

2024/2025

Practical guide

Employment of a Ukrainian citizen with UKR status

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An aerial photograph of a city skyline. In the foreground, there are several large, classical-style buildings with many windows. In the background, a tall clock tower with a golden spire stands out against a blue sky with light clouds. Modern skyscrapers are visible on the left and right sides of the frame.

Practical guide

Looking to hire Ukrainian citizens in Poland? While the process needs careful attention due to frequently changing regulations, we've made it simple and clear. This guide walks you through all key aspects - and remember, our immigration law experts are here to help you avoid any potential pitfalls.

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Facilitations in employing Ukrainian citizens



Quick start of work

- You can hire a Ukrainian citizen immediately after verifying that they are legally residing in Poland.
- There is no need to wait for additional documents or go through a lengthy work legalization procedure.



Simple formalities

- Just one key requirement: notify the appropriate employment office about the employment.
- You have a legally specified time to do this (7 days from the start of work).



Flexible forms of employment

- Your choice: an employment contract or a civil law agreement (e.g., contract of mandate, contract for specific work).
- Pick what works best for you and your employee.



Adjustable working hours

- Flexible options: full-time or part-time employment.
- You can increase the working hours or the number of contract hours, adjusting the remuneration accordingly.



Simplified termination of employment

- You are not required to inform the office about the termination of a Ukrainian citizen's employment.
- Less paperwork, more efficiency.

Note!



Failure to comply with even minor formalities can lead to serious legal and financial consequences for the employer. When in doubt, always consult an expert.

Documents confirming UKR status

Required documentation:

1 Confirmation of **PESEL number** issuance with UKR annotation



2 Electronic document **Diia.pl**

Pro Tip:



We recommend obtaining an additional written statement from candidates confirming that no circumstances exist that would result in the automatic loss of UKR status.

Extension of the legal stay of Ukrainian citizens in Poland

Current situation:

As of July 1, 2024, Ukrainian citizens with UKR status can legally stay in Poland until September 30, 2025.

July 1, 2024

September 30, 2025

March 4, 2026

Current Validity Period

Expected Extension

What does this mean for employers?

- You can plan to employ Ukrainian citizens at least until the end of September 2025.
- You do not need to worry about sudden changes in the residency status of your Ukrainian employees during this period.

Looking ahead:

- The European Union Council has extended the temporary protection mechanism until March 4, 2026.
- It is likely that the Polish special bill will be amended to extend the legal stay of Ukrainian citizens at least until March 4, 2026.

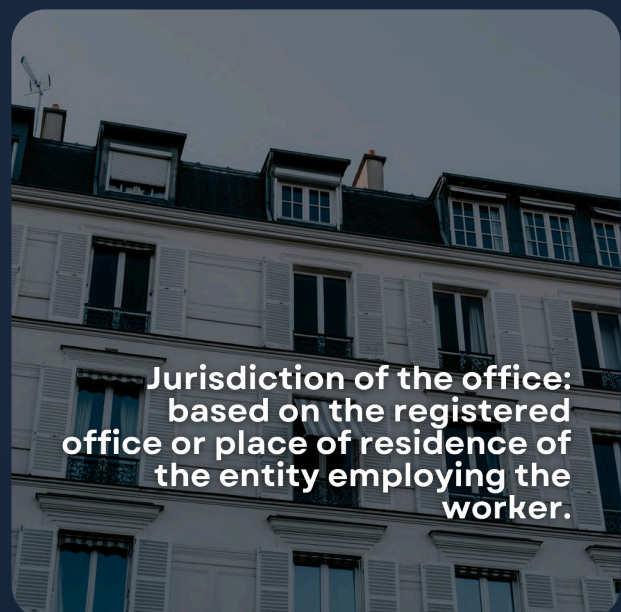
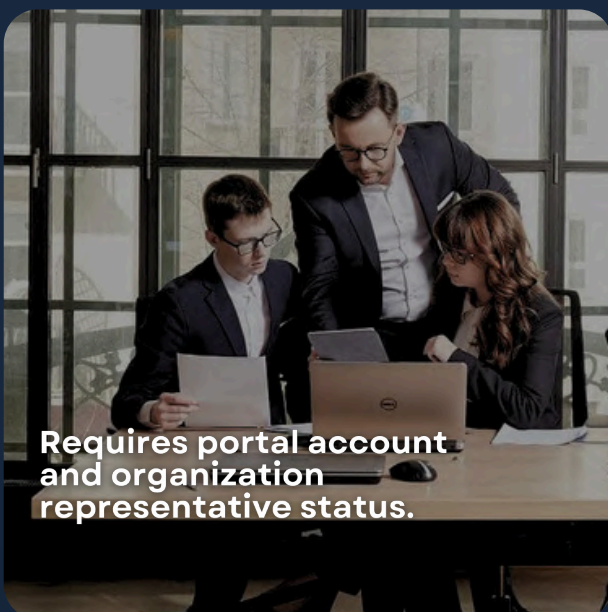
Important!

