit where chemical or radioactive agents or biologically infectious materials are used, with which O and R may be contaminated, determines the manner and designates the place of their storage, in accordance with the relevant laws and rules, and instructs employees in this regard.
- 11.2. Protective and work clothing, used in work that causes significant soiling or wetting, shall be stored in cabinets that are allocated to employees for individual use.

* Workstation as defined in the Ordinance (according to the definition given in the Ordinance of the Ministry of Labor and Social Policy on general regulations of occupational safety and health) is the work space together with the equipment of means and objects of work in which an employee or a team of employees performs work.

**TABLE OF ALLOCATION STANDARDS
of personal protective equipment as well as work clothing and footwear
for employees of Cracow University of Technology**

No.	Job title	Equipment range: R - work clothing and footwear O - personal protective equipment	Expected useful lifecycle in the months of winter (o.z.) and until wearing down (d.z.)
1.	Archivist, Employee archive	R - beret or headscarf as required * R - synthetic fabric apron or creton apron O - heat protective vest ¹⁾	d.z. d.z. (min. 36) d.z.
2.	Autoclave operator	R - denim clothing or apron O - rubber boots O - rubber gloves O - protective eye wear	24 24 d.z. d.z.
3.	Librarian, library employee	* R - synthetic fabric apron or creton apron R - prophylactic textile boots O - heat protective vest ¹⁾	d.z. (min. 36) d.z. (min. 18) 18 d.z.
4.	Ceramist	R - denim clothing or apron R - beret R - leather/rubber boots O - waterproof apron O - protective gloves	9 24 24 d.z. d.z.
5.	Groundskeeper cleaning the area around the facility,	* R - beret or denim cap * R - denim clothing or apron * R - leather/rubber boots	24 18 24

	facilities warden	<ul style="list-style-type: none"> O - protective denim gloves * O - heat protective jacket * O - waterproofed rain jacket * O - felt-rubber shoes * O - insulated cap O - warning vest, as required 	<ul style="list-style-type: none"> d.z. 4 o.z. d.z. (min. 36) 3 o.z. 4 o.z. d.z.
6.	Electrical fitter, Electrical mechanic (repairs, maintenance)	<ul style="list-style-type: none"> R - beret R - denim clothing or denim suit R - leather/rubber boots O - heat protective vest¹⁾ O - dielectric gloves O - dielectric wellingtons O - harness or seat belt (for electricians) O - impact helmet 	<ul style="list-style-type: none"> 24 18 24 24 3 o.z. d.z. d.z. according to the instructions d.z.
7.	Maintenance electronics technician, information technology technician	* R - creton apron	d.z. (min. 18)
8.	Phototechnician (photo laboratory assistant)	<ul style="list-style-type: none"> R - denim apron O - acid-resistant or foil apron O - rubber gloves O - protective eye wear 	<ul style="list-style-type: none"> 12 d.z. d.z. d.z.
9.	Moldmaker (workers who perform casting work)	<ul style="list-style-type: none"> R - work clothes R - beret R - leather/rubber boots R - flannel shirt O - heat protective vest¹⁾ O - leather knee pads O - protective gloves O - protective eye wear 	<ul style="list-style-type: none"> 9 24 24 12 3 o.z. d.z. d.z. d.z.
10.	Electroplater	<ul style="list-style-type: none"> R - work clothes or apron R - beret R - flannel shirt R - rubber boots or leather/rubber boots O - heat protective vest¹⁾ O - acid and lye protective apron O - rubber gloves O - protective eye wear 	<ul style="list-style-type: none"> 9 24 12 24 3 o.z. d.z. d.z. d.z.
11.	External messenger	<ul style="list-style-type: none"> * R - leather/rubber work boots * O - heat protective jacket * O - rubberized raincoat * O - insulated, protective gloves 	<ul style="list-style-type: none"> 24 4 o.z. 48 3 o.z.
12.	A messenger in the edifice	<ul style="list-style-type: none"> * R - work apron R - prophylactic textile boots 	<ul style="list-style-type: none"> 24 24
13.	Quencher	<ul style="list-style-type: none"> O - light non-flammable clothing R - beret or denim cap O - protective boots on a wooden sole O - tarpaulin apron R - flannel shirt O - protective knitted gloves PVC-coated O - protective eye wear 	<ul style="list-style-type: none"> 12 12 18 d.z. 2 pcs/18 d.z. d.z.
14.	Plumber (maintenance of water and sewage network)	<ul style="list-style-type: none"> R - denim work clothes R - beret R - leather/rubber boots R - flannel shirt O - heat protective vest¹⁾ O - rubber gloves 	<ul style="list-style-type: none"> 18 24 18 12 3 o.z. d.z.

		O - front waterproof apron O - rubber boots, as required	d.z. d.z. (min. 24)
15.	Investor's supervising inspector	* R - denim clothing or apron * R - leather/rubber boots or rubber boots * O - heat protective jacket * O - waterproofed rain jacket	36 24 4 o.z. 36
16.	Commissary - warehouse worker	* R - work apron O - heat protective vest	12 on-duty
17.	Truck driver, van driver	* R - beret or denim cap * R - denim clothing or overalls * R - leather/rubber boots * O - heat protective jacket O - protective denim gloves O - rubber boots ³⁾ O - front waterproof apron ³⁾	24 18 24 3 o.z. d.z. d.z. (min. 36) on-duty
18.	Driver of a car, bus, minibus	* R - denim apron O - protective denim gloves O - rubber boots ³⁾ O - front waterproof apron ³⁾	24 d.z. d.z. (min. 36) on-duty
19.	Electric or diesel forklift driver	R - denim apron or denim clothing R - beret or denim cap R - leather/rubber boots O - insulated cap ²⁾ O - insulated denim clothing ²⁾ O - rubber-covered felt shoes ²⁾ O - protective denim gloves	18 24 24 36 3 o.z. 3 o.z. 4 o.z. d.z.
20.	Administrative and maintenance manager of a facility, student residence	* R - work apron O - heat protective vest	24 on-duty
21.	Maintenance technician, gas and HVAC installer	R - work clothes R - beret R - leather/rubber boots O - heat protective jacket, as needed O - protective gloves	12 24 24 4 o.z. d.z.
22.	Maintainer of machinery and equipment	R - apron or denim clothing R - beret R - leather/rubber boots O - heat protective vest O - protective denim gloves O - protective eye wear	12 12 24 3 o.z. d.z. d.z.
23.	Architectural monuments maintenance engineer	Scope of equipment and expected useful life as for a mason	
24.	Sports equipment maintenance engineer	R - denim clothing R - leather/rubber boots O - insulated denim gloves O - insulated cap O - padded denim clothing O - felt-rubber shoes	12 24 2 o.z. 3 o.z. 3 o.z. 3 o.z.
25.	Telecommunications equipment maintenance engineer	* R - denim apron	d.z.
26.	Draftsman - copyist	* R - creton apron R - textile prophylactic shoes, as required	24 12
27.	Warehouseman and assistant in miscellaneous material warehouse	R - beret or headscarf R - denim clothing or apron R - leather/rubber boots O - heat protective vest O - waterproof rain jacket,	12 12 24 d.z. (min. 36)

