**Booking holidays at the University of Warsaw holiday facilities**

**DPTiW „Szeligówka” in Kościelisko**

**OKW „Bajka” in Łukęcin**

The booking process starts on Monday, 4 March 2024, at 8.00 a.m.

The booking process will take place in two rounds:

**First Round: from 4 March to 15 March 2024**

From 4 March, holiday booking forms can be filed by:

1. UW employees (including employed pensioners) and UW doctoral students, exclusively through an electronic form in the DocSense system ([ds.uw.edu.pl](https://ds.uw.edu.pl)),
2. UW pensioners who are not in an employment relationship with the UW (i.e. are not employed   
   at the UW under a contract of employment/appointment):

* by email: [rezerwacje.lukecin@adm.uw.edu.pl](mailto:rezerwacje.lukecin@adm.uw.edu.pl)

[rezerwacje.szeligowka@adm.uw.edu.pl](mailto:rezerwacje.szeligowka@adm.uw.edu.pl)

* in person at the UW Social Affairs Office (“Mały Dziedziniec”, First Floor, Room 16, between 8.00 and 15.00)

Priority is given in the allocation of places in the above holiday facilities to:

* employees with an employment agreement with the UW (contract of employment/appointment) regardless of length of service (full-time or part-time employment),
* participants of full-time doctoral studies at the University of Warsaw, enrolled before the academic year 2019/2020 and doctoral students studying at the doctoral schools, until they reach the age of 35.

Priority in allocation of a place in a studio room (2+2) is given to large families   
(with at least two children).

**The UW pensioners who are not in an employment relationship with the UW will be able to book the holiday facilities as rooms become available.**

It is not possible to book specific rooms.

Following the first round of booking, between 18-20.03.2024, the Committee on allocation of places at the UW holiday facilities will hold its meeting. When deciding on the allocation of places, the Committee will also take into account the following:

(a) the order in which applications were submitted and

(b) the frequency of use of the holiday facilities by the applicant in the period of the last 3 years.

The Committee's decisions will be sent by email to applicants between 21–25.03.2024.

**Second Round: from 26 March 2024 until the last place available**

If places are available, a second round of booking will be launched from 26 March 2024, following an announcement on the UW Social Affairs Office website.