



Hire in Poland in 3 easy steps

Poland is known for its delicious pierogi, spectacular mountains and ancient forests. But it's also home to an increasing number of qualified working professionals open to global and remote work. Let us show you how to hire employees in Poland in a compliant and cost-effective way.



Gold country



Onboard your talent in Poland in 10 minutes

If you're considering hiring your next candidate in Poland, you're in the right place. At WorkMotion, we have helped hundreds of businesses onboard their remote hires, and we have achieved excellent expertise in the country. Our tech solutions and team of experts will make this incredibly easy for you.



Net salary calculator

Calculate net salary in Poland post deductions and compare it with the salary in other countries instantly.



Accelerated onboarding

Fast-track your talent onboarding while ensuring 100% compliance with local regulations.



Guidance & payroll management

Receive process support by an experienced team of experts & pay your talent on time and in their local currency.

A quick overview of Poland



Time zone
UTC+1



Paid leave
20 days



Minimum wage
PLN 4,242 monthly



Currency
PLN



Public holidays
14 days



Payroll
Monthly

What makes Poland's talent great?

With about **500,000** IT workers, Poland is one of the biggest producers of tech talent. Around **20%** of all European IT specialists are Polish. Hiring in Poland means saving as much as **77%** on the cost of talent while getting access to IT knowledge and experience. A huge number of Polish citizens have now returned to their home country following the pandemic, further increasing the growing pool of talent that's open to remote work.

Polish people are motivated by unique and challenging projects. Hire in Poland to tap into a market that's bursting with skills.



High number of IT professionals

Poland has the biggest number of IT professionals in Central and Eastern Europe. The country produces **71,000** IT students and **11,000** IT graduates every year. It also sees a **10%** annual increase in software developers.



Education & technical skills

About **99%** of IT specialists in Poland are degree-educated, which is significantly higher than the EU average of **81%**. The Polish workforce is one of the best educated and most skilled in Europe.



English proficiency

With an English Proficiency Index (EPI) score of **600** compared to the world average of **500**, Polish workers have one of the highest rates of English as a second language in the world. This makes them effective communicators—at work and beyond.

Basic facts

- ✓ The Republic of Poland is a country located in Central Europe. It is divided into 16 administrative provinces, covering an area of **312,679 square kilometers** with a largely temperate climate.
- ✓ Poland borders Germany, the Czech Republic, Slovakia, Ukraine, Belarus, Lithuania, and Russia (the Kaliningrad exclave). Its northern border (**440 km long**) runs along the Baltic Sea coast.
- ✓ Please note that the official currency is the currency of remuneration when employed through WorkMotion in Poland.



Capital
Warsaw



Population
38.24 M



VAT - standard rate
23%

Statutory holidays

The national holidays mentioned below are valid for the year 2023.

Work on Sundays and public holidays is allowed in situations listed exhaustively in the Labor Code, e.g. in the case of shift work, in transport, and during work which is necessary due to its social utility and the daily needs of the population.

DATE	HOLIDAY NAME
January 1	New year's day
January 6	Three kings' day (Epiphany)
April 9	Easter
April 10	Easter Monday
May 1	Labor day
May 3	Constitution day
May 28	Pentecost Sunday (Whit Sunday)
June 8	Corpus christi
August 15	Assumption day
November 1	All saints' day
November 11	Independence day
December 25	Christmas day
December 26	St stephen's day

Contract sharing time

The approximate time for sharing the contract with an employee in Poland is **4 business days** assuming no special requests or changes to our standard employment contract. Any such requests or changes would need to undergo internal and external review, directly leading to a time delay.

Note

This number is subject to change and is only an estimation of the Contract Sharing Time. The estimated Contract Sharing Time begins from the moment that WorkMotion has received all required information from both the client and the employee.

What you need to know

- ✓ All employees are required to take a preventative medical examination prior to commencing work to ensure that they are well enough to perform their duties, paid by the employee.
- ✓ The conditions of an employer applying telework must be defined in an agreement between the employer and an enterprise trade union. The employer is obliged to:
 - Provide a teleworker with the equipment necessary to perform telework.
 - Insure the equipment.
 - Cover the costs of installing, servicing, operating, and maintaining the equipment.
 - Provide the teleworker with appropriate technical support facility and necessary training targeted at the service of the equipment.

Labour conditions

Working hours

40 hours is the maximum working time per week

08 hours is the maximum no. of hours workers under the age of 18 may work

11 hours is the rest period between two working days

35 hours are the maximum working hours per day

15 minutes is the break needed after six hours of work

Overtime

48 hours

The weekly working time including overtime must not exceed an average of **48 hours** during the assumed settlement period and **150 hours** during the calendar year.

200% of the employees

Overtime is paid at the statutory rate of **200%** of the employees' regular pay if the work is performed at night, on Sundays, or non-working days.

150% of the employees

The pay rate is **150%** of the employees' regular income if work is performed at any other time.

Probation period

The employment contract for a probation period (umowa o pracę na okres próbny), should not exceed **3 months**. The contract for a probation period may be renewed with the same worker if the worker is to perform a different type of work or the same type of work upon the lapse of three years from the date of expiry of the previous employment contract.