		as required O - protective gloves	on-duty d.z.
28.	Warehouseman and warehouse assistant for chemical reagents, flammables and industrial gases	R - work clothes or apron R - beret R - leather/rubber boots R - flannel shirt O - heat protective vest O - acid and lye protective clothing or apron O - protective gloves O - industrial mask O - protective eye wear	12 24 24 12 3 o.z. d.z. d.z. d.z. d.z.
29.	Construction painter and painter's helper	R - denim clothing R - beret or denim cap R - flannel shirt R - leather/rubber boots O - heat protective vest O - denim or tarpaulin gloves O - tarpaulin front apron O - half mask O - protective eye wear	12 12 12 24 3 o.z. d.z. d.z. d.z. d.z.
30.	Automotive mechanic in a repair shop	R - denim clothing or overalls R - beret or denim cap R - flannel shirt O - oil resistant industrial leather boots O - heat protective vest ¹⁾ or sweatshirt ²⁾ O - rubber boots ³⁾ O - tarpaulin or "emulsin" gloves O - protective eye wear O - front waterproof apron ³⁾ .	2 pcs/24 24 2 pcs/24 18 3 o.z. d.z. d.z. d.z. on-duty
31.	Office machine mechanic, computer equipment maintainer	R - denim apron O - anti-splinter glasses	d.z. d.z.
32.	Mechanic fitter	R - denim clothing or overalls R - beret R - leather/rubber boots R - flannel shirt O - heat protective jacket ¹⁾ O - protective gloves O - protective eye wear	12 24 18 12 3 o.z. d.z. d.z.
33.	Bricklayer, concrete worker, plasterer and assistant bricklayer, concrete worker, plasterer	R - denim clothing R - beret R - flannel shirt R - leather/rubber boots O - insulated cap O - rubber-covered felt shoes O - insulated denim clothing O - reinforced tarpaulin gloves O - protective eye wear O - seat belt	9 24 12 18 3 o.z. 24 3 o.z. d.z. d.z. d.z.
34.	Academic teacher performing demonstrations, experiments during lectures	R - work apron	d.z.
35.	Operation of presses and stamping plants	R - denim work clothes R - leather/rubber boots O - tarpaulin apron O - reinforced protective denim gloves R - beret or headscarf O - protective anti-splinter goggles	12 18 12 d.z. 18 on duty

36.	Maid in a student residence	R - work apron R - headscarf R - preventive textile footwear O - heat protective vest ¹⁾ O - rubber gloves	12 24 12 4 o.z. d.z.
37.	Porter	* R - work apron * O - heat protective vest ¹⁾	24 3 o.z.
38.	Employee (academic or other employee) performing direct research or support work in a biological, microbiological laboratory	R - white work apron R - textile prophylactic shoes, as required O - waterproof apron O - rubber gloves	12 12 d.z. d.z.
39.	Employee (academic or other staff) directly performing research or support work in the chemical laboratory	R - white work apron R - textile prophylactic shoes, as required O - acid- and lye-resistant apron O - protective gloves O - protective eye wear	2 pcs/18 24 d.z. d.z. d.z.
40.	Employee (academic or other staff) directly performing research or support work in a ceramics, construction laboratory	R - work clothes or apron O - rubber boots, as required O - insulated denim clothing O - waterproof apron O - protective gloves O - protective eye wear	18 24 24 d.z. d.z. d.z.
41.	Employee (academic or other employee) performing direct research or support work in an electro-technical, electronic laboratory	R - work clothes or apron O - dielectric gloves O - dielectric wellingtons	18 d.z. d.z.
42.	Employee (academic or other staff) directly performing research or support work in the physics or metrology laboratory	R - work clothes or apron O - protective apron O - protective gloves O - protective eye wear	18 d.z. d.z. d.z.
43.	Employee (academic or other staff) directly performing research or support work in the geodetic or geological laboratory	R - work clothes or apron O - rubber boots, as required O - insulated vest or jacket O - protective apron O - protective denim gloves	12 24 4 o.z. d.z. d.z.
44.	Employee (academic or other staff) directly performing research or support work in the laser holography and laser technology laboratory	R - work apron O - protective gloves O - protective eye wear	18 d.z. d.z.
45.	Employee (academic or other staff) directly performing research or support work in the electron microscopy laboratory	R - work apron	18
46.	Employee (academic or other staff) directly performing research or support work in the hot metalworking laboratory	R - beret R - apron or work clothes R - leather/rubber boots O - fireproof apron O - protective gloves O - protective eye wear	24 12 24 d.z. d.z. d.z.

