

# Welcome to the team

**GUIDE OF THE  
TEMPORARY  
EMPLOYEE**



**CHECK OUT THE DETAILS →**



## About us

Job Impulse is an employment agency operating on the Polish market since 2006 (registration number: 3000). The certificate awarded provides a guarantee of Job Impulse's credibility. Several thousand people work through us every month throughout Poland. We verify your needs, competencies and goals, and then propose a job that will meet your expectations. We care about the comfort of our candidates and employees at every stage of recruitment and employment. We work with reliable employers only and make verified job offers.

Our daily work is guided by our mission: "Responsible business with people in mind."



## What makes us stand out?

### Care from a dedicated expert

Working with us, you can count on the support of our expert at every stage of employment. Ask any questions or report concerns to us. You can call us, visit our local office or meet us on-call at your workplace.

### Support in finding employment

We care about our candidates and actively help them find the best job. You can count on the professional advice offered by our experts. We act quickly and efficiently to get you employed as soon as possible.

### Responsible employer

We are a member of the Polish HR Forum, which brings together the most reputable employment agencies. We follow the Code of Ethics, so you can be sure that Job Impulse is a responsible and trustworthy employer. We support the professional development of people with disabilities and promote their employment on the open labour market.

# WHAT IS TEMPORARY WORK?

When taking up temporary work, you sign an agreement with a Temporary Employment Agency, which is your legal employer. However, you are working for the agency's client, the so-called "user employer" to which you have been referred. Temporary work can be provided on the basis of a temporary employment contract or contract of mandate, and the rules for the provision of work are governed by the Temporary Employment Act.

## WHY TAKE A TEMPORARY JOB?



### ✓ **Benefits**

You are covered by health and sickness insurance, which guarantees access to public health services and benefits in case of illness. The period of temporary work is counted as part of the length of service required for a retirement pension.

### ✓ **Legal and safe employment**

Together with user employers, we take care of safe working conditions.

### ✓ **Remuneration on time**

Your remuneration is always credited to your account on time by the 10th day, and in the case of mandate agreements, by the 15th day of the month.

### ✓ **Working right away**

Once you pass the recruitment, you can start working even within 2 days. Temporary work is an opportunity to maintain employment continuity in the event of job loss.

### ✓ **Opportunity to gain experience and see what kind of work suits you**

This is an excellent solution for persons entering the job market or returning to the market after a break.

## ✓ **A chance to retrain and learn new skills**

While looking for permanent employment, you can perform temporary work, gaining experience and qualifications.

## ✓ **Job stability**

In a situation of downtime at your employer's, we will endeavor to secure you employment with another client.

## ✓ **The prospect of a permanent job**

Temporary positions often turn into permanent jobs, and many temporary workers are hired directly by user employers.

## **WHAT IS YOUR ADDITIONAL GAIN?**



As an employee of Job Impulse, you can enjoy a package of additional benefits:

- **Multisport card**
- **Group life insurance**
- **Bonus for referring a friend to work on selected projects**
- **Flexee – salary on demand**

## **IN WHAT MATTERS CAN YOU CONTACT US?**

You perform work for a user employer, but you are formally an employee of Job Impulse. Job Impulse is responsible for all paperwork related to your employment.

Therefore:

- you provide vacation requests to us for correct calculation of your remuneration,
- our experts sign an agreement with you, issue certificates of employment, proofs of employment or work performance and certificates of remuneration (required e.g. for a loan),

- personal files are kept at our regional offices, so it is important that you inform us of changes to your data (personal information, address, phone, account number),
- at the Labour Office, Tax Office or doctor's office, you indicate Job Impulse Polska Sp. z o.o. as the employer, not the user employer,
- We can clarify any doubts you may have about the provisions of the agreement or remuneration.

## WHAT TO KNOW WHEN STARTING A JOB?

The most important differences between the general labour law provisions and the Temporary Employment Act concern the types of agreements, notice periods, the method of accruing leave and the length thereof.



### Confirmation of presence at work

When starting and finishing work, make sure to record the time of entry and exit. This will allow for correct calculation of your working hours and settling your remuneration. You confirm your arrival at work by signing in on the attendance list or by punching out your RCP (Time Registration) card. Immediately notify your supervisor at the user employer, if the card is missing.



