



LEGAL ENGLISH CENTRE

# **Employment Law Terminology**

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**Survival Guide  
for Polish Lawyers**

**Sample Download**

## Employment Law Terminology

### Survival Guide for Polish Lawyers

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First edition

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# INTRODUCTION

## Aims

This glossary aims to:

- present employment law terms and phrases as used under Polish law
- provide a reference material before any legal examinations, for example TOLES Advanced
- serve as a refresher while preparing for meetings with clients
- provide valuable support when drafting legal opinions or reporting on any employment law issues

## Who can benefit

- lawyers practitioners using English on a daily basis
- candidates preparing for the international legal examinations (TOLES)

## Types of phrases

- the glossary focuses on phrases used to describe employment law issues under Polish law
- the phrases are not arranged alphabetically but according to topics or similarity of meaning
- the majority of phrases are presented as collocations, therefore whenever a noun is essential it appears together with possible verb or adjective combinations
- on numerous occasions a few phrases are provided for the lawyer to choose from, depending on the level of formality or clarity
- when trying to translate Polish legal concepts into English, the priority was given to terms derived from the British English terminology
- the translations try to reflect modern and clear style, avoiding the phrases of Latin origin or archaic ones.

## Why collocations matter

- using correct collocations is vital for lawyers
- the proper choice of words results in **greater precision and accuracy** of the language
- learners of English sound more **natural and professional** when using adequate legal collocations and fixed phrases
- sources for lawyers typically focus on the meaning of a particular word whereas in practice the lawyer needs to **know how to put the whole idea in a proper context and grammar**

## Organisation

- the phrases are divided into meaningful categories or groups of employment related concepts
- by creating the categories it is easier to memorise larger groups of collocations
- additional notes should clarify the usage of particular phrases, if they are more frequent in American or British English

## Symbols used in the glossary

/ = synonymous phrases

**(to)** = before verbs

**a / an / the** = to show where an article would be required before nouns

**(US / GB)** = to show in which jurisdiction a phrase may be more common

**(common law)** = a phrase typically in use in common law jurisdictions

**pl** = plural

**(fml)** = formal register

**(infml)** = informal register

**sm** = someone

**sth** = something

~ = the head term repeated

≠ the opposite

## **From the author**

*As a teacher of legal English I have been designing and conducting courses for lawyers for over 13 years. Whenever revising terms from a particular area of law, my students have always asked for the ultimate reference material which they could use in the future.*

*The problem with common (even legal) dictionaries is that when you have found a particular legal word, you may still have numerous questions about its proper use in a given context. You may wonder:*

- Is the word formal enough?*
- Is it British or American English?*
- Which adjective or verb or noun can go with it?*
- Which is the correct preposition?*
- Does the word describe the Polish legal reality properly?*

*Therefore, the reason behind this compilation is to answer such questions and to provide lawyers practitioners with a handy and easy to use reference material.*

*I hope you find it "a must to look through" before preparing for any client meetings or drafting legal opinions and documents in English.*

*Enjoy a read.*

**Agnieszka A. Chojecka**

## PART 3 An employment relationship - stosunek pracy

(to) establish / form a relationship ~	ustanowić stosunek ~
(to) maintain ~	utrzymać ~
<b>employment</b>	zatrudnienie
(to) give / offer ~	oferować, dawać zatrudnienie
(to) create / generate / provide ~	tworzyć miejsca pracy
(to) look <b>for</b> / seek ~	szukać pracy
(to) gain / get / obtain ~	dostać pracę
(to) secure ~	zdobyć, uzyskać
(to) take <b>up</b> / accept ~	podjąć zatrudnienie
(to) give <b>up</b> / leave ~	zrezygnować z pracy
(to) terminate ~	rozwiązać stosunek pracy
be <b>in</b> employment	mieć pracę
be <b>without</b> / <b>out of</b> employment	nie mieć pracy