47.	Employee (academic or other staff) directly performing research or support work in the cold metalworking laboratory	R - beret R - apron or work clothes R - leather/rubber boots O - protective tarpaulin gloves O - protective eye wear	24 12 24 d.z. d.z.
48.	Employee (academic or other staff) directly performing research or support work in the X-ray or isotope laboratory	R - apron or work clothes R - preventive textile footwear O - protective eye wear O - dielectric wellingtons O - protective leaded apron O - waterproof apron O - protective X-ray gloves O - rubber gloves O - cap	18 24 d.z. d.z. d.z. d.z. d.z. d.z. d.z.
49.	Employees in the art and visual arts studio	* R - work apron	12
50.	Inventory clerk	* R - work apron O - heat protective vest ¹⁾	24 on-duty
51.	Technical supervision employee, foreman within the brigade for renovation and construction	R - work apron R - leather/rubber boots O - insulated denim jacket ²⁾ O - rubber boots O - insulated gloves ²⁾	12 36 on-duty 36 d.z. (min. 24)
52.	Technical supervisor - dispatcher, master, workshop manager transport base manager	* R - work apron * R - leather/rubber boots * O - heat protective jacket	24 36 4 o.z.
53.	Employee of the health and safety and fire protection service performing inspection activities	* R - work apron * R - leather/rubber boots * O - heat protective jacket	24 36 4 o.z.
54.	Printing worker	R - apron or work clothes R - beret or headscarf R - leather/rubber boots or prophylactic textile shoes O - protective eye wear	12 24 18 d.z.
55.	Workers permanently employed at the internal combustion engine dynamometer	R - work clothes or overalls R - leather/rubber boots R - flannel shirt O - heat protective vest O - tarpaulin gloves O - ear protective equipment	12 24 12 on-duty d.z. d.z.
56.	Workers employed in hot metal processing - furnace foundry worker, rolling mill worker, blacksmith, quencher, batch loader	R - work clothes or overalls R - beret R - leather boots R - flannel shirt O - fireproof apron O - screen O - gaiters to protect against thermal rays O - protective gloves O - protective hood	9 18 24 12 d.z. d.z. d.z. d.z. d.z.
57.	Workers employed in cold metalworking: presser, sheet metal worker, locksmith, scribe, grinder, polisher	R - work clothes or overalls R - beret R - flannel shirt R - leather/rubber boots O - protective eye wear O - dust mask (for agrinder and polisher)	12 24 18 24 d.z. d.z.

		O - protective gloves O - tarpaulin apron	d.z. d.z.
58.	Workers employed in machining, lathe, milling	R - work clothes or overalls R - beret R - leather boots R - flannel shirt O - tarpaulin apron O - protective eye wear O - protective gloves	12 24 24 18 d.z. d.z. d.z.
59.	Workers employed in the manual processing of laboratory glassware	R - apron or work clothes R - beret R - leather/rubber boots O - protective tarpaulin apron O - protective eye wear O - protective gloves O - ear protective equipment	12 24 36 d.z. d.z. d.z. d.z.
60.	Craftsman and housekeeping and transportation worker	R - apron or work clothes R - beret R - leather/rubber boots O - heat protective vest O - felt-rubber shoes ²⁾ O - rain jacket, as needed O - protective gloves O - insulated cap	12 24 24 3 o.z. 3 o.z. on-duty d.z. 3 o.z.
61.	Welder	R - denim clothing or overalls R - beret R - industrial leather boots R - flannel shirt O - insulated cap O - heat protective sweatshirt O - leather welding apron O - welding gloves O - gaiters or knee protectors with footpads as required O - welding goggles or welding shield O - safety harness or safety belt	18 24 24 18 3 o.z. 3 o.z. 60 d.z. d.z. d.z. d.z. per instructions
62.	Cleaner	R - denim apron R - headscarf R - prophylactic textile boots O - rubber wellingtons, as required O - safety belt for window cleaning, as required O - rubber gloves, as required	18 36 12 d.z. per instructions d.z.
63.	Woodworker, carpenter	R - denim clothing R - beret R - leather/rubber boots R - flannel shirt O - heat protective vest O - protective fabric gloves O - protective eye wear O - hearing protectors, as required O - dust mask	18 24 24 18 3 o.z. d.z. d.z. d.z. d.z.
64.	Driller	R - work clothes R - rubber boots or work boots leather/rubber with steel toe cap, as needed O - insulated denim clothing O - waterproofed rain jacket O - protective 5-finger gloves	12 24 3 o.z. 36 d.z.

		O - rubber-covered felt shoes O - protective helmet	3 o.z. d.z.
65.	Checkroom attendant	* R - synthetic fabric apron R - prophylactic boots * O - heat protective vest ¹⁾	36 24 3 o.z.
66.	Glazier, maintenance	R - work clothes R - beret R - leather/rubber boots O - insulated denim vest O - tarpaulin apron O - reinforced tarpaulin gloves O - protective eye wear	12 24 24 3 o.z. d.z. d.z. d.z.
67.	Provider	* R - work apron * R - leather/rubber boots R - beret * O - heat protective denim jacket O - rubberized raincoat O - protective denim gloves	12 36 24 3 o.z. on-duty d.z.
68.	Laboratory glassware cleaner	R - work apron R - clogs O - waterproof apron O - rubber boots O - rubber gloves O - protective eye wear	12 24 d.z. 24 d.z. d.z.
69.	Workers performing work at height requiring fall protection ⁵⁾	O - latches O - safety ropes O - shock absorbers O - safety harness O - helmet The scope of the equipment should be adapted to the nature of the work to be performed and any comments from the manufacturer of the protective equipment	d.z. (according to the manufacturer's instructions)
70.	Workers performing work with hazardous materials ⁵⁾	Additional equipment as indicated in the substances' material safety data sheets	d.z. (according to the manufacturer's instructions)
71.	Workers performing work in tanks, ducts, interiors of technical equipment and in other hazardous confined spaces ⁵⁾	O - safety ropes O - safety harness O - helmet O - isolating respiratory protective equipment	d.z. (according to the manufacturer's instructions)
72.	For jobs not listed in items 1-71, the extent of provision of work clothing and footwear, individual protection and the periods of use shall be determined as for similar jobs listed in this table		

- 1) issued in unheated premises,
- 2) for work performed permanently outside the building, in the field,
- 3) issued for washing the car, for work constantly performed by the driver or mechanic,
- 4) for winter sports teachers and instructors,
- 5) entitlement to the equipment included in the occupied positions also applies.

Equivalent for laundry and repair of work clothes

§ 1

1. Employees are required to ensure that work clothes they use are clean.
2. Employees of Cracow University of Technology who were issued work clothes for permanent individual use:
 - 1) receive a cash allowance for washing them on their own, if they agree to do so, and provided that:
 - a) the soiling is removable by home washing,
 - b) clothing is not contaminated with bacteriological or harmful substances,
 - 2) or report it for laundering by a service facility as appropriate.
3. The cash allowance for laundering and repairing work clothes on one's own is charged to the "common costs" of the University. The lists of employees to whom it will be paid are approved by the Chancellor.
4. The cash allowance is paid quarterly in arrears.

