



Hire employees in Poland
simply, compliantly, and hassle-free

Table of contents



What you need to know for employing in Poland



Benefits



Employment Contracts



Onboarding



Leaves



Payroll & Tax



Terminations



Invoice Schedule



What you need to know for employing in Poland

Employ remote teams worldwide with Omnipresent's Employer of Record (EOR) service. We combine human expertise with automation to deliver your compliance, payroll, benefits, and HR support needs.



Currency: Polish Zloty (zł, PLN)



Language(s): Polish



Employer costs: Average



Termination: Hard



Onboarding Timeline: ~21 calendar days



Payroll Frequency: Monthly

Benefits

What we offer	Mandatory	Supplementary
Healthcare (Public)	✓	
Healthcare (Private)		✓
Dental Insurance		✓
Retirement & Pension (Public)	✓	
Accident Insurance	✓	
Disability Insurance	✓	
Illness Insurance	✓	
Life Insurance	✓	
Workers' Compensation	✓	

Health

Public Health Insurance is funded through Employee contributions to the State processed via payroll. It is not a requirement to offer supplementary Health Insurance in Poland although a very sought after benefit by employees.

Our OmniEntity offers a supplementary Health Insurance plan including Dental. Dependants can be covered at the employee cost.

Retirement

State Retirement benefits are funded via the Employer and Employee Social Insurance contributions processed via payroll. In addition it is a requirement for employers to provide a supplementary Employee Capital Plan known locally as a PPK. It is not common to provide supplementary retirement benefits above the required PPK plan in Poland. Employees usually focus on the salary and Health Insurance. Our OmniEntity provides the required PPK where employees are automatically enrolled upon employment start date.

Other Benefits

The required employer and employee contributions to State Social Insurance covers, death, disability, sickness, maternity benefits and workers compensation. These are processed through deductions via payroll.

Employment Contracts

We offer indefinite, fixed-term, full-time and part-time contracts in Poland.

Contract Requirements

Written employment contracts are mandatory and should outline the terms and conditions of employment and provide clarity for both employers and employees. Omnipresent ensures that all necessary key terms are included in the employment contracts we provide.

Contract language: Bilingual (English/Polish)

Signature requirement: Qualified electronic signatures (QESs) are accepted in Poland, otherwise wet ink.

Backdating: Not possible as per Omnipresent's policy

Contract Customisation

We provide optional clauses for customisation when adding an employee to our platform. This allows you to tailor certain contract aspects, such as unlimited time off or extra-legal sick days. However, certain contract elements cannot be customised due to compliance risks or Omnipresent's policy. Examples include overtime, restrictive covenants, and stylistic changes.

Probation

During the probation period, employers evaluate an employee's suitability for the role they have been hired for. It gives the employer an opportunity to assess their performance and determine if they are a good fit for the company. We believe that this process benefits both the employer and the employee.

Here are some key points to know about the probation period:

- The maximum probationary period is **up to 3 months**.
- For fixed-term contracts up to 6 months, the maximum probation period is 1 month.
- For contracts from 6 to 12 months, the maximum length is 2 months.
- Prior notice will need to be given if one wishes to terminate the probationary period prior to the end of the period
- For indefinite term contracts, Polish law mandates that a probationary period must be a separate document/contract. Once the probationary period ends, then the employee signs a new indefinite term contract.
- It's possible to have more than one probationary period if the employee is carrying out another role, or if a minimum period of 3 years has elapsed since the termination of the last contract for the same function. This extension is up to 6 months.

Please note that the only exception to our policy not to remove the probation period, is in the case of a transfer of the employment relationship.



Onboarding

Timeline

Our normal onboarding timeline for France is **around 22 calendar days**. The onboarding steps involved are: Platform Setup, Right-to-Work Check, Employment Contract, Benefits and Payroll enrollment. This timeline does not include exceptions such as visas.

Registration & Approvals

The employer is required to report the Client Employee to the Social Security Office within 7 days of the commencement of employment relationship. This can be done in-person at a local branch of the Social Security Office or through the online platform.

Immigration & Visas

- European Union (EU) citizens are free to work in Poland without restrictions.
- For non-EU citizens, as a rule, for work to be legal, an employee needs to obtain both a visa and a work permit; a visa alone, even if issued for work, does not legalise employment. They cannot start working until the work permit is received.
- The process of obtaining a work permit can take from a few weeks to a few months, depending on the complexity of the process and the workload of the Polish authorities.
- A visa is issued approximately 14 days from the date of submission of the application, however in some consulates visa appointments are difficult to schedule and the process for arranging them can take from a few days to a couple of months.

