

UNIT 9  
LABOUR LAW



## LET'S GET STARTED: DISCUSSION

Many people choose not to risk running their own business or doing freelance work, but decide to work for someone on a regular basis. Are you one of them? If so, your rights and obligations under your employment relationship are set out by the labour law.

Have a look at the questions below. Are you able to answer them?

Write down the answers or discuss them with your friend. Over to you!

- ▷ What is labour law?
- ▷ What are the rights and obligations of an employer and an employee?
- ▷ What are the different types of employment?
- ▷ What are the main elements of an employment contract?
- ▷ How may employment be terminated?



## READING 1: DEFINITION OF LABOUR LAW AND AN EMPLOYMENT CONTRACT

In an employment relationship, it is crucial that both parties know and respect each other's rights and obligations. Some of them may derive directly from law, and others may be stipulated in the employment contract.

Now, read the text below on labour law. Take a close look at the words in bold and try to memorise them.

### What is labour law?

**Labour law** governs relations between **employees** and **employers**. It regulates the conditions of employment, such as **working hours**, **annual leave**, **sick leave**, and **employee benefit fund**. It also provides a procedure for resolving **employee disputes** as well as the conclusion of **collective bargaining agreements** and the **grievance** procedure that may be instituted by an employee or a **trade union** if the working conditions are breached. Finally, it offers several ways to terminate employment, by either the employer or the employee.

### What are the rights and obligations of an employer and an employee?

Employers are responsible for ensuring that all their employees receive certain basic employment rights. These rights include, among others, the right to ensure adequate rest. Therefore, an employer cannot require the employee to work more than the number of working hours prescribed by law, and should enable the employee to take adequate daily and weekly breaks. In addition, an employee has the right

to paid annual leave and other leaves. The **annual leave** is the number of days of vacation that an employee is entitled to by law. An employee generally does not have to work on **public holidays**, unless the nature of their employment requires and permits it. Other types of leave may include **maternity** and **paternity leave**, **parental leave**, and **carer's leave**. If an employee is sick, then they are entitled to a statutory **sickness leave**.

Employers must provide a safe working environment and train the employees on **occupational health and safety** rules. In addition, employers must prevent any behaviour that might be harmful (e.g. **bullying**, **harassment**) or **discriminatory** (e.g. **age**, **gender**, **race discrimination**).

Lastly, employees are entitled to be paid at least the **minimum gross wage** prescribed by law, and employers in most countries are obliged to pay **health insurance premiums** and **social security contributions** for their employees. The amount of such premiums depends on the amount of the **salary** paid to the employee.

In return, employees must perform their work **diligently** and according to their **scope of duties**, and must observe the **internal rules** of the employer, such as the **work**, **pay**, **safety** rules, and others.

#### What are the different types of employment?

Employment may be concluded for a **trial period**, when the employer assesses the employee's fitness to perform the given work duties. If the employee receives a positive **performance appraisal**, they may be offered **fixed-term** or **unfixed-term** employment with the employer.

#### What are the main elements of a employment contract?

Employment contracts cannot provide less favourable terms and conditions than those set out in the labour law. Therefore, many elements that would normally be included in business contracts do not have to be explicitly included in an employment contract, unless they provide for other, better terms than those set out by law.

An employer must conclude a written employment contract with an employee setting out the detailed conditions of employment, which must include at least the data of the parties, the employee's **job title** or a **description of work** and start date, the amount of the **remuneration** and other benefits and **allowances**, and the time when they will

be paid, as well as address of the **workplace**. In the case of **temporary employment**, the contract should also state how long the temporary job is expected to last, and the end date of a fixed-term contract.

Further, the employer must provide the employee with a statement defining the working hours and if the employee will have to work on weekends, **shifts** or **overtime**, **holiday entitlement** or the right to sickness leave or other leaves (if longer than **statutory**), the frequency of paying the remuneration, benefits and allowances, **notice periods**, work rules, the rules of collective agreements existing at the employer and which apply to the employee, the grievance procedure or procedure for making a complaint about a **disciplinary** or other **dismissal**.