§ 2

1. Monthly cash allowance rates for laundry and clothing repair are divided into three groups:
 - 1) base rate - for academic teachers, research and administrative staff, who are entitled to work clothes,
 - 2) twice the base rate - for engineering and technical employees working in chemical, microbiological, and physical (including laser, X-ray, electron microscopy), as well as computer laboratories, library employees, service employees (janitors, porters, housekeepers, cleaners, checkroom attendants), and for administrative employees of technical supervision and occupational health and safety,
 - 3) three times the base rate - for employees working in workshops operating metal and plastic processing machinery and motor vehicle equipment, for employees in the Department of Operations and Procurement, in the Printing Department, as well as for warehouse workers, heavy laborers, and individually for employees in positions with significant contamination.
2. The amount of the monthly cash allowance rate is determined by the Chancellor, who announces it by means of a communication. The monthly cash allowance rate may change depending on fluctuations in the cost of laundry and the price of laundry detergents.
3. The allowance for washing and repairing work clothes is calculated in accordance with the following rules:
 - 1) the employee is entitled to:
 - a) full allowance rate - if they worked more than half of the working days in a calendar month,
 - b) half of the allowance rate - if they worked half or less than half of the working days in a calendar month,
 - 2) the employee is not entitled to an allowance - if they have not worked a single working day during the calendar month (regardless of the reason).

§ 3

1. Organizational units with employees who are entitled to work clothes:
 - 1) draw up lists, requesting:
 - a) cash allowance (Table 1),
 - or
 - b) laundering of clothes by a service facility (Table 2),
 - 2) keep records of cash allowances paid and work clothes transferred for laundering.
2. The lists referred to in paragraph 1 are signed by the head of the organizational unit under the material responsibility clause.
3. Lists of work clothes to be washed at the service facility should be submitted to the Department of Operations and Procurement along with the clothes, on an ongoing basis, as needed.

Table 1.

List of payments of cash allowance for laundry and repair of work clothes (in-house) for employees name of the organizational unit who expressed their consent, for quarter (in words)				
No.	surname and first name	job title	allowance rate	receipt confirmation
The aforementioned employees did not return their work clothes to be laundered by the service facility in the aforementioned quarter. prepared /legible signature signature and stamp of the head of the organizational unit				

Table 2.

List of employees' work clothes name of the organizational unit to be laundered at the service facility quarter (in words)					
No.	surname and first name	job title	Specification of work clothes		Confirmation of receipt of clean clothes
			Name	ll pcs.	
The listed employees are not entitled to a cash allowance for washing work clothes in the above quarter prepared /legible signature signature and stamp of the head of the organizational unit					

List of operations that are strenuous, dangerous or harmful for 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 values of physical workload, measured by net energy expenditure for performing the work, exceed 2900 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, steering wheels, etc.) requiring the use of force that exceeds:
 - a) for two-handed operation - 12.5 N for permanent work and 25 N for casual work, as defined in (1),
 - b) for one-handed operation - 5 N for permanent work and 12.5 N for casual work, as defined in (1);
 - 4) foot operation of equipment components (pedals, pushbuttons, etc.) where force greater than 30 N is required;
 - 5) manual uphill handling of:
 - a) objects used for permanent work,
 - b) objects weighing more than 1 kg in the case of occasional work, as defined in (1);
 - 6) two-handed handling of objects, if in order to initiate their movement, it is necessary to use a force exceeding:
 - a) 30 N - when pushing,
 - b) 25 N - when pulling;
 - 7) manual rolling of round-shaped objects and handling objects as a part of a team;
 - 8) manual handling of liquid materials – hot, corrosive or with properties harmful to health;
 - 9) transporting loads on a one-wheeled cart (wheelbarrow) and a multi-wheeled manually operated cart;
 - 10) work in a forced position;
 - 11) work in a standing position for a total of more than 3 hours during a work shift, whereas the time spent standing must not exceed 15 minutes at a time, followed by a 15-minute break;
 - 12) work in positions requiring the use of visual display units - for a total time exceeding 8 hours per day, whereas the time spent using a display unit may not exceed 50 minutes at a time, which should be followed by a break of at least 10 minutes included in the working time.
2. For women who are breastfeeding:
 - 1) all types of work where the highest values of physical workload, measured by net energy expenditure for performing work, exceed 4200 kJ per work shift, and for casual work, as defined in paragraph 1(1) - 12.5 kJ/min;
 - 2) manual lifting and carrying of objects with weight exceeding:
 - (a) 6 kg - for permanent work,
 - (b) 10 kg - for casual work, as defined in paragraph 1, item 1;
 - 3) manual operation of equipment components (levers, cranks, steering wheels, etc.) requiring the use of force that exceeds:
 - a) for two-handed operation - 25 N for permanent work and 50 N for casual work, as defined in paragraph 1(1),
 - b) for one-handed operation - 10 N for permanent work and 25 N for casual work, as defined in paragraph 1(1);
 - 4) foot operation of equipment components (pedals, pushbuttons, etc.), where the force required exceeds:
 - a) 60 N - for permanent work,
 - b) 100 N - for casual work, as defined in paragraph 1(1);

- 5) manual handling of objects weighing more than 6 kg - to a height exceeding 4 m or a distance exceeding 25 m;
- 6) manual uphill handling - of objects weighing more than 6 kg, on uneven surfaces, ramps and stairs, the maximum angle of inclination of which does not exceed 30°, and a height of 4 m;
- 7) manual handling uphill - on uneven surfaces, ramps, stairs, the maximum angle of inclination of which exceeds 30°, and the height is greater than 4 m - of objects weighing more than:
 - a) 4 kg - for permanent work;
 - b) 6 kg - for casual work, as defined in paragraph 1, item 1;
- 8) two-handed handling of objects, if, in order to initiate their movement, it is necessary to use a force exceeding:
 - a) 60 N - when pushing,
 - b) 50 N - when pulling;
- 9) manual rolling and uphill rolling of round-shaped objects (in particular barrels, pipes with large diameters), if:
 - a) the weight of the objects being rolled, on horizontal terrain with a hard and smooth surface, exceeds 40 kg per woman,
 - b) the weight of objects rolled onto ramps exceeds 10 kg per one woman;
- 10) participation in team handling of objects;
- 11) manual handling of liquid materials – hot, corrosive or with properties harmful to health;
- 12) transporting loads with a weight exceeding:
 - a) 20 kg - when transporting load on a wheelbarrow on terrain with a slope not exceeding 5%, or 15 kg - on terrain with a slope greater than 5%,
 - b) 70 kg - when transporting load on a 2-wheel cart on the terrain with a slope not exceeding 5%, or 50 kg - on the terrain with a slope greater than 5%,
 - c) 90 kg - when transporting on a three or more-wheel cart on terrain with a slope not exceeding 5%, or 70 kg - on terrain with a slope exceeding 5%.

