



# UNIwersYTET WARSAWSKI

Prorektor ds. współpracy i spraw pracowniczych  
prof. dr hab. Sambor Grucza

Warsaw, 23/09/24

**Dear Deans, Directors  
and Heads of Organisational Units  
of the University of Warsaw**

Please be informed that from 1 October this year, University employees can apply for a benefit: *"Additional holiday subsidy for the 2024-2025 Christmas and New Year holiday period"* payable from the University Social Benefits Fund (ZFŚS). Applications can be submitted until 30 November this year **only via the DocSense system** <https://ds.uw.edu.pl> **Benefits will be paid** on 22 November and 23 December this year.

The University of Warsaw units are responsible for receiving applications only from UW pensioners and disability pensioners.

## **I. Entitlement to the benefit**

### **1. The benefit shall be granted to:**

#### **a) UW employees and pensioners/disability pensioners currently employed at the University of Warsaw, i.e.:**

- UW employees who have an employment relationship (working under an appointment or a permanent or fixed-term employment contract) **as of both 31.10.2024 and 31.12.2024**, regardless of the duration of employment;
- UW employees on maternity, parental or childcare leaves;
- UW pensioners and disability pensioners who have returned to work at the University of Warsaw and will remain in an employment relationship with the University **as of 31.12.2024**, regardless of the duration of employment;

#### **b) other UW pensioners/disability pensioners, i.e.:**

- UW pensioners and disability pensioners who have terminated their employment contract at the University of Warsaw due to their retirement or receiving a disability pension and have not re-entered an employment relationship with the University, i.e. **as of both 31.10.2024 and 31.12.2024** they are not (will not be) employed at the University and possess (will possess) "discharged-pensioners" or "discharged-disability pensioners" status in the SAP;

- UW pensioners and disability pensioners who have returned to work at the University of Warsaw and remain in an employment relationship with the University as of 31.10.2024, but whose employment relationship expires or will terminate before 31.12.2024;
- employees working at the University of Warsaw as of 31.10.2024 whose contract will be terminated before 31.12.2024 due to their retirement or receiving a disability pension.

**2. The benefit shall not be granted to:**

- UW employee whose employment relationship has ended (will end) or has been (will be) terminated before 31.12.2024, with the exception of UW pensioners and disability pensioners;
- UW employee whose employment relationship was established after 31.10.2024, provided that:
  - the employee was not employed at the University as of 31.10.2024,
  - the employee was not previously a UW pensioner/disability pensioner;
- UW employee on unpaid leave as of 31.10.2024 or 31.12.2024.

**II. Subsidy amount**

**The subsidy amount depends on the average gross monthly income per family member** (in accordance with § 7, sections 6-9 of the University Social Benefits Fund Rules and Regulations<sup>1</sup>) **and the family situation of the employee, pensioner or disability pensioner.** UW employees and pensioners/disability pensioners currently employed at the University of Warsaw, as well as other UW pensioners and disability pensioners whose average monthly income per family member falls within the same income group, are entitled to the same gross amount of benefit.

| <b>Average gross monthly income per family member</b>   |                        | <b>Gross amount of benefit</b> |
|---|------------------------|--------------------------------|
| <b>a) for UW employees and pensioners/disability pensioners currently employed at the University of Warsaw, as well as other UW pensioners and disability pensioners</b>                                  |                        |                                |
|   | up to PLN 1,400.00     | <b>PLN 750.00</b>              |
| more than PLN 1,400.00  | up to PLN 2,300.00     | <b>PLN 600.00</b>              |
|   | more than PLN 2,300.00 | <b>PLN 500.00</b>              |
| <b>b) for UW employees and pensioners/disability pensioners currently employed at the University of Warsaw, as well as other UW pensioners and disability pensioners, - <u>who are single parents</u></b> |                        |                                |
|   | up to PLN 2,100.00     | <b>PLN 750.00</b>              |
| more than PLN 2,100.00  | up to PLN 3,500.00     | <b>PLN 600.00</b>              |
|   | more than PLN 3,500.00 | <b>PLN 500.00</b>              |

**The highest amount of the benefit irrespective of the income** is granted to persons whose child, due to his/her illness, requires permanent care and assistance of other persons in performing social roles and completing everyday functions in connection with a significantly reduced possibility of independent living, regardless of the child's age. Such persons **should attach to their benefit**

<sup>1</sup>The University Social Benefits Fund Rules and Regulations constitute an appendix to the Ordinance No. 291 of the Rector of the University of Warsaw of 21 December 2020 on the University Social Benefits Fund Rules and Regulations and are available at <https://monitor.uw.edu.pl/Lists/Uchway/Uchwa%C5%82a.aspx?ID=5728&Source=https%3a//monitor.uw.edu.pl/Lists/Uchway/2020.aspx>

**application a certificate from an institution authorised to assess the degree of disability**, in accordance with § 4, item 4 of the University Social Benefits Fund Rules and Regulations.