#### How can the employment be terminated?

Employment contracts can be terminated upon **mutual agreement** of the parties, by either party **upon notice** prescribed by law or the contract, by either party **without notice (immediately)** for or **without cause**, or **upon the expiry of the term** of the contract. Fixed-term contracts terminate upon the expiry of their term, though they can be terminated with notice as prescribed by law or the contract.

Now cover the text and try to answer the question in *Discussion* again. Good luck!

## LISTENING 1: TERMINATION OF EMPLOYMENT

### PRACTICE 1

Go to the following website: [www.LegalEnglishBasics.pl](http://www.LegalEnglishBasics.pl) and listen to TRACK 9. It explains how employment may be terminated in Australia. Listen to the listening and answer the questions:

1. Who may end an employment relationship?

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2. When are employees entitled to be given a notice period?

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3. Does the employee have to work until the end of the notice period?

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4. What is understood by payment in lieu of notice?  
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5. What is the minimum amount of notice an employee gets?  
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6. Who may get extra weeks' notice?  
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7. What kinds of employees are not entitled to a notice of termination?  
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8. Does an employee have to give notice to their employer if they resign from work?  
-----
9. What can an employer do if the employee does not give the employer notice of termination?  
-----
10. How much should employees be paid during the notice period?  
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### USE OF LANGUAGE 1: COMPARING LEGAL SYSTEMS

#### PRACTICE 2

You have just listened a listening explaining the procedure for ending employment under Australian law. Below, you will find a comparison between that procedure and the procedure under Polish law. Read the comparison and complete the table below.

#### POLISH AND AUSTRALIAN EMPLOYMENT LAW - COMPARISON

Laws governing employment termination (a) **in both countries are quite similar**. (b) **Much like in** Australia, in Poland an employment relationship may (c) **also** be ended by either an employer or the employee. (d) **There are, however, differences in terms of** the types of employees who have to be given notice. In Australia, notice must be given if the employee is full-time or part time, (e) **whereas** in Poland this also applies to temporary workers (casual employees) and employees hired for the trial period.

(f) **Like** in Australia, an employer in Poland may, at its discretion, release the employee from working until the end of the notice period, upon payment. In Australia, the employee must always be paid at least the same amount they would have earned if they

had worked the notice period. (g) **In contrast**, in Poland the remuneration for the notice period when an employee is released from performing work is calculated on the basis of the rules applied when calculating the remuneration for the period of annual leave.

(h) **The main difference between the two systems concerns** the minimum amounts of notice that must be given. Generally, the notice is (i) **not as long** in Australia as it is in Poland. In both countries it depends on the length of employment with the employer.

(j) **While** in Australia, the shortest notice is one week, and the longest four weeks, in Poland it is two weeks and three months respectively. In addition, notice must also be given to temporary employees and employees on trial (three days to two weeks).

Additionally, in Poland, (k) **unlike** in Australia, the employment may not be terminated if there are fewer than four years left for an employee to reach statutory retirement age.

(l) **Another difference is that**, in Australia, if an employee is required to give notice but doesn't, then the employer may be able to keep some of their final pay to make up for this, whereas in Poland in this case an employer is entitled to seek damages against the employee in court, which then decides if such damages should be awarded.

(m) **Aside from differences in** terms of the length of the notice period, the two systems (n) **are more alike than they are different**. For example, in Australia, employees are not entitled to notice if they are dismissed for serious misconduct, (o) **which is similar** to the Polish system.

Which of the phrases in bold are used to discuss:

SIMILARITIES	DIFFERENCES
1)	1)
2)	2)
3)	3)
4)	4)
5)	5)
6)	6)
	7)
	8)
	9)



## SPEAKING 1: TALKING ABOUT DIFFERENCES

### PRACTICE 3

Go to the following website: [www.LegalEnglishBasics.pl](http://www.LegalEnglishBasics.pl) and listen to TRACK 9A. Now, use the phrases discussed in Practice 2 above to compare the laws in Australia and in Poland with respect to redundancy.

Use the example given in Practice 2 as a template.

Now it's your turn!