The aforementioned permissible cargo weights also include the weight of the transport device and apply to transporting cargo on a level, hard, and smooth surface. When transporting cargo on an uneven or unpaved surface, the weight of the cargo, including the weight of the transport device, must not exceed 60% of the specified values;
- 13) transporting loads on a rail cart whose weight exceeds, including the weight of the cart:
 - a) 120 kg - when transporting on terrain with a slope not exceeding 2%,
 - b) 90 kg - when transporting on terrain with a slope greater than 2%;
- 14) transporting loads:
 - a) on a wheelbarrow or a multi-wheeled cart on terrain with a slope greater than 8%,
 - b) on a wheelbarrow or multi-wheeled cart over a distance exceeding 200 m,
 - c) on a rail cart on terrain with a slope greater than 4%,
 - d) on a rail cart over a distance exceeding 400 m.

II. Work in cold, hot and variable microclimates

For pregnant women and women who are breastfeeding a baby:

- 1) work performed in a hot microclimate under conditions in which the PMV index (predicted mean vote), determined in accordance with the Polish Standard for such work, is greater than 1.0;
- 2) work in cold microclimate under conditions in which the PMV index (predicted mean vote), determined in accordance with the Polish Standard for such work, is less than - 1.0;
- 3) work performed in an environment with large fluctuations of microclimate parameters, especially when there are sudden changes in air temperature exceeding 15°C, with the inability to use at least 15-minute adaptation in a room with an intermediate temperature.

III. Work in exposure to noise or vibration

For pregnant women:

- 1) work in conditions involving exposure to noise, in the case of which:
 - a) the level of exposure for an 8-hour daily or weekly average working time as defined in the Labour Code exceeds 65 dB,
 - b) the peak of the C sound level exceeds 130 dB,
 - c) the peak of the A sound level exceeds 110 dB;
- 2) work in conditions of exposure to infrasound noise, the equivalent sound pressure level adjusted by frequency characteristics G, related to an 8-hour daily or average weekly, as defined in the provisions of the Labor Code, exceeds the value of 86 dB;
- 3) work in conditions of exposure to ultrasound noise in which:
 - a) equivalent sound pressure levels in the tertian bands with center frequencies from 10 kHz to 40 kHz, related to an 8-hour daily or to an average weekly, as defined in the provisions of the Labor Code, working hours,
 - b) the maximum sound pressure levels in the tertian bands with center frequencies from 10 kHz to 40 kHz exceed the following values:

Midband frequency of third octave bands (kHz)	The equivalent level of exposure for an 8-hour daily or weekly average working time as defined in 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 vibration acting on the body through the upper limbs, whose:
 - a) the daily weighed exposure, expressed as the energy equivalent for 8-hour operation of the vector sum of weighed frequencies of vibration accelerations designated for the three directional components (a_{hw_x} , a_{hw_y} , a_{hw_z}), exceeds 1 m/s^2 ,
 - b) a 30-minute and shorter weighed exposure, expressed as the sum of weighed frequencies of vibration accelerations designated for the three directional components (a_{hw_x} , a_{hw_y} , a_{hw_z}), exceeds 4 m/s^2 ;
- 5) all types of work in conditions involving exposure to vibrations with a general impact on the human body.

IV. Work involving exposure to electromagnetic fields with frequencies from 0 Hz to 300 GHz and ionizing radiation

1. For pregnant women:
 - 1) work within the range of electromagnetic fields with intensities exceeding the values for the safe zone, as specified in the regulations on the maximum permissible concentrations and intensities of factors harmful to health in the work environment;
 - 2) work in conditions involving exposure to ionising radiation laid down in the Polish Atomic Energy Act,
2. In the case of breastfeeding women – work in conditions involving exposure to ionizing radiation laid down in the Polish Atomic Energy Act.

V. Work in conditions of increased or reduced pressure

For pregnant women and women who are breastfeeding a child - diving work, work in pressure vessels, and all work in conditions of increased or decreased pressure.

VI. Work in contact with harmful biological agents

1. For pregnant women and women who are breastfeeding a baby:
 - 1) work involving the risk of infection with: hepatitis B virus, chickenpox and hemiparesis virus, rubella virus, HIV, cytomegalovirus, *Listeria monocytogenes*, toxoplasmosis;
 - 2) work requiring handling animals affected by infectious and invasive diseases.
2. For pregnant women - work in exposure to other biological agents classified in hazard group 2-4, in accordance with the regulations on harmful biological agents for health in the work environment and the protection of the 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 the pregnant woman or the course of pregnancy, including the development of the fetus.

VII. Work in contact with harmful chemicals

For pregnant women and women who are breastfeeding a baby:

- 1) work in 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 December 16, 2008 on classification, labeling and packaging of substances and mixtures, amending and repealing Directives 67/548/EEC and 1999/45/EC, and amending Regulation (EC) No. 1907/2006 (Official Journal of the European Union L 353, December 31, 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:
 - a) mutagenic effect on germ cells, category 1A, 1B or 2 (H340, H341),
 - b) carcinogenicity, category 1A, 1B or 2 (H350, H350i, H351),
 - c) reproductive toxicity, category 1A, 1B or 2, or additional category of harmful effects on lactation or harmful effects on breastfed children (H360, H360D, H360FD, H360Fd, H360Df, H361, H361d, H361fd, H362),
 - d) 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 substances, regardless of their concentration in the work environment:
 - a) chemical agents of known and dangerous absorption through the skin,
 - b) cytostatic drugs,
 - c) manganese,
 - d) synthetic estrogens and progesterone,
 - e) carbon monoxide
 - f) lead and its inorganic or organic compounds,
 - g) mercury and its inorganic or organic compounds;
- 3) work in exposure to organic solvents, if their concentrations in the work environment exceed the values of 1/3 of the maximum permissible concentrations, as defined in the regulations on the maximum permissible concentrations and intensities of factors harmful to health in the work environment;
- 4) work or technological processes in which there is a release of chemicals, their mixtures or agents with carcinogenic or mutagenic effects, listed in the regulations on chemicals, their mixtures, agents or technological processes with carcinogenic or mutagenic effects in the working environment.

VIII. Work involving the risk of severe physical injuries and psychological disorders

1. For pregnant women and women who are breastfeeding a baby:
 - 1) work in trenches, tanks, and canals;
 - 2) underground work in all kinds of mines;
 - 3) work in a forced labor rhythm (for example, at the conveyor belt);
 - 4) work involving the risk of serious physical or mental injury, e.g., firefighting, rescue actions, removing the effects of disasters, work with explosives, slaughter of animals, and fertilizing animals.
2. For pregnant women - working at heights- outside of fixed galleries, bridges, platforms, and other fixed elevations with full fall protection (without the need for personal fall protection equipment), and climbing up and down ladders and step irons.

