Ordinance No. 77/2021

of the Rector of Lodz University of Technology

dated 15 December 2021

on amendments to the Remuneration Regulations at Lodz University of Technology

Acting pursuant to art. 772 of the Act of June 26, 1974 - the Labor Code (i.e. Journal of Laws of 2020, item 1320, as amended) and art. 23 (1) and (2) (5), art. 126 (2) of the Act of July 20, 2018 – Law on Higher Education and Science (i.e. Journal of Laws of 2021, item 478, as amended) in agreement with the trade unions operating at the university, I order the following:

§ 1

In the Remuneration Regulations at Lodz University of Technology defined by Ordinance No. 25/2020 of the Rector of Lodz University of Technology of March 25, 2020, the following amendments are made:

1) in § 4:

a) in paragraph 1:

- in point 2, sub-point g

- point 3 is replaced by the following:

"3) variables, other than those specified in the Act:

a) research allowance,

b) teaching allowance - in the case of academic teachers,

c) project allowance,

d) allowance to teaching hours - in case of academic teachers,

e) organizational allowance,

f) incentive bonus,

g) supplementary allowance,

h) disability allowance. ",

b) after paragraph 1, the following paragraph shall be added: 1a is worded as follows:

"1a. The total amount of allowances for work in projects may not exceed 250% of the basic remuneration of a given employee.”;

2) in § 6:

a) paragraph 2 is replaced by the following:

„2. In case of academic teachers, the basic remuneration, seniority allowance, task allowance, responsibility allowance, project allowance, supplementary allowance determined with a monthly rate and organizational allowance are payable in advance, on the first working day of the month to which the remuneration relates. The remaining remuneration components are paid to academic teachers in arrears by the 10th of the following month, with the proviso that the remuneration of academic teachers determined at an hourly rate financed by grants / projects and other external sources is paid by the 10th day of the following month after the submission of payment orders.”;

b) paragraph 3 is replaced by the following:

„3. Employees who are not academic teachers receive remuneration for their work payable monthly in arrears. Payment is made on or before the last day of a given month. If the pay day is a holiday, the remuneration is paid on the day before. Hourly remuneration, financed by grants / projects and other external sources, is paid by the 10th day of the following month after the payment order is submitted.”;

3) in § 7:

a) point 4 is deleted,

b) after point 20, the full stop is replaced by a semicolon and the following points 21-23 are added:

“21) template of the application for a project allowance - **Appendix 21**;

22) template of the application for the change of working and pay conditions in connection with the involvement in the project - **Appendix 22**;

23) table of hourly rates of project allowances financed from direct costs "- **Appendix 23**.";

4) Chapter IX is replaced by the following:

"**IX. TEACHING ALLOWANCE**

§ 21

The teaching allowance may be awarded for special achievements and activities in improving teaching competences, implemented in the period of up to 6 semesters preceding the submission of the application, in particular, such as:

1) completed postgraduate studies in didactics;

2) participation in courses / trainings in the area of teaching competences;

3) additional didactic activities related to:

a) conducting / co-conducting courses, trainings, etc. not financed from other sources (for which the employee did not receive remuneration), related to improving the competences of course participants,

b) conducting / co-conducting workshops / meetings on teaching competences reported to the Centre for Teaching and Learning or other department / unit of Lodz University of Technology and announced publicly - e.g. conducting meetings in the "Teaching Café" series; conducting workshops in the "Mentoring Café" series, conducting in-house training, etc.,

c) preparation of competence exams,

d) developing open educational resources or undertaking new initiatives,

e) substantive preparation of workshops and trainings as part of summer schools and other educational events.

§ 22

1. The teaching allowance may be awarded once or periodically for a period not exceeding 12 months.

2. The allowance is granted by the Rector:

1) on his own initiative;

2) at the request of the employee;

3) at the request of the employee's immediate supervisor.

3. The detailed procedure for granting the allowance at the request of the employee or the employee’s immediate supervisor is specified by the Rector in separate regulations.

4. The template of the application for a teaching allowance is set out in Appendix 11. The application is to be submitted in the official manner.

5. During the 12-month settlement period, the amount of the teaching allowance may not exceed 100% of the employee's basic salary.

