

SUSPENSION OF EDUCATION – MAIN RULES

At the request of a doctoral student submitted to the Director of the US DS, **education is suspended for a period corresponding to the duration of maternity leave**, leave under the conditions of maternity leave, paternity leave, and parental leave, as specified in the Act of 26 June 1974 – the Labour Code, provided the conditions for granting such leave are met.

The amount of the scholarship for doctoral students on suspended education is calculated based on the regulations for determining maternity benefits under the Act on cash benefits from social insurance in case of sickness and maternity of 7 December 2023 (Journal of Laws, item 2780).

Maternity benefits are subject to pension and disability insurance contributions, which are deducted by the benefit payers (employer, ZUS).

The basis for calculating the benefit is the amount of the monthly scholarship.

The monthly maternity benefit **during maternity leave amounts to 100%** of the benefit calculation basis. If a parent chooses to take **only** maternity leave, the benefit will amount to 100% of the calculation basis. The monthly maternity benefit **during parental leave amounts to 70%** of the benefit calculation basis. If a parent chooses to take **only** parental leave, the benefit will amount to 70% of the calculation basis.

To receive a benefit of **81.5%** of the calculation basis, a doctoral student must submit a written request for the suspension of education and the payment of maternity benefits **for the full duration of both maternity and parental leave no later than 21 days after childbirth**. This request should be addressed to the Director of the US Doctoral School.

The application form is available on the Doctoral School's website:

<https://szkoladoktorska.usz.edu.pl/dokumenty-do-pobrania-4/>

Annex No. 1 to Order No. 64/2024 of the Director of the Doctoral School

The child's birth certificate must be attached to the application. It is also possible to suspend education up to 6 weeks before the expected due date, in which case a medical certificate confirming the expected date of childbirth must be presented.

The scholarship amount for a doctoral student on suspended education is calculated as follows:

Scholarship amount / 30 = Result in PLN * 81.50% = Final amount in PLN * number of days in the given month =

In addition to the right to **paternity leave**, the child's father may also take maternity leave (so-called "daddy leave") under Article 180 § 5-17 of the Labour Code.

Paternity leave lasts 14 calendar days. If the child's mother is on maternity or parental leave, the father may simultaneously take paternity leave, provided it is used before the child reaches 12 months of age. To apply for paternity leave, a written request must be submitted **no later than 7 days before the planned start of the leave**, as stipulated by labour law regulations.

Paternity leave is paid in the amount of **100% of the benefit calculation basis**, and during this time, the father is entitled to maternity benefits.

After using **a minimum of 14 weeks of maternity leave** following childbirth, the mother may choose to return to work, thereby transferring the remaining portion of the maternity leave to the father. The father then becomes entitled to the unused portion of maternity leave, starting the day after the mother discontinues receiving maternity benefits (Article 180 § 5 of the Labour Code). **The maternity leave available to the father is generally up to 6 weeks.** A father who wishes to take over part of the maternity leave must submit a request **at least 14 days before the planned start of his leave**. If the father takes over part of the maternity leave from the mother, he is entitled to the **standardized maternity benefit rate of 81.5% of the benefit calculation basis**.

Resumption of Education after Suspension

A doctoral student is required to submit a statement on resuming education **within one month** from the end of the suspension period.

The application form is available on the Doctoral School's website:

<https://szkoladoktorska.usz.edu.pl/dokumenty-do-pobrania-4/>

Annex No. 2 to Order No. 64/2024 of the Director of the Doctoral School

Failure to submit this statement within the specified period will be considered as failure to resume education at the US DS.

Within one month of resuming education after suspension, the doctoral student is also required to submit an updated IRP, particularly regarding the deadline for submitting the doctoral thesis. If the updated IRP is not submitted within this timeframe, it will be assumed that no changes are required.