

Directive No. 4/2022
of the Director of the Institute of Physics of the Polish Academy of Sciences
of March 29, 2022,
on the procedure for reporting sickness absences and sabbaticals of PhD students of the
International Doctoral Studies
and the Warsaw-4-PhD Doctoral School receiving research scholarships
at the Institute of Physics of the Polish Academy of Sciences

Pursuant to § 10 of the Statute of the Institute of Physics of the Polish Academy of Sciences, approved by the President of the Polish Academy of Sciences on April 22, 2011, as amended, it is ordered as follows:

§1

A procedure for reporting sickness absences and sabbaticals is being introduced for PhD students of the International Doctoral Studies and the Warsaw-4Ph-D Doctoral School receiving scholarships at the Institute of Physics of the Polish Academy of Sciences, in the wording attached to this directive.

§2

The Directive enters into force on April 1, 2022.

The procedure for reporting sickness absences and sabbaticals of PhD students of the International Doctoral Studies and the Warsaw-4-PhD Doctoral School receiving research scholarships at the Institute of Physics of the Polish Academy of Sciences

Reporting sickness absences and sabbaticals of PhD students of the International Doctoral Studies and the Warsaw-4-PhD Doctoral School receiving research scholarships at the Institute of Physics of the Polish Academy of Sciences, hereinafter referred to as the "Institute", is carried out per the following procedure:

1. A new application form for a PhD student's sabbatical is introduced, constituting Appendix No. 1 to the Procedure for reporting sickness absences and sabbaticals of PhD students of the International Doctoral Studies and the Warsaw-4-PhD Doctoral School receiving research scholarships at the Institute of Physics of the Polish Academy of Sciences, hereinafter referred to as the "Reporting Procedure".
2. A specimen of the application form to withhold the payment of a PhD student's research scholarship, constituting Appendix No. 2 to the Reporting Procedure, and a specimen of the statement on the performance of research tasks during absenteeism, constituting Appendix No. 3 to the Reporting Procedure are introduced.
3. The obligation is introduced to submit the application form to withhold the payment of a PhD student's research scholarship if the application for a sabbatical does not contain a statement on the continuation of research tasks during the sabbatical, approved by the research supervisor. This application form is submitted to the Doctoral Secretariat at the Institute.
4. The Human Resources Department receives from the ZUS system information on the sickness absenteeism of PhD students in the following cases:
 - a) when they report the need for sick leave to a doctor,
 - b) when they are sent for a test to detect SARS-COV2 infection and information about quarantine appears,
 - c) when the SARS-COV2 test is positive and they are directed to isolation.
5. The Human Resources Department applies to the head of the International Doctoral Studies and the physics major of the Warsaw-4-PhD Doctoral School with information about the confirmed absence in the cases mentioned in point 4.
6. The Doctoral Secretariat at the Institute sends a request to the PhD student's research supervisor to submit a statement on the performance of research tasks during the absence, which is attached as Appendix No. 3 to the Reporting Procedure.
7. The obligation is introduced to submit an application form for the suspension of the PhD student's research scholarship, attached as Appendix No. 2 to Reporting Procedure in the case when the research supervisor did not submit the statement constituting Appendix No. 3 to the Reporting Procedure, or if they stated there that the PhD student does not perform research tasks during the absence. This application form is submitted to the Doctoral Secretariat at the Institute.

8. The Doctoral Secretariat at the Institute shall send to the Research Projects Center or the Secretariat of the Scientific Division (in the case of Research Departments entirely financed from external funds) a copy of the application form for suspending the PhD student's research scholarship.
9. The Research Projects Center or the Secretariat of the Scientific Division shall determine the proportional reduction of the PhD student's research scholarship and provide information on the above-mentioned reduction and the cost of the scholarship to the Human Resources Department determined for a given month. The reduction of the research scholarship takes place in a given month if the Doctoral Secretariat at the Institute received the application for suspending the research scholarship by the 20th of a given month. Otherwise, the reduction will take place in the following month.
10. The payroll including information on the reduction of scholarship costs for PhD students in connection with the failure to perform research tasks in the projects is forwarded to the Planning and Settlement Department.