

# Polish Employment Law

A programme for foreigners –  
directors & managers

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**EY**

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You come to Poland, you have been given a managerial position in the country in the heart of Europe. On the second day of the job your co-worker fails to show up at work calling and asking for a “leave on demand”. After several months you allegedly cannot refuse to give a bonus to a second employee, because it ‘is in accordance with the regulations’, and when you decide to part ways with this worker, who in your view definitely does not fit with the company, you are told that you have to give him/her your reasons for the dismissal in writing, having checked prior whether he/she is not a member of a trade union, because then you would have to ask such a trade union for approval... is everybody trying to mislead you?

Is everybody trying to take advantage of your lack of knowledge of Polish regulations? If you would like to find out how to efficiently manage employees in Poland while abiding by Polish labor law and without going crazy – come to our training course!



## For whom?

This intensive one-day course will be conducted in English and will provide attendees with an understanding of Polish employment law.

It is recommended for directors, managers and team leaders.



# PROGRAMME

- ▶ What should be kept in mind in the employment process? (medical exams, trainings, types of employment contracts, civil law employment contracts)
- ▶ What data can you ask for from a candidate or an employee, what documents can be required?
- ▶ Monitoring of employees
- ▶ What should be kept in mind during the period of employment? – e.g. periodical work-required medical exams and check-ups, trainings on the safety and hygiene at work
- ▶ How to master various cultural differences, e.g. in shared services centers? (rules of social conduct in the workplace, prevention and solution of conflicts, prevention of mobbing and discrimination – rights and obligations of managerial staff and employees)
- ▶ Obligation to respect the dignity and personal rights of an employee
- ▶ Employer's responsibility for relations in the workplace.
- ▶ How to change the contract during the period of employment? (how to implement the changes correctly, the restrictions on fixed-term contracts, partial work certificate)
- ▶ How to set and calculate remuneration? – general calculation of remuneration, type of additions to remuneration base, settlement of overtime
- ▶ How to plan and calculate working time? – work planning, scheduling, overtime, work during holidays, shifts
- ▶ How to plan and calculate vacation days as well as other days off from work – types of days off from work, how to calculate limits on vacations, overdue vacation days
- ▶ What if an employee is a parent?
- ▶ How to calculate sick leave – waiting period, a sick leave for a family member, remuneration and benefits
- ▶ How to apply regulation penalties and pecuniary fines?
- ▶ How to terminate an employment contract? – possible ways of terminating employment contracts, case study workshops/ group work
- ▶ What is a work certificate? – an example of a work certificate, how to fill it in correctly



# COURSE ORGANISATION



## Date and location

The course is organized in Warsaw and Online Live.

Classroom courses run from 9.00 am to 4.30 pm CET. Two breaks for coffee and snacks are scheduled during the day as well as a lunch break at 1.00 pm CET.

We also organise in-company training at customers' individual request.



## Price

Open course cost:

- ▶ 1050 PLN + 23% VAT
- ▶ The price includes course participation in English and materials (in Warsaw or Online).

If you are interested in in-house training, please contact our representative



## Application

If you would like to receive more information, please call at +48 22 579 8000 or e-mail us at

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Information about the full range of our courses is available on our website:

[www.academyofbusiness.pl](http://www.academyofbusiness.pl)