6. The allowance is granted for the days for which the employee receives remuneration and for days of absence from work due to incapacity to work due to illness or the need to personally care for a child or sick family member, for which the employee retains the right to remuneration or receives social insurance benefits. " ;

5) in § 24, after 4, the following paragraph 5 is added:

„5. The research allowance is granted for the days for which the employee receives remuneration and for days of absence from work due to inability to work due to illness or the need to personally take care of a child or sick family member, the employee retains the right to remuneration or receives a social security benefit. ";

6) after chapter X, chapter XA entitled "PROJECT ALLOWANCE" is added as follows:

"**XA. PROJECT ALLOWANCE**

§ 24a

1. An employee who has been entrusted with additional activities related to the implementation of projects, for which he/she is entitled to remuneration financed from direct costs, for which he/she has not received another variable component of remuneration, is entitled to a project allowance, subject to paragraph 2.

2. Granting a project allowance to the remuneration takes place with a simultaneous change in the working conditions and remuneration of the employee as well as a change in the source of financing the basic remuneration together with derivatives. The sentence of the first paragraph 2 shall not apply to academic teachers employed in a group of research-teaching or teaching staff who conduct classes as part of the project.

3. If external regulations, such as competition regulations, program guidelines or other regulations, do not provide for eligible remuneration bonuses, or do not provide for eligible remuneration for work in the project - § 24a shall not apply.

4. In the event that external regulations, such as: competition regulations, program guidelines or other, do not provide for the possibility of settling bonuses to remuneration together with part of the basic remuneration, § 24a, the first sentence of 2 shall not apply.

5. In the event that external regulations, such as the competition regulations, program guidelines or other, specify the maximum amount of the remuneration allowance, the amount of the project allowance is determined on the basis of these regulations.

6. The change in working conditions and pay, referred to in paragraph 2, is for a specified period, but not longer than for the duration of the project.

7. The amount of the project allowance is determined as an amount based on the hourly rates specified in Appendix 23, unless the program guidelines and competition documentation provide otherwise. The project allowance may be specified as an hourly rate, if external regulations, such as: competition regulations, program or other guidelines, or the nature of the work require so.

8. When determining the amount of the project allowance specified in amount, the average monthly number of working hours of the employee is taken, i.e. 168 hours.

9. Additional activities referred to in § 24a (1), will be performed within the working time standards applicable to the employee under the Labour Code and the Work Rules at Lodz University of Technology.

10. The change of working and pay conditions in connection with the involvement in the project, as well as granting the project allowance, takes place on the basis of the Rector's decision, at the request of the project manager/coordinator or the deputy project manager/coordinator, with the consent of the head of the organizational unit employing the staff member.

11. The template of the application for a project allowance is set out in Appendix 21 to these Regulations.

12. The template of the application for the change of working and pay conditions in connection with the involvement in the project is set out in Appendix 22 to these Regulations.

§ 24b

1. An employee is entitled to a project allowance for the period of annual leave and other absences for which the employee retains the right to remuneration, with the exception of health leave and paid sabbatical leave.

2. Project allowance specified in amount is proportionally reduced for the period of receiving remuneration and sickness, maternity and care allowances, as well as rehabilitation benefits.

3. The project allowance determined by the hourly rate is not reduced for the period of receiving remuneration and sickness, maternity, care and rehabilitation benefits.

§ 24c

1. In order to involve the employee in the implementation of the project, the parties to the employment contract conclude an annex to the applicable employment relationship.

2. Involvement in the project may be full-time or part-time, subject to paragraph 3.

3. The maximum number of hours for all projects carried out by an employee under the granted allowances to remuneration, without changing the employee's working conditions and remuneration and without changing the source of financing the employee's base salary together with derivatives, may not exceed 50% of the statutory annual working time of a given employee per annum.

4. Tasks related to the implementation of the project will be specified by the project manager/coordinator in writing, approved by the employee with his/her own signature.

5. In the event of discontinuing work for the project, the University guarantees the employee to maintain the working conditions and salary prior to the employee's involvement in the project, taking into account any changes in the remuneration system.”;

7) in § 28 after 3 the following paragraph 4 is added:

„4. The incentive bonus paid periodically is proportionally reduced for the period of receiving remuneration and sickness, maternity and care allowances, as well as rehabilitation benefits.”;

8) in § 31:

a) in paragraph 1, point 2 shall be replaced by the following:

"2) has registered at the Office for People with Disabilities by completing the application according to the template in part B of Appendix 15 and by submitting a copy of the certificate on the degree of disability.";

b) paragraph 2 is replaced by the following:

„2. A copy of the disability certificate is submitted to the Office for People with Disabilities.”;

9) in § 32 after 7, the following paragraphs 8-10 shall be added as follows:

„8. An employee is entitled to a supplementary allowance specified in amount for the period of annual leave and other absences for which the employee retains the right to remuneration, with the exception of health leave and paid sabbatical leave.