## READING 2: TRADE UNIONS AND COLLECTIVE BARGAINING

### PRACTICE 4

Employees may form special organisations called trade unions to strengthen the protection of their rights. Read the text below on trade unions and their role and importance for employees, then answer the questions that follow it:

#### TRADE UNIONS

##### What are trade unions?

Labour law gives employees the right to form **trade unions** at their workplace. Trade unions are associations whose purpose is to protect and promote the common interests of the employees. Trade unions negotiate with employers on the terms and conditions of pay and work, which may then apply to all the employees at a workplace, not only the trade union members. In addition, trade unions help their members with disciplinary and grievance proceedings.

##### Agreements between the trade union and the company

When an employer and a union agree to negotiate on pay and terms and conditions, such negotiations are called '**collective bargaining**' and lead to signing a **collective agreement**. The terms of the collective agreement could include how negotiations will be organised, who will represent the employees, which employees are covered by the agreement and which terms and conditions of work the agreement will cover. If the employer violates the employee rights, then trade unions take **collective action** to enforce the terms of collective bargaining.

#### Protecting employees

Trade unions also represent employees in **collective redundancy**. **Redundancy** occurs when an employee loses employment due to circumstances such as the closure of the business or a reduction in the number of staff. Redundancy is collective if the employer lets go of more than a certain number of employees during a certain period of time. Employees who are made redundant in this way enjoy a number of rights, such as the right to receive **redundancy pay**, which may amount up to several monthly salaries.

Now answer the following questions:

1. What is the purpose of trade unions?  
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2. Can trade unions help employees if they believe that they were treated unfairly by the employer?  
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3. What is the outcome of collective bargaining?  
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4. What can employees do if the employer violates their rights?  
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5. When does redundancy occur?  
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6. What kind of rights do employees enjoy if they are made redundant?  
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## PRACTICE YOUR VOCABULARY 1: CORE AND FRINGE BENEFITS



### PRACTICE 5

Employers are obliged by law to provide their employees with certain compulsory benefits. These are **core benefits**. On the other hand, employers may offer additional, voluntary benefits known as **fringe benefits** or **perks**. Certain companies are required to create an employee benefit fund through which employees are offered many additional benefits.

Look at the table below and divide the benefits listed into core and fringe benefits.

annual leave entitlement | health insurance | pension scheme | bonus |  
 lunch allowance | language course | social security insurance |  
 stock option | overtime allowance | per diem | on the job training |  
 refreshment | sickness leave | company car | maternity leave

CORE BENEFIT	FRINGE BENEFIT
1. _____	1. _____
2. _____	2. _____
3. _____	3. _____
4. _____	4. _____
5. _____	5. _____
6. _____	6. _____
7. _____	7. _____
	8. _____



## SPEAKING 2: EXPLAINING EMPLOYEE BENEFITS

### PRACTICE 6

In Practice 5 you divided the employee benefits into core and fringe benefits. Now, try to explain what is actually offered under each of these benefits. An example is given below.

Example:

*The annual leave entitlement is one of basic rights of an employee. It means that an employee may take the number of paid days holiday in a year as prescribed by law. For example, in Poland an employee can take 20 business days of holiday if they have worked for less than 10 years, and 26 business days if they have worked for longer than 10 years. That number does not include bank holidays (in Poland there are 13 bank holidays).*

## USE OF LANGUAGE 2: DESCRIBING THE RECRUITMENT PROCESS



### PRACTICE 7

Read the following description of the recruitment process. Try to memorise as many of the expressions in bold as possible.

### RECRUITMENT PROCESS

I am a lawyer in the HR department of a large international consulting firm. My job duties involve oversight of the entire process in terms of compliance with laws and drawing up and reviewing employment contracts. Last month I **supervised** the process of recruiting three new employees who were needed in our finance department. The vacancies **opened** after our company **had concluded** a contract with a major client for financial consultancy. By the end of the process, we **had interviewed** more than 50 candidates.

Before we **advertised** the vacancy publicly, we **had tried** to search for candidates internally. However, after we **had reviewed** our résumé bank, we **realised** that all the employees **were** well aligned with their job positions.