Although the extension until March 2026 is likely, it has not yet been officially confirmed. Stay updated or consult an immigration law expert to avoid unknowingly violating the law.

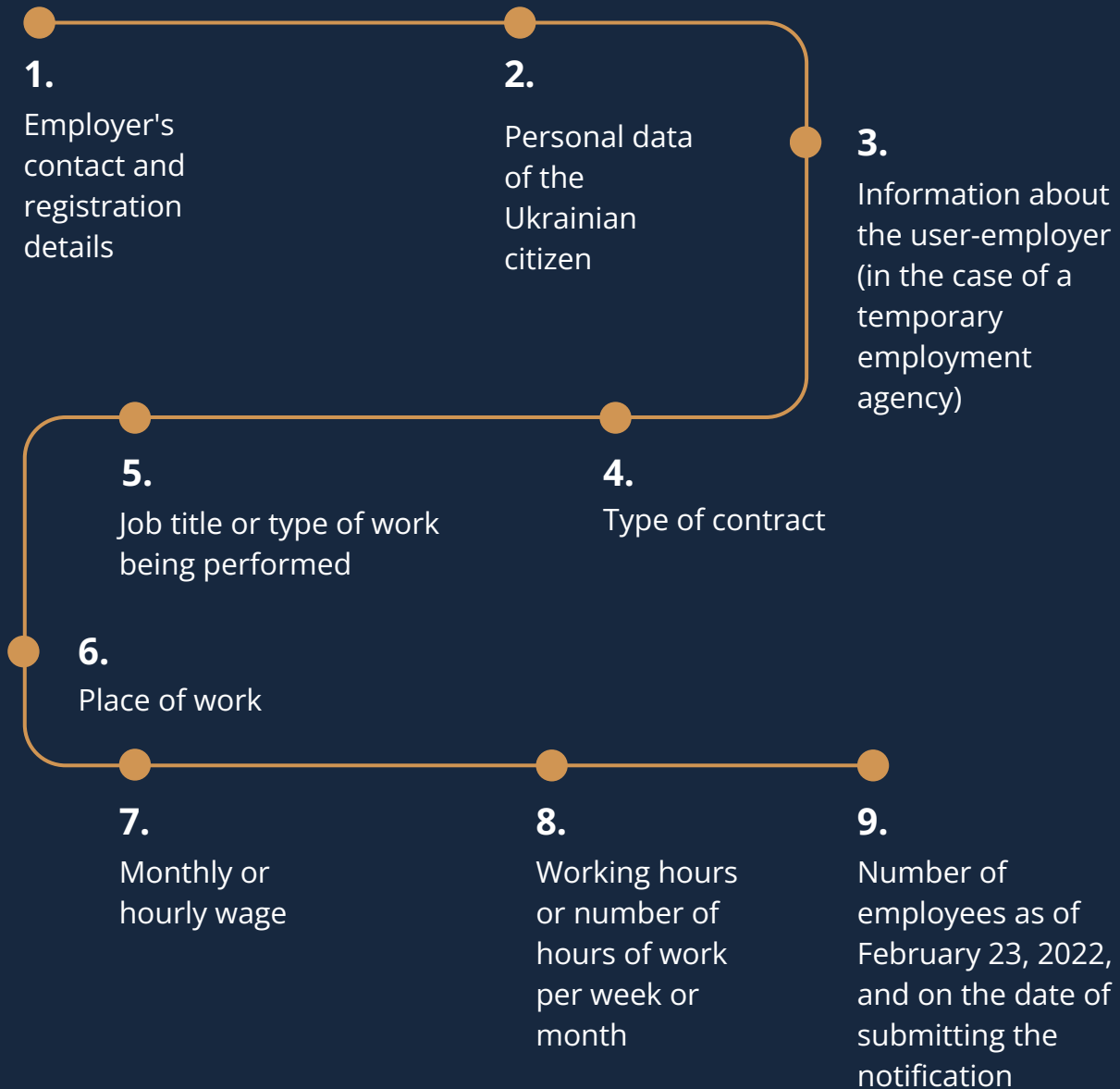


Notification of employment for a Ukrainian citizen

How to submit:



Essential information needed:



Note!