### Providing justification of absence from work

Remember to always report your absence from work, first to your immediate supervisor and then to your Job Impulse supervisor. Unexcused absence is a violation of an employee's basic duties and can even result in termination of the agreement without notice. By reporting the reason and expected time of absence, you are guaranteed that your absence will be excused and accounted for in the payment of your remuneration.



### Holiday leave

Each temporary employee is entitled to 2 days of leave for every 30 days of the duration of the agreement. If you wish to take a leave, report to your Job Impulse supervisor, who will confirm the amount of leave you are entitled to. Agree a date with your supervisor at the user employer and submit the appropriate application.

## ✓ **Leave on demand**

After having worked for 6 months, you are entitled to 4 days of leave on demand per year. You can only use this leave if you are still entitled to holiday leave.

## ✓ **Occasional leave**

As a temporary employee, you are fully entitled to take standard occasional leave.

You are entitled to special leave in the amount of:

- 2 days for: Your wedding, the birth of your child, the death of an immediate family member,
- 1 day in case of: a child's wedding, funeral of a sister, brother, mother-in-law, father-in-law, grandmother, grandfather or other person under your care.

In the case of occasional leave, you attach the relevant documents (e.g., child's birth certificate, marriage certificate) to the application for leave.

If you have received a summons to appear in court, prosecutor's office, WCR - inform your Job Impulse supervisor. We will help you fill out the paperwork.

## ✓ **Child care**

If you are raising a child under the age of 14, you are entitled to 2 days of paid leave per year for childcare (Art. 188 of the Labour Code) from the first day of employment. If you wish to take advantage of childcare leave, report to your Job Impulse supervisor to fill out the required statement about your previous use of this leave.

## ✓ **Family care leave and leave due to force majeure**

As of April 2023, you may take 2 new types of leave: unpaid family care leave of 5 days to care for a sick family member, and leave due to force majeure (e.g. illness, accident) payable at 50% of the remuneration, 2 days/16h per year..



## Sick leaves

As a temporary employee in most cases you acquire the right to sickness benefits (sick pay or sick benefits, respectively) after 30 days of continuous sickness insurance in the case of employment agreements and 90 days in the case of civil law agreements. Sickness insurance periods are aggregated if the break between them has not exceeded 30 days. the 30-day waiting period does not apply if you start working within 90 days of graduation from school. In such case you are entitled to sick pay and sickness benefits from the first day of employment. The waiting period also does not apply if your inability to work was caused by an accident on your way to or from work, or if you were previously covered by mandatory sickness insurance for at least 10 years.

In case of sickness you are obliged to immediately inform your employer of your absence. The sick leave form (ZLA) will automatically be sent to the employer electronically.

You are entitled to a carer's allowance if you are caring for a child or other sick family member. Our expert will help you fill out the Z-15 form, necessary for the payment of allowance.



## Remuneration

The remuneration is paid by the 10th of each month in arrears so, for example, for the month of September worked, the remuneration is paid by October 10. The remuneration for mandate agreements is paid by the 15th of the month.

If you have questions about your remuneration, please contact your Job Impulse consultant.



## Termination of Agreement

According to the Act, agreements are concluded for a fixed period. The notice period is:

- 3 days for agreements concluded for up to 14 days (inclusive)
- a week in the case of agreements concluded for a period longer than 2 weeks

Upon termination of the agreement, you will receive an employment certificate from us. You can pick them up in person at the Job Impulse office or request to send it by mail to the mailing address provided at employment.

In order to settle accounts with the Tax Office, you will receive a PIT-11 for your work at Job Impulse. PIT-11 is sent by email to the address indicated in the personal questionnaire, so it is very important that you complete this field, and immediately report any changes to our expert.

## Prior to employment

- 1) perform occupational health examinations
- 2) provide a medical certificate and complete the documents
- 3) undergo safety training on the first day of work



## First day of work

Start date and time:

.....

Name and address of the user employer (workplace):

.....

Contact person:

.....

Additional information:

.....

## Job Impulse Support

We are committed to long-term cooperation and your comfort. We are at your disposal if you have any questions about employment or remuneration.

Your Job Impulse consultant is:

.....  
Name and surname

.....  
Phone No