As soon as I had prepared the necessary documents, such as the job description, we **posted** an announcement in a national daily newspaper and specialist literature. By the time we **found** a perfect candidate, we **had gone through** over 1000 résumés. Before moving on to the interviews, we **had shortlisted** 50 of the most eligible candidates. The ten best candidates **were** selected after we **had held** two meetings with each shortlisted applicant. Surprisingly, two candidates **did not show up** for the interview, even though they **had confirmed** their intention to come.

The person we finally **employed** was not the best choice, in my opinion, but the CEO **had insisted** on him. Anyway, at the third and final interview, the candidates had to answer a series of questions that verified both their qualifications and personal qualities.

I **had drafted** the work contract before the final candidate **was selected**. The candidate negotiated some changes to my draft. Therefore, before the final contract **was signed**, I **had had to** amend the draft.

## PRACTICE 8

The phrases in bold express events that occurred in the past. To talk about a varied sequence of past event, Past Simple (I did) and Past Perfect (I had done) tenses are used. Look at the phrases in bold again and answer the following question:

- 1) Which tense is used to simply give past facts?
- 2) Which tense is used to describe an event that occurred before another past event?

## PRACTICE 9

Read the description of the recruitment process again and put the following steps into the order in which they occurred:

- 1) The selected candidate negotiated some changes to the contract. -----
- 2) The CEO insisted on employing a specific candidate. -----
- 3) The company concluded a contract with a major client. -----
- 4) The lawyer drafted the work contract. -----
- 5) The lawyer had to amend the draft. -----
- 6) The third and final interview took place. -----
- 7) The vacancies opened. -----
- 8) The work contract was signed. -----
- 9) They advertised the vacancy publicly. -----
- 10) They held two meetings with each shortlisted applicant. -----
- 11) They shortlisted the 50 most eligible candidates. -----
- 12) They started job interviews. -----
- 13) They tried to search for candidates internally. -----
- 14) They went through over 1000 résumés. -----

## PRACTICE 10

Put the following sentences together using the words in the brackets

1. I graduated from university. I knew what I would like to do professionally. (by the time)

-----  
-----

2. I read dozens of job offers online. I decided to apply for a job at a start-up company. (after)  
-----  
-----
3. I went to my first job interview. I tried to learn as much as possible about the company and its industry. (before)  
-----  
-----
4. I stopped talking about my strengths and weaknesses. They asked me about my professional aspirations. (as soon as)  
-----  
-----
5. I was sure I wouldn't get the job. They called me to offer me a position of junior lawyer. (until)  
-----  
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## SPEAKING 3: FINDING A JOB

## PRACTICE 11

Describe the process of finding a job that you experienced. You may be inspired by the sentences you formed in Practice 9 above. Use the following expressions to indicate the sequence of events, as well as the verbs that may be useful in this context:

**Sequence of Events:** as soon as / by the time / before / after / until

**Useful Verbs/Expressions:** search for a job / change jobs / apply for a job / send a résumé (cover letter) / be invited to an interview / attend an interview / discuss one's educational (professional) background / be shortlisted / be offered the position / negotiate the terms of employment / conclude an employment contract

Good luck!



## PRACTICE YOUR VOCABULARY 2: TEST YOURSELF!

## PRACTICE 12

Complete the sentences below with the following words:

allowance | appraisal | collective | contributions | core | diems |  
dismissal | fixed | forthwith | full | fund | grievance |  
holiday | public | leave | misconduct | mutual | notice |  
occupational | option | wage | premiums | redundancy |  
remuneration | rules | scheme | shifts | unions

- Annual leave is the entitlement granted to each employee giving a number of days of paid vacation; in some countries it may include \_\_\_\_\_ holidays.
- An annual performance \_\_\_\_\_ may be an opportunity to better align employees with their actual qualifications.
- Employee benefit \_\_\_\_\_ at our company provides employees with a number of perks, such as stock \_\_\_\_\_ or pension \_\_\_\_\_.
- Employees engaged \_\_\_\_\_-time work 40 hours a week on average.
- Employees who work overtime may generally take additional time off, or sometimes may be entitled to receive an overtime \_\_\_\_\_.
- I terminated my employment agreement upon \_\_\_\_\_ agreement, because I wanted to shorten the notice period to two weeks so that I could start working at my new employer as soon as possible.
- If an employee believes that they were treated unfairly, they may appeal against the employer's decision under the \_\_\_\_\_ procedure.
- If an employee is delegated to work outside their regular workplace, i.e. goes on a business trip abroad, they receive per \_\_\_\_\_ which should cover their expenses during the trip.
- In consideration of their work, employees receive \_\_\_\_\_, which may not be lower than the statutory minimum \_\_\_\_\_.