There is no option to correct a submitted notification. Submit a new notification if you spot an error!



Conditions for legal employment of a Ukrainian citizen

To legally employ a Ukrainian citizen in the territory of Poland, all of the following conditions must be met simultaneously (except for the exceptions mentioned in the next section):

- Legal stay in Poland (based on the special bill or other regulations)
- Notification to the labor office by the employer within 7 days from the start of work
- Working hours or number of working hours not lower than those indicated in the notification
- Salary not lower than specified in the notification, proportionally increased in case of extended working hours
- Compliance with minimum wage regulations (if applicable)

Note!

Failure to meet even one condition may result in legal consequences.

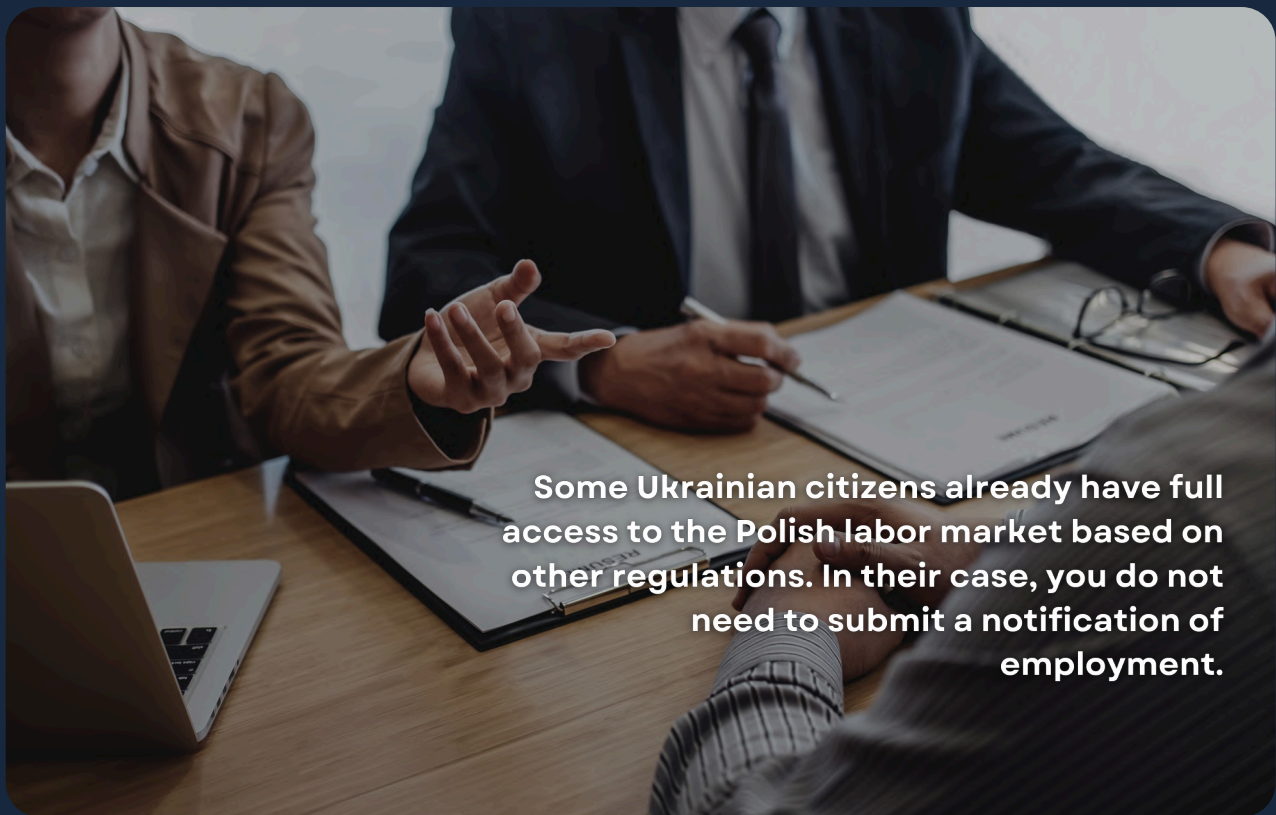
Advice for Employers:

Regularly check that the working conditions match the notification. If in doubt, consult an immigration law expert. Remember, regulations may change.

Stay updated!



Exceptions: when you do not need to notify about the employment of a Ukrainian citizen?



