

## Poland

### Payroll Process

Payroll is processed on a monthly basis. The pay period runs from the first of the month through the last of the month. Paychecks are processed and deposited to the employee's bank account on the last working day of each month.

### Holidays

In Poland, Workers recognize 13 national public holidays. Generally, work performed on a public holiday must be compensated by a day off in lieu or a pay premium equal to 100% of the Worker's salary.

### Vacation

Full-time Workers are entitled to at least 20 days of paid vacation per year. Accrued but unused vacation is carried over to through September 30 of the following year, unless otherwise requested by the Worker.

### Sick Leave

Workers are entitled to 80% of their pay when unable to work due to illness, which is paid for by the employer for the first 33 days.

### Overtime

Pursuant to the Polish Labour Code, Workers may be entitled to a pay premium for work in excess of 8 hours per day or 40 hours per five-day workweek.

### Termination

Unless on a fixed term agreement or in cases of serious misconduct, Workers must be given advanced written notice prior to terminations. The amount of written notice required depends upon the length of the Worker's service. In addition, the termination must be for on a real, concrete, and understandable reason. Client agrees to abide by local Polish law in terminating Workers.