List of jobs that are forbidden to juveniles and the conditions of their employment in some of these jobs, as well as the list of jobs allowed to juvenile workers for the purpose of vocational training

A juvenile worker is a person who has reached the age of 15 and has not exceeded 18 years of age. It is permissible to employ juveniles who have completed at least junior high school or eight years of elementary school and present a medical certificate stating that there are no contraindications to work in a given position.

A juvenile may not be employed for overtime, nighttime and the following types of work:

1. Tasks and posts related to:
 - a) excessive physical exertion and weight transportation, especially:
 - for loading and unloading work,
 - when a single person manually lifts and carries weights exceeding the following values for a distance of more than 25 m:
for casual work:
 - for girls - 14 kg,
 - for boys - 20 kg,**for repetitive load:**
 - for girls - 8 kg,
 - for boys - 12 kg
 - b) work that requires a constantly forced and uncomfortable body position,
 - c) work in which the further normal mental development of adolescents could be endangered, under conditions that could place an undue mental burden, for example: when requiring the reception and processing of a large number or rapid succession of information and decision-making associated with dangerous consequences.
2. work involving exposure to harmful chemical, physical and biological agents, in particular:
 - a) in exposure to harmful chemical substances, if the norms set for juveniles are exceeded, in accordance with the Decree of the Council of Ministers of August 24, 2004, on the list of work forbidden to juveniles and the conditions of their employment in some of these jobs;
 - b) work involving exposure to harmful physical agents:
 - under conditions of exposure to electromagnetic fields, ionizing radiation, laser, ultraviolet and infrared radiation,
 - under conditions of noise and vibration exposure,
 - work in rooms where the air temperature exceeds 30°C and the relative humidity exceeds 65%, as well as work in air temperature lower than 14°C, with relative humidity higher than 65%. Work in an environment with large fluctuations in microclimate parameters, especially with the occurrence of sudden changes in air temperature in the range exceeding 15°C, in the absence of the possibility of using at least 15-minute adaptation in intermediate temperature rooms,
 - work under conditions of increased or decreased pressure;
 - c) work involving exposure to the harmful effects of biological agents,
3. Work that poses accident hazards to juveniles or that may cause risks to others:
 - work that poses a risk of collapse, including, in particular: underground work, work in depressions more than 0.7 m deep, the width of which is less than twice the depth,
 - work at heights of more than 3 m that poses a risk of falling from a height,
 - work with insufficient light, where the lighting parameters do not meet the requirements specified in the Polish Standards.

AT CUT PK, juveniles can be hired for work:

- 1) at training stations adapted for practical vocational training under the direct supervision of persons authorized to conduct practical vocational training,
- 2) auxiliary, light administrative and office work, e.g., registering letters, distributing mail, carrying out simple instructions from superiors.

Rules for performing particularly hazardous work

§ 1

Preliminary information

1. Particularly hazardous work occurring at Cracow University of Technology includes:
 - 1) work at heights,
 - 2) work with hazardous materials,
 - 3) work in tanks, ducts, interiors of technical equipment and other hazardous confined spaces,
 - 4) also other work with increased danger or performed under difficult conditions, recognized by the head of the organizational unit as particularly dangerous based primarily on:
 - a) provisions of applicable laws,
 - b) safety data sheets for chemicals and their mixtures,
 - c) technical documentation of machinery, equipment and installations, as well as the manufacturer's instructions,
 - d) results of measurements of harmful factors,
 - e) analysis of occupational accidents that have occurred at work.
2. Work at heights is work performed on a surface at a height of at least 1.0 m above floor or ground level. Work at heights does not include work on a surface, regardless of the height at which it is located, if the surface:
 - 1) is shielded from all sides to a height of at least 1.5 m, with solid walls or walls with glass windows,
 - 2) is equipped with other permanent structures or devices to protect the worker from falls from height.
3. Work with hazardous materials is, in particular, work with substances and chemical mixtures, classified in at least one of the following categories:
 - 1) substances and mixtures with explosive properties;
 - 2) substances and mixtures with oxidizing properties;
 - 3) extremely flammable substances and mixtures;
 - 4) highly flammable substances and mixtures;
 - 5) easily flammable substances and mixtures;
 - 6) very toxic substances and mixtures;
 - 7) toxic substances and mixtures;
 - 8) harmful substances and mixtures;
 - 9) corrosive substances and mixtures;
 - 10) irritant substances and mixtures;
 - 11) sensitizing substances and mixtures;
 - 12) carcinogenic substances and mixtures;
 - 13) mutagenic substances and mixtures;
 - 14) substances and mixtures harmful to reproduction;
 - 15) substances and mixtures hazardous to the environment.

§ 2

General Principles

1. Managers of organizational units are required to prepare a list of particularly hazardous work occurring in the unit (in accordance with Appendix 23 to the Regulations) and provide a copy of the aforementioned list to the Department of Occupational Health and Safety. The Department of Occupational Health and Safety must be notified of any changes to the list resulting from updates.

2. Managers of organizational units are required to determine the specific requirements for occupational safety and health in the performance of extremely hazardous work, and in particular to ensure:
 - 1) direct supervision over this work by persons specially assigned for this purpose,
 - 2) appropriate protective measures,
 - 3) employee training covering, in particular:
 - a) personal work division,
 - b) task execution sequence,
 - c) requirements for occupational health and safety for individual activities,
3. Managers of organizational units are required to ensure that only authorized and properly instructed persons have access to the sites of particularly hazardous work.
4. Managers of organizational units, in consultation with the Health and Safety Department, are required to develop position instructions for particularly hazardous work.
5. Employees in labor positions performing particularly hazardous work must be provided with periodic training in occupational health and safety not less than once a year.