- In the case of an unfair \_\_\_\_\_, employees may bring an action before court for reinstatement in the position or for damages.
- In the case of dismissal with or without \_\_\_\_\_ for cause attributable to the employer, the employee is entitled to a \_\_\_\_\_ pay.
- Medical personnel usually work 12-hour \_\_\_\_\_.
- Non-\_\_\_\_\_ employment should be terminated upon notice, unless it is terminated \_\_\_\_\_ due to serious \_\_\_\_\_ of the employee.
- Parents of a new-born are entitled to parental \_\_\_\_\_ to take care of their child.
- Social security \_\_\_\_\_ and health insurance \_\_\_\_\_ must be paid by the employer as one of the \_\_\_\_\_ benefits vested in the employee under the labour law.
- The work \_\_\_\_\_ set out the detailed terms and conditions that apply to all employees at the workplace, such as the \_\_\_\_\_ health and safety rules.
- Trade \_\_\_\_\_ negotiate \_\_\_\_\_ agreements with the employer, which are intended to protect employees' rights.

## PRACTICE 13

Decide whether these statements are TRUE or FALSE. If you think that a statement is false, explain why:

- |   |   |   |
|---|---|---|
| 1. Labour laws set out the rights and obligations of employees.   | T | F |
| 2. Trade unions are created at every workplace.   | T | F |
| 3. Collective agreements are concluded between the employer and the trade union.                                | T | F |
| 4. Employers must take measure to prevent bullying in the workplace.  | T | F |
| 5. Unfair dismissal occurs when employees are dismissed, for example, due to their age.                         | T | F |
| 6. The grievance procedure is applied if the employer is dissatisfied with an employee's performance of duties. | T | F |
| 7. Employees must observe all the internal rules of the employer.   | T | F |



- |  |   |   |
|--|---|---|
| 8. Redundancy means that an employee is dismissed due to their negligence or misconduct.   | T | F |
| 9. The employer is always required to give a notice of termination to an employee if they want to let them go.                                     | T | F |
| 10. If a full-time or part-time employee is made redundant for reasons attributable to the company, they are entitled to redundancy pay.           | T | F |
| 11. All employers must create an employee benefit fund.  | T | F |
| 12. Core benefits are compulsory payments made by the employer to or on behalf of the employee.  | T | F |
| 13. Employees are entitled to remuneration for the work provided to the employer.  | T | F |
| 14. Overtime allowance is provided when an employee works more than the statutory number of working hours.   | T | F |
| 15. Work contracts must provide for the employee's rights and obligations that are at least as favourable as those provided for by the labour law. | T | F |



## WRITING 1: LEGAL OPINION: UNFAIR DISMISSAL

### PRACTICE 14

Your client has instructed you to prepare a brief legal opinion concerning the remedies available to your client who was dismissed by her employer.

Your client was dismissed without notice on the grounds of gross negligence. However, your client asserts that the dismissal was actually based on the fact that her boss needed to find someone responsible for his own mistakes. The company had lost an important client because her boss concluded a contract that he knew the company was unable to perform on time. Then he accused your client of negligence in the performance of her duties, which allegedly led to the failure to perform the contract on time.

The table below presents a proposed structure of a legal opinion, as well as phrases that can be used. Below the table you will find a sample legal opinion on unfair dismissal. Based on the table, the sample opinion, and the phrases in bold, build your own legal opinion concerning your client's case.