(to) boost / increase / raise ~	zwiększyć zatrudnienie
the conditions of employment	warunki zatrudnienia
<b>in</b> the course <b>of</b> employment	w trakcie zatrudnienia
full-time employment	w pełnym wymiarze godzin
part-time employment	w niepełnym wymiarze godzin
a period of continuous employment	okres nieprzerwanego zatrudnienia
steady / stable ~	stałe zatrudnienie, stała praca
long-term / permanent ~	~
short-term / temporary ~	tymczasowe
seasonal ~	sezonowa praca
casual ~	dorywcza praca
be <b>on</b> a probationary basis	być na okresie próbnym
(to) hire <b>on</b> an indefinite contract	zatrudnić na czas nieokreślony
a contract terminable on completion of a particular task	umowa na wykonanie określonego zadania
an employee	pracownik
a paid / salaried ~	opłacany, wynagradzany
a full-time / part-time employee	w pełnym/ niepełnym wymiarze godzin
a long-serving employee	pracownik z długim stażem
a potential / prospective ~	przyszły pracownik
(to) attract employees	zachęcić, przyciągnąć pracowników
(to) employ / hire ~	zatrudnić ~
(to) dismiss / fire, sack (infml) ~	zwolnić ~
(to) make an employee redundant	zwolnić pracownika
(to) retain ~	zatrzymać pracownika
(to) educate / train ~	szkolić ~



# PART 6 Termination of an employment contract - rozwiązanie umowy o pracę

<b>unlawful termination</b>	rozwiązanie niezgodne z prawem
<b>expiry of a contract</b>	wygaśnięcie umowy
<b>redundancy</b>	zwolnienie z pracy
(to) terminate a contract <b>with</b> notice	rozwiązać umowę za wypowiedzeniem
(to) terminate a contract <b>without</b> notice	rozwiązać ~ bez wypowiedzenia
<b>by</b> mutual consent <b>of</b> the parties	na mocy porozumienia stron
(to) observe the termination notice period	zachować okres wypowiedzenia
a period of notice	okres wypowiedzenia
<b>after</b> the expiry of the time period	po zakończeniu okresu wypowiedzenia
(to) give / hand <b>in</b> notice of termination	wręczyć wypowiedzenie (what an employee does)
(to) resign from work	zrezygnować z pracy
(to) hand in resignation	wręczyć swoje wypowiedzenie
(to) serve sm <b>with</b> notice	doręczyć wypowiedzenie (what an employer does)
(to) receive notice of termination	otrzymać wypowiedzenie
(to) provide <b>for</b> the early termination	dopuszczyć wcześniejsze rozwiązanie
(to) provide the grounds of	wskazać przyczynę
(to) shorten the period of notice	skrócić okres wypowiedzenia
due to the declaration of bankruptcy	z powodu ogłoszenia upadłości
liquidation <b>of</b> an employer	likwidacja pracodawcy
(to) take <b>over</b> the workforce	przejąć pracowników
protection <b>before</b> reaching retirement age	ochrona przedemerytalna
(to) retire	przejsć na emeryturę
(to) set a default retirement age of	ustalić zasadniczy wiek emerytalny
<b>during</b> a justified absence <b>from</b> work	w trakcie usprawiedliwionej nieobecności w pracy

<b>telework</b>	forma telepracy
(to) work <b>from</b> home	pracować w domu
away <b>from</b> the premises	poza zakładem pracy
work done not <b>on</b> the employer's premises	poza zakładem pracy
(to) perform ... <b>on</b> a regular basis	wykonywać regularnie
(to) render / provide services	świadczyć usługi
<b>by</b> electronic means	drogą elektroniczną
(to) assign work	powierzyć pracę
(to) conduct / carry <b>out</b> inspections	przeprowadzać kontrolę

## PART 11 Leave - urlop

annual leave	urlop wypoczynkowy (w wymiarze rocznym)
paid / unpaid ~	płatny / bezpłatny
(to) renounce the right to leave	zrzec się prawa do urlopu
(to) grant leave	udzielić urlopu
(to) go on leave / take / use ~	wziąć urlop, wykorzystać
be <b>on</b> leave	być na urlopie
be entitled <b>to</b> ~	mieć prawo
(to) recall <b>from</b> leave	odwołać z urlopu
<b>at</b> the request <b>of</b> an employee	na żądanie pracownika
during pregnancy	w okresie ciąży
(to) raise a child	wychowywać dziecko
(to) collect benefits	pobierać świadczenia
cash equivalent	ekwiwalent pieniężny
leave carried <b>over to</b> the following year	urlop przeniesiony na następny rok
(to) take time <b>off</b> work	wziąć wolne
(to) deal <b>with</b> an emergency	zająć się nagłą sprawą