Right-to-Work

- No checks required for Polish employees.
- The employer is required to verify the foreigner's citizenship (based on a valid ID document, such as passport). If the foreigner is a citizen of an EU member state, he/she can, as a rule, perform work, without any additional requirements.
- If the foreigner is a citizen of a country that is not an EU member state, before he/she starts work, the employer is obligated to require the individual to present a valid document authorising him/her to stay in the territory of Poland and obtain/verify work authorization.

When moving your employees from another EOR to Omnipresent

The transferring of the employee from the client's entity or another EOR provider is restricted and should always be assessed by our legal team on a case by case basis. In all cases, we will have to deduct the length of service with this other provider from the maximum 36 months contract duration that we can offer.

Leaves

Annual Leave Entitlement

Annual leave entitlement is 20 days for anyone with less than 2 years of post-university experience, and 26 days for almost everyone else.

Maternity Leave

Maternity leave ranges from 20 to 37 weeks, depending on the number of children born during one birth.

Paternity Leave

The employee is entitled to a minimum of 2 weeks until the child is 1 year old.

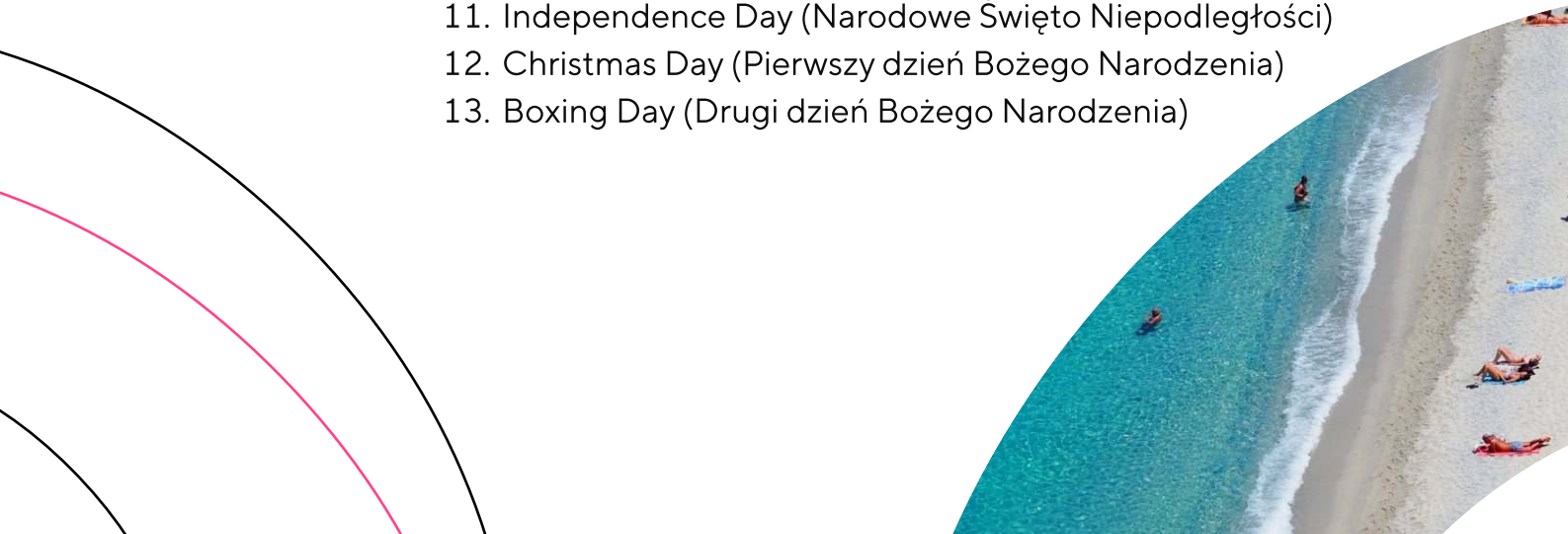
Sick Leave

The sick leave period can be up to 33 days and varies according to the employee's age.

