

10 December 2021

SOME RULES ABOUT HOLIDAY BREAKS

I am instituting the following rules concerning the holiday breaks (*przerwy wypoczynkowe*) to which each PhD student is entitled. They apply equally to IFPAN-affiliated students of the Warsaw PhD School in Natural and BioMedical Sciences and to students (of any affiliation) of the International PhD Studies at IFPAN.

1. As per § 20 of the Regulations of the International PhD Studies and § 24 of the Regulations of the PhD School, each PhD student is entitled to holiday breaks in the amount of 40 working days per year, determined in proportion to the duration of education in that year.
2. Holiday leave gained in a given calendar year does not accumulate and must be used **during that calendar year or during the first three months of the calendar year following**. Unused holiday leave from previous years is lost after 31 March. An exception to this rule is that for PhD students who began their education in the last 3 months of a calendar year, the leave days gained in that calendar year but unused are counted as additional leave days in the calendar year following.
3. To take a holiday break, the PhD student should submit a filled holiday break form available on the IFPAN PhD School/Studies website to the PhD secretariat, signed by themselves and their supervisor or auxiliary supervisor, and obtain approval for this from the Head of PhD studies. In circumstances which preclude paper-based submission, the PhD student may request the holiday break via an email. Given email support from their supervisor or auxiliary supervisor sent to the Head of PhD studies, such an email request can act in lieu of the paper form.
4. In exceptional and justified cases the Head of PhD studies may, at the request or of the PhD student, grant them a holiday break without asking for prior approval from their supervisor, when this does not unduly impact the preparation of the thesis. In such cases a formal notice must be prepared and sent to the PhD student, supervisor, and auxiliary supervisors.

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