§ 3 Work at heights

1. When performing work at heights, workers may be employed who:
 - 1) are at least 18 years of age,
 - 2) have been trained in the principles of occupational health and safety and ergonomics when performing work at heights,
 - 3) have valid medical certificates without contraindications to work at heights,
 - 4) demonstrate knowledge of occupational health and safety instructions for working at heights,
 - 5) have permission to perform work at heights from their immediate supervisor.
2. It is unlawful to allow workers with perceived temporary indispositions to work at heights, despite the fact that these workers have valid medical certificates of fitness to perform such work.
3. Working at heights should be organized and performed in a manner that does not force a worker to lean beyond the handrail or outline of the device on which they stand.
4. The choice of the method of work at heights and the associated selection of personal protective equipment is decided by the person supervising the work. This decision must take into account:
 - 1) type of work performed,
 - 2) existing local conditions,
 - 3) technical feasibility of the work,
 - 4) full safety of employees.
5. Supervisors of workers performing work at heights are required to monitor the use of personal protective equipment based on the manufacturer's instructions (periodic inspections).

§ 4 Work with hazardous materials

1. When performing work with hazardous materials, workers may be employed who:
 - 1) are at least 18 years of age,
 - 2) have been trained in the principles of occupational health and safety and ergonomics when working with hazardous substances,
 - 3) have valid medical certificates without contraindications to the above type of work,
 - 4) demonstrate knowledge of the instructions and have familiarized themselves with the safety data sheets of the hazardous substances used (with written confirmation),
 - 5) are equipped with work clothes and footwear and personal protective equipment assigned to the position.

2. It is forbidden to allow employees to work with hazardous materials without using appropriate personal protection (e.g., protective gloves, respirators).
3. Hazardous materials should be stored in places and packages intended for this purpose, properly labeled, protecting them from use by unauthorized persons.
4. Materials with unknown properties, until they are tested, can be used only in laboratory conditions, for research, experimental purposes, with increased precautions.

§ 5

Work in tanks, ducts, and interiors of technical equipment and other hazardous confined spaces

1. When performing work in tanks, ducts, interiors of technical equipment, and in other dangerous confined spaces, workers may be employed who:
 - 1) are at least 18 years of age,
 - 2) have been trained in the principles of occupational health and safety and ergonomics when performing work in tanks, ducts, interiors of technical equipment, and other hazardous confined spaces,
 - 3) have valid medical certificates without contraindications to the above type of work,
 - 4) demonstrate knowledge of occupational health and safety instructions when working in tanks, ducts, interiors of technical equipment, and other hazardous confined spaces,
 - 5) have written permission to work in tanks, ducts, the interior of technical equipment, and other dangerous confined spaces from their immediate supervisor.
2. When working in tanks, constant supervision should be provided. The person issuing the order to perform such work should check whether the organizational and technical preparations ensure the safety of workers during work performance.
3. There shall be a capability of rendering immediate first aid to the worker present in a tank in an emergency or in the case of an accident.
4. A worker or workers performing work inside the tank should be secured by at least one person outside. The person outside should be in constant contact with the workers inside the tank and be able to immediately notify others who can, if necessary, provide immediate assistance.

.....
 (organizational unit)

List of particularly hazardous work occurring in the organizational unit

No.	type of particularly hazardous work	employee's name, position	medical recommendations or contraindications	additional licenses or specialized training	type of personal protective equipment, clothing and work footwear used
1.					
2.					
3.					
4.					
5.					

date

Signature of the Manager of the Unit

A LIST OF TYPES OF WORK THAT SHOULD BE CARRIED OUT BY AT LEAST TWO PEOPLE, WHERE THERE IS A POSSIBILITY OF A PARTICULAR DANGER TO HUMAN HEALTH OR LIFE

1. Work performed inside tanks, boilers and technological devices, including works in open tanks that do not allow direct visual contact with at least one employee.
2. Work in rooms with toxic or corrosive gases or vapours, requiring the use of personal protective equipment.
3. Work related to:
 - a) installation and removal of manholes, water pump stations at depths greater than 2 m,
 - b) desludging and deepening of watercourses and water reservoirs,
 - c) construction and deepening of dug wells at depths greater than 2 m.
4. Work on active gas pipelines and industrial gas installations.
5. Work in the operation of industrial autoclaves.
6. Work at positions organized in warehouses of poisonous and corrosive substances.
7. Work in the removal of chemical contamination.
8. Work related to the transportation and use of explosives.
9. Work in the cleanup of radiation accidents and emergencies.
10. Work involving the transport and handling of radioactive materials that requires dosimetric monitoring.
11. Maintenance, installation and repair work on cranes, overhead cranes, tower and mobile cranes, storage stackers and escalators.
12. Welding, gas and electric cutting works and other work that requires the use of an open source of fire in closed rooms, or in rooms at risk of fire or explosion.
13. Work on electrical equipment that is fully or partially under voltage, with the exception of work involving the replacement of circuits with voltage up to 1 kV, fuses, and light bulbs (fluorescent lamps).
14. Work carried out near unprotected power equipment or its parts that are under voltage.
15. Test and measurement work in electric power plants and other plants at electric power equipment, excluding work continuously performed by designated employees at established workplaces (laboratories, test stations).
16. Work in cable wells, in rooms connected to them, and in assembly holes.
17. Maintenance work on radio and television transmitters and work performed on antenna fields.
18. Work performed at heights of over 2 m in cases where it is required to use personal protective equipment against falling from a height.
19. Work in excavations and goafs with a depth greater than 2 m.
20. Earthworks carried out using the no-drill method.
21. Surveying and drainage work on wetlands.

APPLICATION
for a paid study leave to prepare a doctoral dissertation

Applicant's full name:

Employing Unit
.....
.....

Position held
.....

Contact information (email address; phone):

I. Doctoral dissertation initiated until April 30, 2019, on the basis of the Law of July 27, 2005, Law on Higher Education*

Date of opening of doctoral dissertation:

Dissertation title:

Supervisor:

According to my assessment, the status of the dissertation preparation is%.

I anticipate submitting the dissertation by the deadline
.....

II. Proceedings for the award of a doctoral degree to be initiated under the Law of July 20, 2018, Law on Higher Education and Science*

I am a participant in the Doctoral School/Doctoral Studies**

Planned dissertation title:
.....
.....

Supervisor (if appointed):

Anticipated date of initiation of doctoral proceedings:

According to my assessment, the status of the dissertation preparation is%.

A. CONTENT OF THE APPLICATION:

I request a paid sabbatical to prepare my dissertation for a period of months (max. 3) from
..... to

**Fill in as appropriate*

*** Cross out as appropriate*

I declare that until now:**

- a) I have not taken a sabbatical related to the preparation of my dissertation
- b) I took a sabbatical related to the preparation of my dissertation during the period and submitted written information on the progress of my research work

I undertake to submit a progress report on my academic work within 30 days after the end of my leave

Date

Applicant's signature

Attachments:

- 1. *Work plan with an indication of tasks completed*
- 2. *Report on doctoral leave taken (if applicable)*

C. SUPERVISOR'S OPINION (if appointed)

.....
.....
.....