Public Holidays

Poland celebrates 13 public holidays throughout the year:

1. New Year's Day (Nowy Rok)
2. Epiphany (Święto Trzech Króli)
3. Easter Sunday (Niedziela Wielkanocna)
4. Easter Monday (Drugi dzień Wielkanocy)
5. Labour Day (Święto Państwowe; Święto Pracy)
6. Constitution Day (Święto Narodowe Trzeciego Maja)
7. Pentecost (Zielone Świątki)
8. Corpus Christi (Dzień Bożego Ciała)
9. Assumption (Wniebowzięcie Najświętszej Maryi Panny)
10. All Saints' Day (Wszystkich Świętych)
11. Independence Day (Narodowe Święto Niepodległości)
12. Christmas Day (Pierwszy dzień Bożego Narodzenia)
13. Boxing Day (Drugi dzień Bożego Narodzenia)



Payroll & Tax

Payroll Cycle

The payroll cycle in Poland is monthly.

- Payroll runs from the **1st of the month** to the **end of the month**.
- Payroll cut-off date is **6th of the month** (any changes to payroll or variables must be shared with Omnipresent by this date).
- Payment date is the last working day of the month (this is when employees will receive their salary payment).

Extra Payments (Bonus, Commission etc.)

There's no extra payment in Poland. The employee is entitled to 12 normal months of salary payments.

Hourly Wage

Omnipresent is unable to accept employees on an hourly wage.

Minimum Wage

The minimum wage is regulated by law and is updated every year effective January 1.

The minimum wage has been revised twice in Poland with effect from 01 January 2023, and 01 July 2023.

From July 2023, minimum wage has been increased to PLN 3,600, and the minimum hourly rate to PLN 23.50 per hour.

From 1 January 2024 the minimum wage will be PLN 4,242 gross, and the minimum hourly rate will be PLN 27.70 gross,

From 1 July 2024 the minimum wage will be set at PLN 4,300 gross and the minimum hourly rate at PLN 28.10 gross.

Standard Work Schedule

The Standard work schedule in Poland consists of 8 hours per day and 40 hours per week, with the work week running from Monday to Friday.

Employer Costs

The employer costs depend on a variety of employee variables. To get a more detailed estimate based on the employee salary use the [OmniCalculator](#), or contact us for further information.

Terminations

Termination Process

Before proceeding with a termination (including verbal discussion with the employee about the risk of termination) you must first get in touch with Omnipresent. We will then provide guidance on next steps. You can read our [full guidance here](#). To initiate a termination, you need to submit a termination request through the OmniPlatform after which our relevant teams will assess the case and plan a compliant termination process.

Involuntary Termination

Legal grounds (i.e., just cause) are required to terminate an indefinite term contract:

- Poor performance of an employee is a justified reason to terminate an employment contract with notice.
- Termination of the employment contract without notice is possible in the event of the employee committing a serious violation of basic employee duties
- For fixed-term and probation period contracts the notice period will have to be observed, but no objective reasons (e.g., 'just cause') need to be specifically provided, so the minimum standard is that the termination is not for illegal reasons (e.g., discrimination, retaliation etc.).

Severance Pay

Severance pay is only due under specific and limited circumstances.

- Employees are entitled to severance only under specific and limited circumstances, such as termination for non-employee-related reasons (e.g. redundancy). Statutory severance equals 1, 2 or 3 months salary depending on the employee's seniority.
- In all other cases, employees will be entitled to a payment for unused annual leave and full remuneration for the notice period.

Notice Period

The statutory notice period of a contract of employment for an indefinite period and for a definite period depends on the period of employment with a given employer and is:

Employed for less than 6 months.	2 weeks
Employed between 6 and 36 months.	1 month
Employed for 36 months or more.*	3 months
*although it is possible to conclude a fixed-term contract for a maximum of 33 months, the employee can be employed for a maximum of 3 months beforehand for a trial period, which makes 36 months in total	

Invoice Schedule

Setup Fees:

Once Terms are signed, Omnipresent begins deploying resources for the setup process.

Trigger [*Employee Details Added*]

Deposits:

Payable when the local employment contract is ready for signature. The deposit enables Omnipresent to move forward securely to sign the local employment contract with the employee.