9. The supplementary allowance specified in amount is proportionally reduced for the period of receiving remuneration and sickness, maternity and care allowance, as well as rehabilitation benefit.

10. The supplementary allowance determined by the hourly rate is not reduced for the period of receiving remuneration and sickness, maternity, care and rehabilitation benefits.”;

10) Chapter "XVI. BONUS";

11) in § 41, paragraph 3 is replaced by the following:

„3. Remuneration for the time of paid leave referred to in art. 130 and art. 131(1) of the Act, subject to § 24b (1) and § 32 (8) of these Regulations shall be calculated as remuneration for annual leave.”;

12) Appendix 4 is repealed;

13) Appendix 5 shall be replaced by the wording given in Appendix 1 to this Ordinance;

14) Appendix No. 11 shall be replaced by the wording given in Appendix No. 2 to this Ordinance;

15) Appendix B in Appendix No. 15 shall be replaced by the wording given in Appendix No. 6 to this Ordinance;

16) in Appendix 15, after Appendix B, Appendix B1 is added in the wording given in Appendix 7 to this Ordinance;

17) after Appendix 20, Appendix 21, Appendix 22, Appendix 23 in the wording given respectively as Appendix 3, Appendix 4, Appendix 5 to this Ordinance are added.

§ 2

The remaining provisions of the Remuneration Regulations at Lodz University of Technology remain unchanged.

§ 3

1. Amendments to the Remuneration Regulations at Lodz University of Technology enter into force two weeks from the date they are announced to employees.

2. The Ordinance comes into force on 1 January 2022.

§ 4

1. The remuneration for work due for 2021 is paid on the basis of the current rules in force before the date of entry into force of this Ordinance.

2. Remuneration for work performed in projects, awarded before the entry into force of this Ordinance, is paid in the amount and in the period for which it was granted, with the proviso that:

1) the payment date is changed in such a manner that from January 1, 2022, § 6(2) and (3) of the Remuneration Regulations at Lodz University of Technology as amended by this Ordinance shall apply;

2) the total monthly amount of the allowances referred to in § 4(1) (2b) and (3c) and (g) of the Remuneration Regulations at Lodz University of Technology in the wording given by this Ordinance, taking into account the wording of § 15 (2) and § 32 (4 and 5) of the Remuneration Regulations at Lodz University of Technology - cannot be higher than 250% of the basic salary of a given employee.

3. In case of projects financed from external sources, for which applications for co-financing were submitted, or whose implementation began before the entry into force of amendments to the Remuneration Regulations at Lodz University of Technology, the rates included in Appendix 23 of the Remuneration Regulations at Lodz University of Technology in the version amended in Appendix 5 to of this Ordinance, may be used subject to securing funds in the project budget, as long as the provisions of the competition documentation do not prohibit such an action.

4. The bonus of non-academic staff depending on their functions - listed in Appendix 4 in force and awarded before the effective date of this Ordinance - shall be included in the basic salary, while retaining the current gross salary, taking into account the minimum salary regulations.

5. Amendments to employment contracts to the extent specified in paragraph 4 will be made no later than January 14, 2022 with effect on January 1, 2022.

Appendix No. 1 to the Ordinance No. 77/2021

of the Rector of Lodz University of Technology of 15 December 2021

on amending the Remuneration Regulations of Lodz University of Technology

Appendix No. 5  
to the Remuneration Regulations  
of Lodz University of Technology of 25 March 2020

**ADDITIONAL ONE-TIME REMUNERATION FOR THE PARTICIPATION IN THE ADMISSIONS COMMITTEE FOR STUDIES AND DOCTORAL SCHOOLS**

The base value of the remuneration component for the Admission Subcommittees of the TUL Admissions Committee is determined according to the formula:

*X = W* ***.****Xpod*

where:

