

Principles, value and timing of one-off financial assistance referred to in Paragraph 16 section 1(5) of the Regulations for the University Social Benefits Fund

Eligible to apply for an allowance due to special working conditions at the University of Warsaw during the COVID-19 pandemic **are the UW employees** who have met jointly the following criteria:

- were in an employment relationship with the UW on 1 December 2021,
- have provided work at the UW for at least 183 days in 2021.

The periods of service **do not include** absence from work due to sick leave, rehabilitation benefit/holidays, unpaid leave, maternity leave, leave under conditions of maternity leave, paternity leave, parental leave, extended parental leave or health leave and from military service or military alternative service, unexcused absence, excused paid/unpaid absence, suspension from academic teaching duties.

The above mentioned eligibility shall be confirmed by the Office for Personnel Social Benefits based upon the list of the eligible employees provided by the Office of Human Resources.

The amount of the allowance due to special working conditions at the University of Warsaw during the COVID-19 pandemic depends on the average gross monthly income per person in the family, calculated according to the rules specified in Paragraph 7 sections 6-9 of the USBF Regulations.

Average monthly gross income per person in the family	Gross value
up to PLN 3 000.00	PLN 1 200.00
PLN 3 000,00 and more	PLN 1 100.00

The granting of the benefit is based on an application submitted by the eligible person to the Social Affairs Office **between 3 January and 1 April 2022**.

The application for an allowance due to special working conditions at the University of Warsaw during the COVID-19 pandemic **shall include:**

- the name and surname of the applicant,
- PESEL personal identification number or the SAP identification number,
- contact phone number,
- the names of all persons sharing a household and the dates of birth of the children,
- a statement of the average gross monthly income per person in the family,
- statement of reasons for the application.

The application **shall not be accompanied by** income statements of the persons living in the common household, or by the original copy of a certificate confirming continued school education for children over 15 years of age, first or second cycle studies, or long-cycle studies referred to in Paragraph 18 section 2 of the USBF Regulations.