



# GUIDEBOOK FOR FOREIGN NATIONALS

## The Polish labour market needs workers

### A foreign national working in Poland must:

- hold a document permitting them to enter the Polish labour market:
  - ✓ a work permit or
  - ✓ a seasonal work permit or
  - ✓ a declaration on entrusting work to a foreign national or
  - ✓ a permit for temporary stay and work
 or be exempted from that obligation,
- hold a residence document, i.e. a relevant visa or a residence permit;
- have executed a work-related agreement with the employer;
- perform work solely for the employer named in the permit or declaration, based on the terms and conditions stipulated therein.

### Documents permitting to access the Polish labour market which may be applied for by the employer:

A document authorising a foreign national to work in Poland	Designed for	Issued by	Economy sections	The statutory issue deadline in cases not requiring any explanations	Employment length term
Work permit (type:A, B, C, D, E)	All foreign nationals from third countries (outside EU/EEA and Switzerland)	Voivodeship Office	all PKD sections apart from seasonal ones	up to 30 days	up to 3 years (exceptions up to 5 years)
Seasonal work permit	All foreign nationals from third countries (outside EU/EEA and Switzerland)	Powiat Labour Office	seasonal works (primarily agriculture and partially tourist sector)	up to 7 days	up to 9 months in a calendar year
Declaration on entrusting work to a foreign national	nationals of the following states: the Ukraine, Belarus, Georgia, Moldova, Armenia	Powiat Labour Office	all PKD* sections apart from seasonal ones	up to 7 days	up to 24 months

\* PKD – Polska Klasyfikacja Działalności – Polish Classification of Economic Activities



## Rules of starting legal employment in Poland by a foreign national:

- The work **permit** or seasonal work permit or **entry of the declaration on entrusting work** to a foreigner in the records of declarations **is applied for in the relevant Office by the employer.**

Some foreign nationals may start working in Poland without holding any work permit or declaration on entrusting work. This is possible for the nationals of EU, EEA and Switzerland, foreign nationals holding a Pole's Card, permanent residence permit or a long-term resident status in EU. This refers also to foreign nationals granted a temporary residence permit e.g. in relation to their marriage to a Polish national or for scientific research purposes. Also Ukrainian citizens, who came to Poland from Ukraine after February 24, 2022 and all Ukrainians legally residing in Poland, can work for any employer in Poland without additional permits, based on notifications about entrusting work to a citizen of Ukraine.

- **The employer** should hand the **permit** issued by the office or **declaration entered over to the foreign national.**

Every permit and declaration on entrusting work to a foreign national shall stipulate the terms and conditions of working in Poland, including e.g. the agreement type, position, full-time or part-time employment or the number of working hours a week or a month and the lowest salary to be received by a foreign national on a given position.

- **The employer shall be obliged to execute an agreement** with the foreign national in writing and also to present the agreement translation into a language understandable for the foreign national.

**Type of the agreement** by and between the foreign national and the employer must **match the nature of work.** Most rights are granted to the foreign national by "a contract of employment". The other agreement types include civil law agreements, e.g. "the contract of mandate", and for seasonal works – "a harvest contract".

- The foreign national shall be obliged to present the residence document to the employer for copying and storing for inspection purposes.

### In 2022 ca. :

- ✓ **365,5 thousand work permits,**
- ✓ **25 thousand seasonal work permits,**
- ✓ **1,38 million declarations on entrusting, work to foreign nationals,**
- ✓ **786 thousand entrustment notifications about entrusting work to a citizen of Ukraine, were issued,**

### Other possibilities of legalizing the stay and work in Poland

A foreign national staying legally in Poland may apply for issuing a permit for temporary residence and work, the so-called single permit to the competent voivode. For detailed information thereon please visit:

<https://www.gov.pl/web/udsc>.





## Benefits of legal work in Poland for the foreign national:

- **They are subject to the statutory protection offered by the Polish Labour Code.**

They are entitled to the following, including but not limited to:

- ✓ obtaining a monthly remuneration for work for one full-time employment, i.e. 160 hours a month, amounting at least to PLN 3,600 gross, and to an hourly rate PLN 23,50 gross for 1 working hour,
- ✓ additional remuneration for work overtime, at night or on bank holidays (Sundays and other holidays),
- ✓ paid holiday leave and sickness benefit,
- ✓ protection from the agreement termination by the employer when they are on a sick leave, during holidays, in the pre-retirement age or during pregnancy.



- **They are protected under social and health insurance** – with the scope differing depending on the agreement.
- **They may use free healthcare services** – in public hospitals or outpatient clinics.
- **They are entitled to register** in the Poviast Labour Office **as an unemployed or job seeker** – if they lose work in Poland and hold one of the specified residence titles.
- In the case of any irregularities in employment, they may use help of:
  - ✓ National Labour Inspectorate,
  - ✓ National Sanitary Inspectorate,
  - ✓ The Employment Services Centre for Information and Consultation “Zielona Linia”,
  - ✓ embassies and consulates,or take the case to the Labour Court.

For more information in this respect, please visit: <https://psz.praca.gov.pl>, <https://pip.gov.pl>,  
<https://www.gov.pl/web/gis>, <https://zielonalinia.gov.pl/>.

# Where the foreign national may find information about working in Poland:

Information on the conditions for entrusting work to foreigners in Poland is available in language versions that can be changed in the page header.

Dedicated to foreign nationals **job offers** in Poland and events organized by Labour Offices are published in the following language versions:

- English: <https://oferty.praca.gov.pl/portal/en>
- Belarusian: <https://oferty.praca.gov.pl/portal/be>
- Russian: <https://oferty.praca.gov.pl/portal/ru>
- Ukrainian: <https://oferty.praca.gov.pl/portal/uk>

**Vortal of Public Employment Services**  
— [psz.praca.gov.pl](https://psz.praca.gov.pl)

**CBOP — [oferty.praca.gov.pl](https://oferty.praca.gov.pl)**



## Advice for foreign nationals seeking a job in Poland:

- **Never give your passport or another identity document to anyone** — no office requires that.
- **Before you come to Poland, verify the employer** offering employment — contact them over the phone, look for opinions online. Information on employers can be found also in:
  - ✓ National Business Registry - <https://wyszukiwarkaregon.stat.gov.pl/appBIR/index.aspx>,
  - ✓ National Court Register - <https://ekrs.ms.gov.pl/web/wyszukiwarka-krs/strona-glowna/index.html>.

### Project information:

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