*X –* remuneration rate per candidate

*W – coefficient of variation:*

*0,00125 – Admission Committees for studies;*

*0,00480 – Admission Committees for Doctoral Schools*

*Xpod* – rate of minimum basic remuneration of an assistant

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Function on the Admission Subcommittee of the TUL Admissions Committee | Total remuneration related to the minimum rate of remuneration for an assistant\* | Remuneration rate per candidate |
| 1 | Head | Up to 80% | 1.5x |
| 2 | Deputy Head | x |
| 3 | Member – in proportion to involvement in the Subcommittee activity | x |

\* rounded up to full zloty

Appendix No. 2 to the Ordinance No. 77/2021

of the Rector of Lodz University of Technology of 15 December 2021

on amending the Remuneration Regulations of Lodz University of Technology

Appendix No. 11  
to the Remuneration Regulations  
of Lodz University of Technology of 25 March 2020

**APPLICATION FOR**

**TEACHING ALLOWANCE**

**His Magnificence Rector**

I apply for a teaching allowance for special achievements in the field of teaching competence improvement.

**I. DATA OF THE APPLICANT**

|  |  |  |
| --- | --- | --- |
| Surname and first name |  | |
| Position |  | |
| Unit of employment1) |  | |
| Proposed allowance period | **from** .......................................20..........  **to** .......................................20............ | |
| Proposed amount of allowance | **……………… PLN** | |
| Source of funding (bookkeeping account) |  | |
| JUSTIFICATION: | | |
| ………………………………. (date, applicant's signature) | | |
| ……………………………… (date, signature and stamp of head of organizational unit) | | ……………………………… (date, signature and stamp of the Dean) |
|  |  |  |

1) Unit, which is the place of work specified in the employment contract for which the allowance is requested

**NOTE: Print the application on both sides of one sheet of paper**

**II. DECISION OF THE RECTOR**

I grant / I do not grant

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

(date, signature and stamp of the Rector)

**THE ORIGINAL APPLICATION MUST BE INCLUDED**

**IN THE EMPLOYEE FILE**

Appendix No. 3 to the Ordinance No. 77/2021

of the Rector of Lodz University of Technology of 15 December 2021

on amending the Remuneration Regulations of Lodz University of Technology

Appendix No. 21  
to the Remuneration Regulations  
of Lodz University of Technology of 25 March 2020

**APPLICATION FOR A PROJECT ALLOWANCE**

**His Magnificence Rector**

**I. DATA OF THE APPLICANT**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Surname and first name |  | | | |
| Unit 1) |  | | | |
| Position in TUL |  | | | |
| Project title |  | | | |
| Grant agreement number |  | | | |
| Project position as per Appendix 23 |  | | | |
| Proposed Period: | from ...............................20..........   to .........................20............ | | | |
| Proposed amount of allowance | Monthly remuneration amount | | Hourly rate | |
| ……………………….. PLN | | …………………………….. PLN | |
| Working time | Working hours | | Maximum number of hours per month | Maximum total number of hours |
| …………………………. | | ………………….. | …………………………… |
| Source of funding (bookkeeping account) |  | | | |
| ......................................................................... (date, signature of project manager/coordinator) | | ................................................................... (date, signature and stamp of immediate supervisor) | | |
| Acceptance of funding source and confirmation of availability of funds by the Bursar:  ................................................................ (date, signature and stamp of the Bursar) | | ................................................................ (date, signature and stamp of head of organizational unit) | | |

1) The organizational unit that is the place of work specified in the employment contract/appointment to which the application relates

**NOTE: Print the application double-sided on one sheet of paper**

**II. DECISION OF THE RECTOR**

I grant / I do not grant

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

(date, signature and stamp of the Rector)

**THE ORIGINAL APPLICATION MUST BE INCLUDED**

**IN THE EMPLOYEE FILE**

Appendix No. 4 to the Ordinance No. 77/2021

of the Rector of Lodz University of Technology of 15 December 2021

on amending the Remuneration Regulations of Lodz University of Technology

Appendix No. 22  
to the Remuneration Regulations  
of Lodz University of Technology of 25 March 2020

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**APPLICATION FOR A CHANGE IN WORKING AND PAY CONDITIONS RESULTING FROM INVOLVEMENT IN THE PROJECT**