Some Ukrainian citizens already have full access to the Polish labor market based on other regulations. In their case, you do not need to submit a notification of employment.

Who does this typically apply to?



Graduates of Polish universities

- Individuals who completed full-time studies in Poland



Holders of special residence permits

- Individuals with permanent residence permits
- Individuals with long-term EU resident status



Other eligible individuals

- Persons legally residing in Poland on general terms (not under the special act) and holding a valid work permit or declaration of employment of a foreigner
- Those with open access to the labor market for other reasons

Remember:



If you are unsure whether your Ukrainian employee falls into this group, you can always verify their residency documents or consult an immigration law expert.

When you must notify the Office again about changes in the employment of a Ukrainian citizen?

As an employer, you must submit a new notification to the labor office when you introduce significant changes in the employment conditions of a Ukrainian citizen.

When should you send a new notification?

- ➔ You have 7 days from the moment the change is made.



What changes require a new notification?

- ➔ Change in the type of contract
 - (e.g., from a contract of mandate to an employment contract)
- ➔ Change in position or type of work
 - (e.g., promotion or transfer to another department)
- ➔ Reduction in working hours or a downsizing
 - (e.g., reduction in weekly or monthly working hours in the case of a civil law contract)
- ➔ Salary reduction
 - (e.g., decrease in the monthly or hourly rate)

What changes do not require a new notification?

- ➔ Increase in working hours or number of hours worked with a proportional salary increase.
- ➔ Increase in the monthly or hourly wage.
- ➔ Signing a subsequent contract (without changing the type of contract) under the same conditions, provided the contracts are signed consecutively without interruption.

What does this mean for you as an employer?

- ➔ You must continuously monitor changes in employment conditions.
- ➔ It's worth having a system that reminds you of the 7-day deadline for sending the notification.
- ➔ It's better to send a notification even if you are unsure whether the change requires it.

Advice for Employers:



Pay close attention to the dates when one contract ends and the new one begins. Even a one-day gap may require a new notification. Failure to notify about significant changes could result in the employment of the Ukrainian citizen being considered illegal, which may lead to financial penalties for the employer.

Notification after obtaining a temporary residence permit



Obligations of the Ukrainian citizen

- Inform the employer about receiving a decision granting a combined temporary residence and work permit (so called Single Permit)
- **Deadline: 7 days** from receiving the decision



Obligations of the employer (when the permit includes a condition requiring notification)

- Submit a notification of employment of the Ukrainian citizen
- **Deadline: 7 days** from receiving the information from the employee about the decision

day of receiving decision

informing the employer

sending the notification

max. 7 days

max. 7 days

Important:

The employment of a Ukrainian citizen between the receipt of the decision and the submission of the notification is considered legal.



Recommendations for employers:

Ask the employee to promptly inform you upon receiving the decision.

You can download a template for the statement of receipt of the decision for the employer:

Click and download!



Monitor deadlines and respond quickly to received information. If in doubt, consult an immigration law expert.

Remember:



failure to comply with these obligations can have legal consequences. It's always better to act proactively and stay well-informed

When a Ukrainian citizen loses UKR status - what employers should know

As an employer, you should be aware of the situations in which your Ukrainian employee may lose their UKR status. The loss of this status can affect the legality of their employment.

Situations that cause loss of UKR status:



Long absence from Poland

- A single (!) absence from Poland lasting more than 30 days.
- Exception: Employees sent abroad on business trips by Polish companies do not lose their status.



Obtaining another residence permit

- For example, obtaining a temporary residence permit.
- This applies to residence permits that exclude the obtainment of the PESEL UKR status.



Filing for international protection

- Submitting an application or declaration of intent to apply for international protection results in the loss of UKR status.



Using temporary protection in another EU country

- UKR status is lost if the employee begins to use protection in another EU member state.