Part-time employees are entitled to the same amount of subsidy as full-time employees.

### **III. Persons authorised to draw up lists of UW pensioners and disability pensioners**

**I hereby authorise the Deans and Heads of organisational units** to receive applications from UW pensioners/disability pensioners as well as to process the personal data of the above-mentioned persons and their children who, due to their illness, require permanent care and assistance of other persons in performing social roles and completing everyday functions in connection with a significantly reduced possibility of independent living, **with the right to authorise subordinate employees** to perform these activities.

A Dean or Head of a UW organisational unit who has appointed a subordinate employee to draw up a list of eligible pensioners and disability pensioners of their unit is required to authorise that person in writing (an authorisation template is attached as Appendix No. 3).

### **IV. Documents preparation (for UW pensioners and disability pensioners)**

1. The benefit is granted on the basis of an application signed by the eligible person (benefit recipient) and submitted in paper form to their organisational unit.
2. Applications should be submitted in the original (§ 7, section 12 of the University Social Benefits Fund Rules and Regulations) and in the Polish language version (§ 7, section 13 of the University Social Benefits Fund Rules and Regulations).
3. Applications should be formally checked by the person drawing up the list: a duly completed application has all the fields filled in and all the necessary documents attached.
4. The Office for Personnel Social Benefits determines the amount of the benefit to be paid to the Applicant.
5. On the basis of the applications received, alphabetical lists of UW pensioners/disability pensioners are drawn up (Appendix no. 1).
6. The lists should not include people who have not submitted a signed application.
7. Each list should bear the header stamp or logo of the Faculty/Organisational Unit and be signed by the Dean/ Head of the Unit or the person designated to compile the list and stamped with the signatory's name stamp.
8. Each list must be accompanied by applications arranged alphabetically together with the authorisation to draw up the list. The authorisation should be placed at the beginning of the submitted documentation.
9. Documentation submitted to the Office for Personnel Social Benefits should be ordered in a ring binder or file folder with fasteners. The ring binder/file folder with fasteners should be described by means of writing the unit's name on its spine.
10. Should it be necessary to supplement the previously filed lists, additional applications should be submitted to the Office for Personnel Social Benefits together with a name list drawn up in accordance with the principles set out in items 1-9. If additional applications have been processed by the same person authorised by the Dean/Head of the Unit, there is no need to reattach their authorisation to the supplementary list.
11. A situation in which multiple supplementary lists are drawn up for an individual should be avoided as far as possible.

### **V. Electronic submission of documents (for UW employees and pensioners/disability pensioners currently employed at the UW)**

1. UW employees and pensioners/disability pensioners currently employed at the University of Warsaw should submit their applications by completing an application form in the DocSense system: <https://ds.uw.edu.pl/>. The electronic application submitted in this way constitutes an original.
2. **Application forms will be available to complete only between 01.10.2024 and 30.11.2024.**
3. **Applications submitted through a personal profile in the DocSense system on behalf of another person will not be approved, i.e. they will be rejected.**
4. The applications are examined by the Office for Personnel Social Benefits of the University of Warsaw.
5. DocSense email notifications are only sent to addresses in the uw.edu.pl domain and constitute additional information. We encourage you to check the DocSense system regularly, especially during the application processing period.

#### **VI. Benefit payment mode**

1. Payment of the benefit to the UW employees as well as pensioners and disability pensioners who are currently employed at the University of Warsaw will be made in the manner provided for the payment of remuneration.
2. UW pensioners and disability pensioners who have terminated their employment relationship with the University due to their retirement/receiving disability pension will receive the benefit in the manner specified by the applicant in the application:
  - by transfer to a personal bank account,
  - in cash to be collected from any Bank Millennium branch in the country,
  - or
  - by postal transfer to the indicated address.
3. **Benefits will be paid in November and December 2024.**

**All lists of the UW pensioners and disability pensioners with the attached applications and authorisation should be submitted to the Office for Personnel Social Benefits by no later than 30 November 2024.**

Further information on the granting of additional holiday subsidy can be obtained at the Office for Personnel Social Benefits, **ph. 55 20 868**. This letter, together with its attachments, can be found at <https://bssoc.uw.edu.pl/>.

#### **Attachments:**

1. list template for UW pensioner/disability pensioner (Appendix no. 1);
2. application template for pensioners/disability pensioners (Appendix no. 2);
3. authorisation to draw up the list (Appendix no. 3).