**His Magnificence Rector**

**I. DATA OF THE APPLICANT**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Surname and first name |  | | | | |
| Unit 1) |  | | | | |
| Position in TUL |  | | | | |
| Project title |  | | | | |
| Grant agreement number |  | | | | |
| Project position as per Appendix 23 |  | | | | |
| Proposed Period: | from ...............................20..........   to .........................20............ | | | | |
| Proposed working time in the project | ……………… of FTE | Proportionate share of base remuneration in the project | | | ………… PLN |
| Proposed amount of allowance | Monthly allowance amount | | | Hourly rate | |
| ……………………….. PLN | | | …………………………….. PLN | |
| Maximum number of hours per month | Maximum total number of hours |
| ……………………………… | …………………………. |
| Source of funding  (bookkeeping account) |  | | | | |
| .........................................................................  (date, signature of project manager/coordinator ) | | | ...................................................................  (date, signature and stamp of immediate supervisor) | | |

|  |  |
| --- | --- |
| Acceptance of funding source and confirmation of availability of funds by the Bursar:  ................................................................  (date, signature and stamp of the Bursar) | ................................................................  (date, signature and stamp of head of organizational unit) |

1) The organizational unit constituting the place of work specified in the employment contract/appointment to which the application relates

**NOTE: Print the application double-sided on one sheet of paper**

**II. DECISION OF THE RECTOR**

I grant / I do not grant

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

(date, signature and stamp of the Rector)

**THE ORIGINAL APPLICATION MUST BE INCLUDED**

**IN THE EMPLOYEE FILE**

Appendix No. 5 to the Ordinance No. 77/2021

of the Rector of Lodz University of Technology of 15 December 2021

on amending the Remuneration Regulations of Lodz University of Technology

Appendix No. 23  
to the Remuneration Regulations  
of Lodz University of Technology of 25 March 2020

**TABLE OF PROJECT ALLOWANCES HOURLY RATES COVERED BY DIRECT COSTS**

|  |  |  |
| --- | --- | --- |
| **No.** | **Position/role in the project** | **Gross hourly rate [PLN/hour].** |
|  | Manager/coordinator of the project (with the academic title of professor) implemented in a consortium where TUL is the Leader and the number of consortium members exceeds 5 entities | PLN 200,00 |
|  | Manager/coordinator of the project (with a postdoctoral degree or employed as a university professor) implemented in a consortium where TUL is a Leader and the number of consortium members exceeds 5 entities | PLN 190,00 |
|  | Manager/coordinator of a project implemented in a consortium where TUL is the Leader and the number of consortium members exceeds 5 entities | PLN 160,00 |
|  | Manager/coordinator of the project (with the academic title of professor) implemented in a consortium where TUL is the Leader and the number of consortium members does not exceed 5 entities | PLN 180,00 |
|  | Manager/coordinator of the project (with a postdoctoral degree or employed as a university professor) implemented in a consortium where TUL is the Leader and the number of consortium members does not exceed 5 entities | PLN 170,00 |
|  | Manager/coordinator of a project implemented in a consortium where TUL is the Leader and the number of consortium members does not exceed 5 entities | PLN 140,00 |
|  | Manager/coordinator of a project (with a scientific title of professor) implemented in a consortium where TUL is not the Leader | PLN 170,00 |
|  | Manager/coordinator of a project (with a postdoctoral degree or employed as a university professor) implemented in a consortium where TUL is not the Leader | PLN 160,00 |
|  | Manager/coordinator of a project implemented in a consortium where TUL is not the Leader | PLN 140,00 |
|  | Manager/coordinator of a project not implemented in a consortium (with a scientific title of professor) | PLN 150,00 |
|  | Manager/coordinator of a project not implemented in a consortium (with a postdoctoral degree or employed in a university position) | PLN 140,00 |
|  | Manager/coordinator of a non-consortium project | PLN 120,00 |
|  | Deputy project manager/coordinator, task/work package manager/coordinator (with a degree of professor) | PLN 150,00 |
|  | Deputy project manager/coordinator, task/work package manager/coordinator (with a postdoctoral degree or employed as a university professor) | PLN 140,00 |
|  | Deputy project manager/coordinator, task/work package manager/coordinator | PLN 120,00 |
|  | Project staff, including, but not limited to: researcher, trainer, educator, course instructor (with a degree of professor) | PLN 140,00 |
|  | Project staff, including but not limited to: researcher, trainer, educator, course instructor (with a postdoctoral degree or employed as a university professor) | PLN 130,00 |
|  | Project staff, including, but not limited to: researcher, trainer, educator, course instructor | PLN 110,00 |
|  | Project administrative staff, including but not limited to: persons responsible for finance, monitoring, promotion, procurement, administrative support | PLN 100,00 |
|  | Staff to support project implementation, including but not limited to: technical, laboratory staff | PLN 90,00 |