INTRODUCTION	We have been instructed to give an opinion as to ... You have requested our opinion with respect to ...
--------------	--

SCOPE	The subject of this opinion concerns ... This opinion has been based on the facts presented to us, and may be subject to changes should further facts be discovered.
FACTS	Pursuant to the information you provided, the facts are as follow: The issue that arises is whether...
LEGAL GROUNDS	Pursuant to the applicable laws... The Act explicitly provides that... Historically, the courts have tended to rule in favour / against ...
CONCLUSION	Having analysed the facts and documents provided to us, we may certainly expect ... In light of the above, we are of the opinion that, under the laws of ...
RECOMMENDATIONS	In light of the above, we recommend ... Taking into consideration the recent court rulings and binding interpretations, we advise ... It is, therefore, appropriate to...
CLOSING	I would be pleased to assist you in... Should you require further information, do not hesitate to contact me. I look forward to receiving your further instructions.

### Sample Legal Opinion:

Dear Mr Larson,

**You have requested our opinion with respect to** your rights as an employee in the case of unfair dismissal. **Following our meeting, at which you provided us with the facts of the case and the supporting documentation, please find below our opinion.**

**The subject of this opinion concerns the remedies available to** an employee under the Polish labour law in the case of unfair dismissal. **In addition, it presents our assessment of your chances of bringing a successful claim for damages against your former employer.**

**Pursuant to the information provided by you, the facts are as follow:**

You were employed at Itex sp. z o.o. for the period of five years in the position of accountant. During your service, no objections were raised as to the quality of your work. On the contrary, last year you received very positive feedback from your direct

supervisor following the annual performance review, **as substantiated by** the presented emails you received from the HR Department. Moreover, your work was regularly awarded with performance bonuses, and last year you received a promotion to senior accountant and a pay raise. **There is no evidence of** any professional misconduct reported to you in the course of your employment.

**Despite the foregoing**, last month your employer terminated your employment without notice, alleging that you had made a series of material mistakes in the calculation of transaction costs, leading to serious losses for the company. However, no evidence of the above was presented to you, and **you assert that** no such mistakes took place, as your duties did not involve such calculations. You assert that you were dismissed because the company needed to cut HR costs by reducing employment, and wanted to avoid paying redundancy pay to the employees.

**The issue arises whether** you can claim damages against your former employer. **Pursuant to the applicable labour laws**, an employee may appeal against the termination to the labour court, claiming either reinstatement in the position or damages. **The law explicitly provides that**, in the event of a disciplinary dismissal, the employer must provide indisputable cause for the immediate termination of employment, supported by relevant evidence. **You informed us that** no such reasons had been expressly provided to you. Moreover, **there is strong evidence to the contrary, confirming that** you were a valued employee.

**Having analysed the facts and documents provided to us, we certainly expect that** your chances of bringing a successful claim for damages against your former employer are strong. **You may seek damages** for the amount of up to three monthly salaries. Moreover, if you win the case, the former employer will have to pay all the **litigation costs**.

**In light of the above, first of all, we recommend serving a letter seeking a settlement, before bringing action** against your former employer. **Should they ignore the settlement proposal, you should file a claim with the competent court. I would be pleased to assist you in the preparation of the relevant documents.**

**Should you require further information, please do not hesitate to contact me.**

**I look forward to receiving your further instructions.**

Yours sincerely,  
Anna Lasota

Now it's your turn. Write a legal opinion for your client as instructed above. Try to use as many of the sentences and expressions in bold as possible. Good luck!

## LEGAL OPINION

A large rectangular box with a blue border, containing horizontal dashed lines for writing a legal opinion.