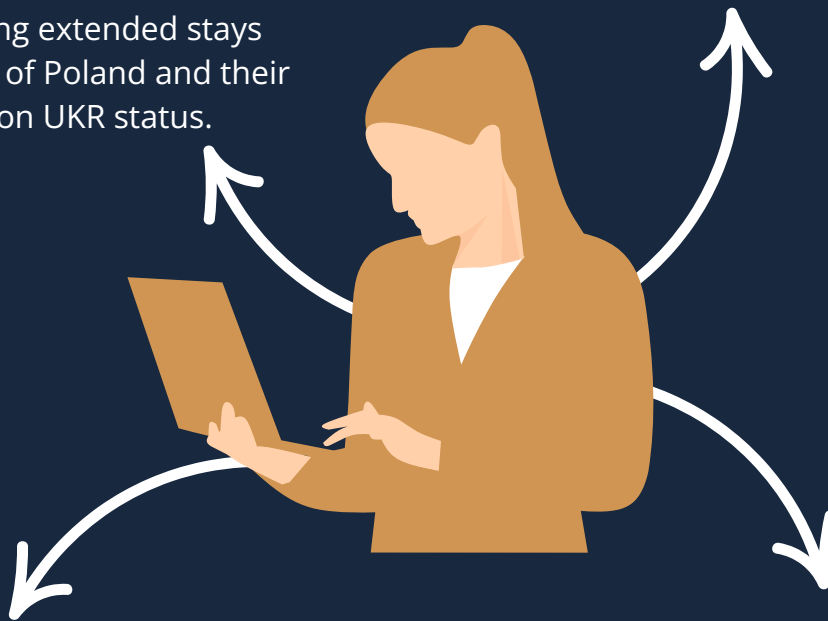
What does this mean to you as an employer?

Monitor Absences

Stay informed about the employees' situation: Ensure that employees from Ukraine are aware of the rules regarding extended stays outside of Poland and their impact on UKR status.

Stay Informed

Ask employees to keep you updated on any changes in their residency status.



Check Documents

Periodically verify the residency documents of your Ukrainian employees.

React Quickly

In case an employee loses their UKR status, consult an immigration law expert to determine the next steps.

Important:

The loss of UKR status does not always mean that the employee can no longer legally work in Poland. However, it may require completing additional formalities.



Remember:

The loss of UKR status can have serious consequences for the legality of employment. When in doubt, always consult an immigration law expert.



How to protect an employee's UKR status during business trips

Before leaving Poland (recommendation from the Polish Border Guard):

Notification to the Municipality Office (in the case of traveling within the EU's internal borders).

The employee should personally report to the municipality office and submit a statement containing:



The country of destination



The planned departure date



A clause: "I am aware of the criminal liability for making a false statement."

When crossing the border:



1. Informing the Border Guard:

- The employee should clearly inform the officer about the purpose of the business trip.



2. Documents to Present:

- Documents confirming the purpose of the trip (e.g., delegation, business invitation).
- The electronic document Diia.pl (very important!).



3. Explanation of the Situation:

- The employee should emphasize that the trip is temporary and related to work for a Polish company.

Guidelines for employers:



Prepare clear instructions for your Ukrainian employees regarding business travel procedures.



Ensure they have the **appropriate documents** confirming the purpose of the business trip.



Remind them about Diia.pl—ensure the employee has an active document before traveling.



Monitor the length of their stay abroad—remember that a single trip lasting more than 30 days may result in the loss of UKR status.



Consider legal consultation in the case of longer or more frequent business trips.

Remember:

Properly following these procedures will help avoid issues with the legal employment of your Ukrainian workers.



Frequently asked questions (FAQ)



Do I need to inform the office about the termination of employment with a Ukrainian citizen?

No, the special bill does not impose such an obligation.



What should I do if I made a mistake in the notification of employment?

You need to submit a new notification with the correct information.



Can I hire a Ukrainian citizen under a contract of mandate?

Yes, it is possible to hire them either under an employment contract or civil law contracts.



What are the consequences of failing to notify about the employment of a Ukrainian citizen?

Consequences may include financial penalties and administrative responsibility. The exact sanctions depend on the specific situation.



Does a Ukrainian citizen need a PESEL number to take up work?

It is not strictly required, but having a PESEL number greatly simplifies the procedures related to employment and legalizing the stay.

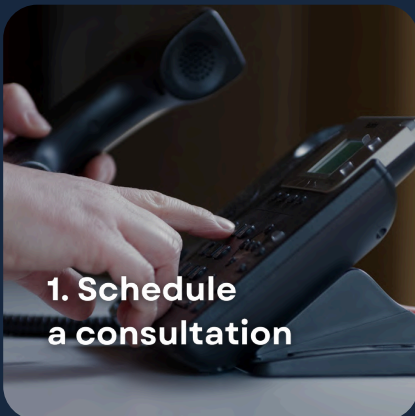
Summary

While the special bill simplifies Ukrainian citizen employment, attention to detail and knowledge of current regulations remain crucial. Considering frequent legal changes and the potential consequences of mistakes, it is advisable to seek professional legal advice.

Need help?

Our experts are ready to answer your questions and assist in safely employing Ukrainian citizens. Contact us to schedule a consultation!

Next steps:



Contact Our Experts



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