Appendix No. 6 to the Ordinance No. 77/2021

of the Rector of Lodz University of Technology of 15 December 2021

on amending the Remuneration Regulations of Lodz University of Technology

Appendix B  
to the Remuneration Regulations  
of Lodz University of Technology of 25 March 2020

Łódź, on .........................................

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

Organizational unit

**L I S T** \*

**of disability allowances granted to eligible persons**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Date of receiving the application by the Office for People with Disabilities** | **Surname and first name of the eligible person** | **Organizational unit** | **Value of disability allowance** | **Validity of the disability certificate** |
| **1** | **2** | **3** | **4** | **5** | **6** |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
| 5 |  |  |  |  |  |
| 6 |  |  |  |  |  |
| 7 |  |  |  |  |  |
| 8 |  |  |  |  |  |
| 9 |  |  |  |  |  |
| 10 |  |  |  |  |  |
|  |  |  | **Total** |  |  |

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

signature of the grantor

\* Please send 2 copies of the List to the Human Resources Centre

Appendix No. 7 to the Ordinance No. 77/2021

of the Rector of Lodz University of Technology of 15 December 2021

on amending the Remuneration Regulations of Lodz University of Technology

Appendix B1  
to the Remuneration Regulations  
of Lodz University of Technology of 25 March 2020

**Application for a disability allowance**

(the application should be filled in legibly in block letters)

....................................................................... Łódź, on ..................

Date and signature of the person accepting the application

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

Surname and first name of employee

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

TUL Unit

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

telephone number

***I kindly request to be granted a disability allowance.***

*I, the undersigned, consent to the processing of my personal data by the Administrator contained in the documentation provided, in order to carry out the procedure for the granting of a disability allowance.*

*The Administrator informs that this consent may be withdrawn at any time, and the withdrawal of consent does not affect the legality of the processing, which was done on the basis of this consent before its withdrawal.*

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

signature of the employee

**Information clause and consent clause in relation to the processing of personal data.**

We inform that:

1. The administrator of the personal data included in the application for a disability allowance is Lodz University of Technology, based in Łódź, (90-924), at ul. Żeromskiego 116.

2. Lodz University of Technology processes your personal data on the basis of Article 6(1)(a) of the Regulation (EU) of the European Parliament and of the Council of 27 April 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 (GDPR).

3. Your personal data will be processed only for the purpose of documenting the granting of the disability allowance and will not be disclosed to any other recipients.

4. Providing data is voluntary, but necessary to process the application and grant the disability allowance.

5. According to the GDPR you have the following rights: the right to access your data and receive a copy of it; the right to rectify and supplement your data; the right to erase your personal data or restrict its processing only if the processing is not carried out for the purpose of meeting a legal obligation; the right to obtain information and the right to lodge a complaint to the President of the Office for Personal Data Protection (to the address of the Office for Personal Data Protection, at ul. Stawki 2, 00-193 Warsaw);

**Confirmation by the Office for People with Disabilities of the degree of disability[[1]](#footnote-1)**

* Degree of disability of the above employee ……………………………………………………
* Disability certificate issued for a period up to ……………………………….…………………
* Presence of special conditions referred to in the Regulation of the Minister of Labour and Social Policy of 18 September 1998 on the types of conditions justifying lowering the employment ratio for disabled persons and the manner of such lowering (Journal of Laws No. 124, item 820, as amended). **YES / NO**
* The amount of the disability allowance for a TUL employee resulting from the above disability degree according to the Remuneration Regulations of Lodz University of Technology (Ordinance No. 25/2020 of the Rector of Lodz University of Technology of 25 March 2020, as amended) is ……………….……

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

date, signature and stamp of the employee

of the Office for People with Disabilities

1. All documentation certifying disability of TUL staff is maintained in the Office for People with Disabilities (BON) and the Human Resources Centre. [↑](#footnote-ref-1)