## GLOSSARY:

<b>age, gender, race discrimination</b>	dyskryminacja ze względu na wiek, płeć, rasę	<b>occupational health and safety</b>	bezpieczeństwo i higiena pracy
<b>allowance</b>	dodatek	<b>on-the-job training</b>	szkolenie zawodowe
<b>annual leave</b>	roczny wymiar urlopu wypoczynkowego	<b>overtime</b>	nadgodziny
<b>apprentice</b>	uczeń	<b>overtime allowance</b>	dodatek za pracę w godzinach nadliczbowych
<b>benefit</b>	świadczenie	<b>parental leave</b>	urlop rodzicielski
<b>bonus</b>	premia	<b>part time</b>	niepełny wymiar czasu
<b>bullying</b>	mobbing	<b>paternity leave</b>	urlop tacierzyński/urlop wychowawczy dla ojca
<b>business restructure</b>	restrukturyzacja działalności	<b>payment in lieu of notice</b>	odprawa z tytułu skrócenia okresu wypowiedzenia
<b>carer's leave</b>	zwolnienie na opiekę (np. nad dzieckiem)	<b>pension scheme</b>	program emerytalny
<b>casual employee</b>	pracownik dorywczy, tymczasowy	<b>per diem</b>	dieta
<b>collective (bargaining) agreement</b>	układ zbiorowy	<b>performance appraisal</b>	ocena wyników pracy
<b>collective bargaining</b>	spór zbiorowy	<b>perk</b>	świadczenie dodatkowe
<b>collective redundancy</b>	zwolnienie grupowe	<b>public holiday</b>	dzień ustawowo wolny od pracy
<b>core benefit</b>	świadczenie podstawowe	<b>redundancy</b>	zwolnienie (z winy pracodawcy)
<b>description of work</b>	opis stanowiska pracy	<b>remuneration</b>	wynagrodzenie

<b>diligently</b>	sumiennie	<b>salary</b>	pensja
<b>disciplinary procedure</b>	postępowanie dyscyplinarne	<b>scope of duties</b>	zakres obowiązków
<b>eligible</b>	kwalifikujący się, spełniający kryteria	<b>serious misconduct</b>	istotne naruszenie obowiązków
<b>employee</b>	pracownik	<b>severance / redundancy pay</b>	odprawa
<b>employee benefit fund</b>	zakładowy fundusz świadczeń socjalnych	<b>shift</b>	zmiana
<b>employee dispute</b>	spór pracowniczy	<b>sickness leave</b>	wynagrodzenie chorobowe
<b>employer</b>	pracodawca	<b>social security contribution</b>	składka na ubezpieczenie społeczne
<b>fixed employment</b>	stosunek pracy zawarty na czas określony	<b>social security insurance</b>	ubezpieczenie społeczne
<b>fringe benefit</b>	świadczenie dodatkowe	<b>statutory</b>	ustawowe
<b>full-time</b>	pełen etat	<b>stock option</b>	opcja na akcje
<b>grievance procedure</b>	procedura rozpoznawania skarg pracowników	<b>temporary employment</b>	zatrudnienie tymczasowe
<b>harassment</b>	mobbing	<b>trade union</b>	związek zawodowy
<b>health insurance</b>	ubezpieczenie zdrowotne	<b>trainee</b>	stażysta
<b>premium</b>	składka (na ubezpieczenie)	<b>trial period</b>	okres próbny
<b>holiday entitlement</b>	prawo do płatnego urlopu wypoczynkowego	<b>unfair dismissal</b>	bezprawne zwolnienie z pracy
<b>internal rules</b>	regulamin wewnętrzny	<b>unfixed employment</b>	stosunek pracy zawarty na czas nieokreślony
<b>job title</b>	nazwa stanowiska pracy	<b>upon expiry of the term</b>	z chwilą wygaśnięcia okresu obowiązywania umowy

Unit 9

<b>labour law</b>	prawo pracy	<b>upon notice</b>	z zachowaniem okresu wypowiedzenia
<b>maternity leave</b>	urlop macierzyński	<b>vacation</b>	urlop wypoczynkowy
<b>minimum gross wage</b>	minimalne wynagrodzenie brutto	<b>without notice (forthwith) for or without cause</b>	rozwiązanie ze skutkiem natychmiastowym za podaniem przyczyny
<b>mutual agreement</b>	porozumienie stron	<b>work, pay, safety rules</b>	regulamin pracy, płacy, bezpieczeństwa
<b>notice of termination</b>	zawiadomienie o wypowiedzeniu	<b>working hours</b>	godziny pracy
<b>notice period</b>	okres wypowiedzenia	<b>workplace</b>	miejsce pracy