Trigger [*Employee Details Added*]

Initial Salary Prepayment:

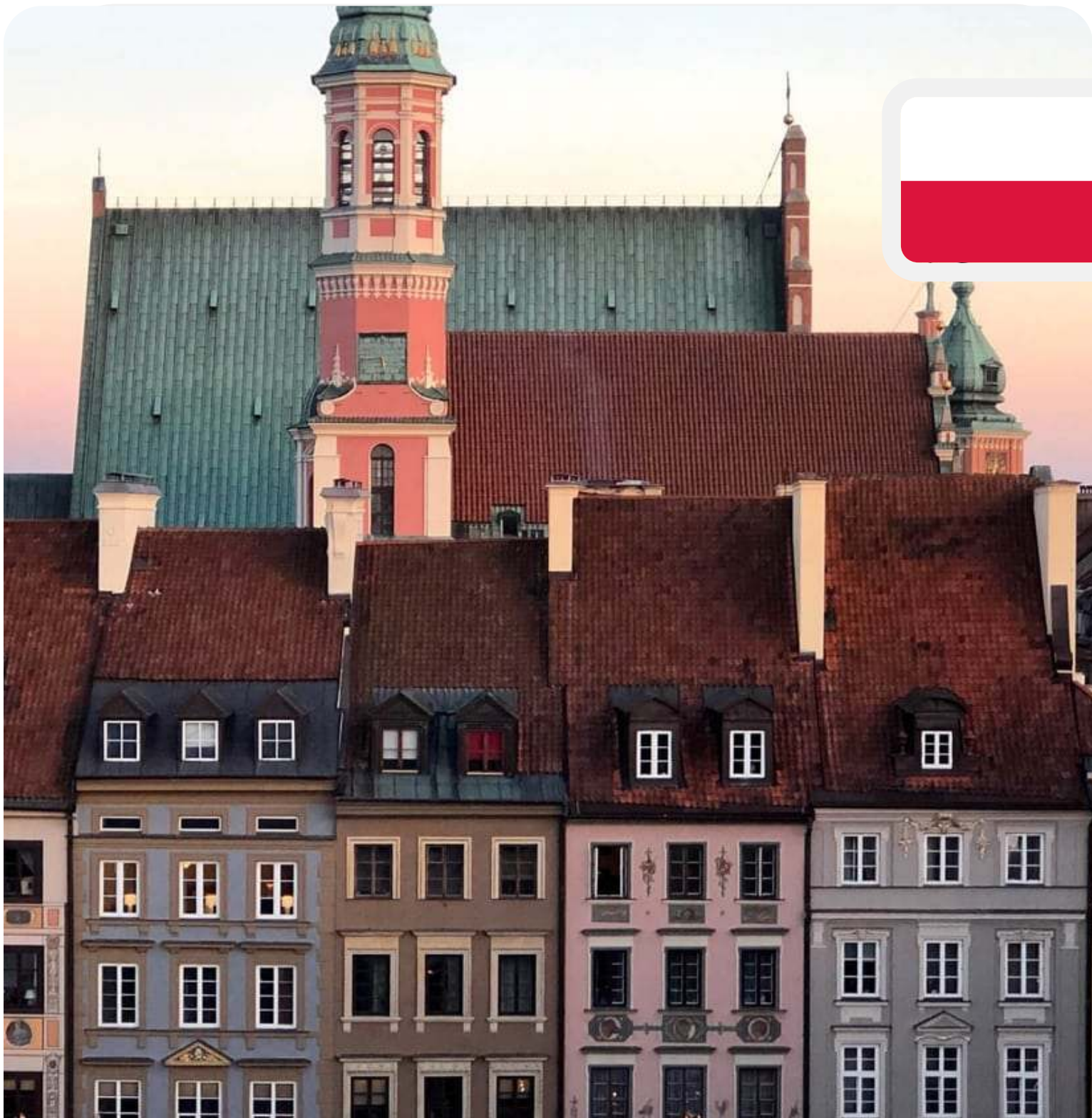
The first month's estimated labour costs are invoiced on the first day of employment.

Trigger [*Employment Start Date*]

Ongoing monthly Employment Costs and Fees:

Thereafter, we invoice monthly in arrears for labour costs - once the final payroll, taxes, insurance, social security contributions, expenses and deductions have been calculated. Each monthly invoice will include our monthly service fee, deposit insurance (if applicable), and an FX fee (if applicable).

Trigger [*Payroll Date*] Typically the last working day of the month, but varies by country.



Explore how Omnipresent simplifies global team growth.

Explore the effortless solution for your global hiring, payment, and management needs with Omnipresent. We simplify complex processes like onboarding, legal contract drafting, expense management, benefits allocation, and a whole lot more. Start your journey towards compliant international business practices.

TALK WITH AN EXPERT

