**REQUEST**

**for paid health leave**

*(pursuant to Article 131 of the Act of 20 July 2018. Law on Higher Education and Science and § 26 of the Labour Regulations at the University of Warsaw)*

…………………………………………………. Warsaw,…………...

*Employee’s name and surname*

………………………………………………….

*position*

……………………………………………………………

*Department*

**RECTOR OF THE UNIVERSITY OF WARSAW**

I request to be referred for medical examination and to be granted health leave for the period indicated in the medical certificate stating that my health requires me to refrain from work.

I declare that I have 10 years of employment at the University of Warsaw or at other university/universities.[[1]](#footnote-1).

At the same time I declare that during the whole period of my employment as an academic teacher (*only academic teachers whose previous place of employment was at a university*)

I have not taken a leave of absence for health reasons.

I have taken a leave of absence for health reasons amounting to .................(number of days)

………………………....................

*(Employee’s signature)*

……………………………………………………

*(date and signature of Dean/Head of the unit, stamp*

Rector's decision /to issue a referral/

|  |  |  |
| --- | --- | --- |
| I consent  *………………………………..*  (signature) | I do not consent  *………………………………..*  (signature) | Date: |
| *Comments:* |

NOTE

Academic staff who are **under 65 years of age** and in **full-time employment** shall, after a minimum of 10 years of employment in a higher education institution, be entitled to a paid leave of absence for health reasons.

Leave of absence for health reasons shall be granted to carry out prescribed medical treatment where the state of health requires the employee to refrain from work.

Another leave for health reasons may be granted not earlier than after 3 years from the date of termination of the previous leave. The total length of health leave during the entire period of employment may not exceed one year.

**During leave for health reasons, a person may not engage in gainful employment.**

Leave for health reasons shall be granted on the basis of a medical certificate stating that the state of health necessitates abstinence from work and specifying the treatment to be prescribed and the time taken for such treatment.

The medical certificate shall be issued by a doctor authorised to perform preventive examinations in accordance with the regulations issued pursuant to Article 229 § 8 of the Act of 26 June 1974. - Labour Code, practising in an occupational medicine unit with which the university has entered into an agreement referred to in Article 12 of the Occupational Medicine Service Act of 27 June 1997 (Journal of Laws of 2018, item 1155) - currently CenterMed

A doctor shall carry out a medical examination on the basis of a referral issued by the rector at the request of an academic staff member.

The costs of medical examinations shall be covered by the university, not more frequently than once every three years.

* Act of 20 July 2018. - Law on higher education and science (Journal of Laws, item 1668, as amended)
* Ordinance of the Minister of Health of 27 September 2018 on the adjudication of the health condition of an academic teacher for the purpose of granting leave for health reasons (Journal of Laws, item 1868).

1. If the period of employment of academic staff at the University is shorter than 10 years, periods of employment as academic staff in other higher education institutions shall be included in the required period on the basis of an employment certificate. [↑](#footnote-ref-1)