According to my assessment, the status of the dissertation preparation is%.

I undertake to monitor the progress of preparation on an ongoing basis.

Date

Supervisor's signature

B. OPINION OF THE HEAD OF THE ORGANIZATIONAL UNIT

.....
.....
.....

The request was agreed with the applicant's immediate supervisor.

I declare that the leave of absence will not cause disruption to the work of the organizational unit.

Date

Signature of Unit Manager

C. OPINION OF THE DEAN OR APPROPRIATE PRO-RECTOR

I give a positive/negative opinion on the application for a sabbatical leave for the period of
months from until

Date

Signature of Dean/Vice-Rector

D. DECISION OF THE VICE-RECTOR FOR SCIENCE:

Approval for a sabbatical leave for months from to

Date

Signature of the Vice-Rector for Science

Regulations
Stamp of the organizational unit

APPLICATION for a CUT employee
for referral to a foreign research internship and paid leave

Applicant's full name:

Employing Unit

.....
.....

Position held

.....

Contact information (email address; phone):

.....

A. CANDIDATE APPLICATION:

1. Please refer me for an internship for a period of months
starting from and granting paid leave for this period.

2. Name and address of the internship host unit
.....

.....
.....

3. Motives behind the application:

.....

.....

Date

Candidate's signature

Attachments:

- 1. *Scientific achievements*
- 2. *Consent/invitation from the internship host entity*

B. OPINION OF THE HEAD OF THE ORGANIZATIONAL UNIT

.....
.....
.....

The request was agreed with the applicant's immediate supervisor.

I declare that the leave of absence will not cause disruption to the work of the organizational unit.

Date

Signature of Unit Manager

C. OPINION OF THE DEAN OR APPROPRIATE PRO-RECTOR*:

I present a request for referral for an internship during the period

.....

- a) with support
- b) subject to (mention)

.....

Date

Signature of the Dean/Vice-Rector

D. DECISION OF THE VICE-RECTOR FOR SCIENCE:

I support the request/do not support the request* for referral to internship for the period of

from to

Date

Signature of the Vice-Rector for Science

E: CUT RECTOR'S DECISION TO GRANT PAID LEAVE

I grant/do not grant* paid leave in the period from to.....

Date

Signature of the Rector of CUT

* *cross out as appropriate*

Stamp of the organizational unit

APPLICATION for a CUT employee

for referral for the purpose of training abroad/foreign teaching internship/participation in a conference abroad/conducting a search/conducting a study visit/performing other scientific activity/participating in joint scientific research and conducted with a foreign entity on the basis of a scientific cooperation agreement* and granting paid leave

Applicant's full name:

Employing Unit
.....
.....

Position held
.....

Contact information (email address; phone):
.....

A. CANDIDATE APPLICATION:

1. I request to be referred for the purpose of training abroad/foreign teaching internship/attending a conference abroad/conducting a search/conducting a study visit/executing other scientific activities/participating in joint scientific research and conducted with a foreign entity on the basis of a scientific cooperation agreement* for a period of months, starting from and granting paid leave for this period.

2 Name and address of the internship host unit

3 Motives behind the application:
.....
.....
.....

Date

Candidate's signature

Attachments:

Consent/invitation from the internship host entity

B. OPINION OF THE HEAD OF THE ORGANIZATIONAL UNIT

.....
.....
.....

The request was agreed with the applicant's immediate supervisor.

I declare that the leave of absence will not cause disruption to the work of the organizational unit.

Date

Signature of Unit Manager

C. OPINION OF THE DEAN OR APPROPRIATE PRO-RECTOR*:

I present a request for referral during the period

.....

c) with support

d) subject to (mention)

.....

Date

Signature of the Dean/Vice-Rector

D: CUT RECTOR'S DECISION TO GRANT PAID LEAVE

I grant/do not grant* paid leave in the period from to.....

Date

Signature of the Rector of CUT

** delete as appropriate*

SETTING THE DATES FOR RECEIVING DAYS OFF IN EXCHANGE FOR ACADEMIC TEACHER'S WORK ON SATURDAYS, SUNDAYS AND HOLIDAYS

.....
Name of the academic teacher

.....
Name of the organizational unit

The settlement applies to the winter/summer term* of the academic year 20..../20....

No.	Date of work on Saturday, Sunday or holiday**	Date of day off granted for work on Saturday, Sunday or holiday**
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		
17.		
18.		
19.		
20.		

.....
(signature of the employee)

.....
(signature of the immediate supervisor)

* cross out as appropriate

** in the case of granting days off for work on Saturday, Sunday, and holidays falling in the winter semester, the receipt of which is scheduled for the summer semester, the settlement is described on the form for the summer semester.

Krakow, on

**Request for additional dismissal due to force majeure (Article 148¹ of the Labor Code)
(50% of salary)**

Full name Organizational unit

I request an additional leave from work due to force majeure for urgent family matters caused by illness or accident from to

The reason for the request is:

.....
.....
.....
.....

(insert justification)

.....

(date and signature of employee)

.....

(date and signature of immediate supervisor)

** cross out as appropriate*

.....
(place and date)

.....
(name and surname of the employee)

.....
(name of the organizational unit)

.....
(position)

**INFORMATION ON HOW TO USE IN CALENDAR YEAR 20.....
ADDITIONAL EXEMPTION FROM WORK DUE TO FORCE MAJEURE,
AS REFERRED TO IN ART. 148¹ of the Civil Code**

I inform you that in the calendar year 20.... I intend to use the exemption from work referred to in Article 148¹ of the Civil Code due to force majeure for urgent family matters caused by illness or accident, in the amount of:

- 16 hours
- 2 days

.....
(signature of the employee)

 tick the appropriate one

Krakow, on

**Request for care leave (Article 173¹ of the Labor Code)
(not paid)**

Full name Organizational unit

I request a care leave from to to provide personal care or support for serious medical reasons to a family member/person living in the same household*.

.....
.....
(enter the name of the person in need of care, the degree of relationship (son, daughter, mother, father, spouse), and in the case of care for a person who is not a family member - the address of the person's residence).

The reason for the need for personal care or support:

.....
.....
.....
.....
(insert justification)

.....
(date and signature of employee)

.....
(date and signature of immediate supervisor)

* cross out as appropriate