Termination notice period

The termination notice for employment contracts for a probation period depends on the length of the probation period:

DURATION OF PROBATION PERIOD	NOTICE PERIOD
Less than 2 weeks	3 working days
2 weeks to 3 months	1 week
More than 3 months	2 weeks

The period of termination notice for employment contracts for indefinite and fixed periods of time depends on the duration of employment with a given employer:

DURATION OF EMPLOYMENT	NOTICE PERIOD
Less than 6 months	2 weeks
6 months to 3 years	1 month
More than 3 months	3 months

Leave / time off

Annual

Workers acquire the right to their first annual leave (equivalent to 1/12 of the annual leave available after completing one year of work) upon completing one month of work. The amount of annual leave is:

- ✓ **20 days** for workers who have been employed for less than 10 years.
- ✓ **26 days** for workers who have been employed for at least 10 years.

Sick

All workers are covered by compulsory sickness insurance. Sick pay is financed by the employer. It is payable to the employee for the first **33 days** of incapacity to work in a calendar year (for the first 14 days, if the employee is aged 50). The right to sick pay is acquired by employees only after 30 days of uninterrupted insurance (the qualifying period).

Parental

Immediately upon using their maternity leave, a worker has the right to a parental leave of up to 32 weeks in the case of the birth of one child in one delivery, and up to 34 weeks in the case of the birth of two or more children in one delivery. Workers who have filed a motion with the guardianship court for instituting the adoption procedure or as a foster family are also eligible.

Maternity leave

20 weeks

Female workers have the right to a maternity leave of **20 weeks** for a child, increasing progressively up to 37 weeks for five or more children in a delivery.

100% of the calculation basis

The amount of the maternity allowance is 100% of the calculation basis for the period corresponding to the period of maternity leave. The payments are funded through employee contributions to the Social Security System (ZUS)

If the employee does not fulfill all these requirements, she will be entitled to receive a birth grant.

Paternity leave

2 weeks

The length of paternity leave is equal to **2 weeks** and the worker receives 100% payment of the average. It is funded through employee contributions to the Social Security System. It is also paid to foster and adoptive fathers.

Other types

Paid leave is provided for the following reasons:

LEAVE	DAYS
Personal reasons like marriage, the birth of a child, and the funeral of a family member	2 days
Wedding of a child or the death and funeral of a sibling, in-laws, grandparents,	1 days
Or a person dependent on the worker or under their direct care	1 days
Training leave to improve qualifications on the initiative of the employer	6 to 21 days as per the qualifying exam
Or with the employer's consent	6 to 21 days as per the qualifying exam

Unpaid

Unpaid leave is granted at the worker's written request (the leave is not included in the employment period which is the basis for employee benefits). Notwithstanding the foregoing, the employer may, at the worker's written consent, grant them unpaid leave.

Childcare leave

The amount of childcare leave is up to **36 months** before the child has reached the age of six years. In order to use the leave, a worker must have an employment duration of at least six months. While on childcare leave, workers are not entitled to any wages or benefits but are covered by retirement and health insurance which is paid by the employer.

Statutory benefits

The Social Insurance Institute (ZUS) collects all the social insurance contributions and forwards them to the appropriate institutions. Employer contributions to government funds cover retirement, disability, accident, and sickness insurance.

**Up to the cap of PLN 177, 660.*

BENEFITS	EMPLOYER CONTRIBUTION	EMPLOYEE CONTRIBUTION
Pension	9.76%*	9.76%*
Disability	6.5%*	1.5%*
Accident insurance	1.67% for employers with up to 9 employees	-
	0.67% to 3.33% for employers with more than 9 employees	-
	1.67% flat rate for foreign employers	-
Labor Fund	2.45%	-
Sickness insurance	-	2.45%
Employee guaranteed benefits fund	0.10%	-
Employee capital plans (PPK)**	1.5% (If the employee wishes to participate in PPK)	2% (If the employee wishes to participate in PPK)

Other statutory benefits

Employee Capital Plans (Pracownicze Plan Kapitałowe, PPK) are a long-term savings scheme in which the employee's private savings are contributed to by the employee, employer and the state. The main objective of PPK is to provide its participants with funds for when they stop being professionally active. Funds accumulated in a PPK account can be withdrawn at any time.

An employer is obliged to enroll its employees for the PPK according to the following rules:

- ✓ Employees aged **18-55**: automatic enrollment.
- ✓ Employees aged **55-70**: upon an employee's individual request, provided that their length of service with a given employer is a minimum of three months over the last 12 months.
- ✓ Employees over **70 years** of age: cannot be enrolled.

The employer is mandated to contribute **1.5%** of the salary plus **2.5%** voluntarily towards PPK.

Health insurance

The health insurance contribution percentage is **9%** and it is paid only by the employees. There are exceptions regarding the contributions for disabled, annuitants, and pensioners. The National Health Fund regulates health benefits. Poland has a mixed system for public and private health care financing.

Accident insurance

The accident insurance benefits described are the Employment injury pension or the occupational disease pension and a One-off payment (jednorazowe odszkodowanie).

Disability insurance

Contributions to disability insurance are financed by both the employer and employee.

Employee guaranteed benefits fund

In the case of an employer's insolvency, all claims of workers, previous workers, and their surviving dependents are guaranteed by the employee benefits fund (Fundusz Gwarantowanych Świadczeń Pracowniczych – FGSP).

Unemployment insurance

Employees who have worked at least 365 days in the last 18 months and have been paid the minimum wage may be entitled to an unemployment allowance.

Public pension

Contributions to pension insurance are financed in equal parts between the employer and the employee (9.76% of the contribution base each). Retirement schemes are mandatory in Poland for all workers.

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