

DESCRIPTION OF THE PROCEDURE FOR GRANTING ADDITIONAL BENEFITS AT VILNIUS UNIVERSITY

CHAPTER I GENERAL PROVISIONS

1. The Description of the Procedure for Granting Additional Benefits at Vilnius University (hereinafter the 'Description of the Procedure') establishes the conditions for granting additional benefits (hereinafter the 'benefits') to employees of Vilnius University (hereinafter the 'University') or their family members and the procedure for establishing the amount of benefits, granting, and payment thereof.
2. The benefits can be granted to every employee of the University irrespective of their job position or to their family members, in line with the principles of transparency, equality of rights, and justice.
3. The benefits shall be granted and paid to the University's employees or family members from the funds allocated for these benefits in the annual revenue and expenditure estimate of the University without exceeding the amount specified for the current year.

CHAPTER II ESTABLISHMENT OF THE AMOUNT OF THE BENEFITS AND THE CASES WHEN THE BENEFITS ARE GRANTED

4. The amount of benefits shall be established by the Rector's order.
5. The benefit can be granted in the following cases:
 - 5.1. in the event of death of a University's employee or their family member (spouse, child, adopted child, child under guardianship, parents, adoptive parents, guardians);
 - 5.2. in the event of a University employee's loss of housing and property due to floods, fire, or other extreme events;
 - 5.3. in the event of financial hardship or in the event of a deterioration in the health of a University's employee or their family member, to compensate for the costs of a serious illness or a necessary surgical or rehabilitation treatment, to reimburse for technical aid purchase costs to employees when a need for aforementioned aid is established but the cost is not compensated following the procedure set out in legal acts or the established compensation does not cover the full cost of the necessary technical aid;
 - 5.4. for each child born to or adopted by an employee who has worked at the University for at least one year.
6. If there are several members of one family working at the University, the benefit in the event of any of the cases listed in Items 5(1)–5(3) of the Description of the Procedure shall be only granted to one family member.

CHAPTER III SUBMISSION OF APPLICATIONS

7. Upon order of the Chancellor of the University, a Benefit Granting Commission (hereinafter the 'Commission') shall be formed from at least 5 members, one of which shall be appointed the head of the Commission.

8. An application for the granting of the benefit alongside the documents specified in Item 10 (hereinafter the ‘application’) shall be submitted to the Commission by an employee or, in the event of death of an employee, by their family member.

9. The application shall be submitted by an employee via the University document management system. In the event of death of an employee, the head of the unit or their appointed responsible employee shall provide to the family members of the deceased employee the information on the availability of the benefit established in Item 5(1) of the Description of the Procedure and shall specify the documents necessary to be submitted alongside the application. Upon submission of the application by an employee’s family members, the head of the unit or their appointed responsible employee shall submit it via the University document management system. The member of the Commission specified in the order of the Chancellor of the University on the formation of the Commission shall register all applications and submit them to the Commission.

10. Alongside the application the following documents confirming the cases specified in Item 5 shall be submitted:

10.1. for the case specified in Item 5(1): a copy of the death certificate or other document confirming the fact of death; copies of documents proving the family relations (marriage certificate, birth certificate, documents supporting guardianship);

10.2. for the case specified in Item 5(2): documents confirming the accident (e.g. a certificate issued by the fire and rescue service or other institutions or organisations);

10.3. for the cases specified in Item 5(3):

10.3.1. to compensate for the costs of health treatment or technical aid purchase – copies of documents supporting health treatment or technical aid purchase costs already incurred or being currently incurred (e.g. extract from the medical history, epicrisis, medical consultation statement including information on the prescribed treatment or technical aid, medical certificates, etc., invoices for services provided, pharmaceutical products, other means for treatment, or technical aid purchased together with documents confirming payment (e.g. cashier’s check, receipt, a copy of payment, bank statements in the event that payments are made via online banking, cash receipt, etc.) and already received compensation, if any (in the event of compensation for technical aid)).

10.3.2. in the event of financial hardship – copies of documents proving the financial situation;

10.3.3. if the benefit is granted due to an illness of a family member – copies of documents supporting the family relations (marriage certificate, birth certificate, etc.);

10.4. for the case specified in Item 5(4): copy(s) of the birth certificate(s) or adoption documents of the child (children);

10.5. other additional documents (e.g. disability certificate, court decisions, etc.) grounding the circumstances under which the benefit can be granted following the provisions of this Description of the Procedure.

11. The applications, except for cases specified in Item 5(3) of the Description of the Procedure, shall be submitted no later than three (3) months from the day of the event. In cases specified in Item 5(3) of the Description of the Procedure, the applications shall be submitted before the end of the calendar year in which the circumstances specified in Item 5(3) emerged.

CHAPTER IV EXAMINATION OF APPLICATIONS AND ADOPTION OF DECISIONS

12. The applications shall be examined by the Commission specified in Item 7 of the Description of the Procedure, with the exemptions specified in Item 16 of the Description of the Procedure.

13. The meetings of the Commission shall be organised by the head of the Commission. In their absence, one of the members appointed by the head of the Commission shall act as their deputy. A Commission meeting shall be considered to have taken place if at least three of the Commission members are present.

14. The meetings of the Commission shall be organised at least once a month or more frequently, if necessary.

15. Having received applications, the Commission shall examine them, except for cases specified in Item 16.

16. In cases specified in Items 5(1) and 5(4) of the Description of the Procedure, if the applications are submitted together with all supporting documents, the head of the Commission shall adopt a decision to grant the benefit and submit it to the Finance Department of the Central Administration of the University (hereinafter the 'Finance Department') to implement it. If not all the required documents have been submitted, the head of the Commission shall instruct the person who submitted the application to clarify the information or to submit additional documents.

17. In cases specified in Items 5(2)–5(3) of the Description of the Procedure, the Commission shall assess the application and if the information submitted to the Commission is not full or not all the supporting documents have been submitted together with the application, the Commission shall instruct the person who submitted the application to clarify the information or to submit additional documents. Having examined the submitted documents, the Commission shall adopt a decision of a recommendatory nature regarding the granting of the benefit. The decision of the Commission specifying the amount of the benefit shall be recorded in the minutes of the meeting of the Commission, which shall be signed by the head of the Commission and submitted to the Chancellor of the University who adopts the final decision.

18. Taking into account the proposal submitted in the minutes of the Commission's meeting, the Chancellor of the University shall take the final decision regarding the granting of the benefit and submit it to the Finance Department for implementation. When adopting the final decision, the Chancellor of the University shall have the right to amend the amount of the benefit proposed by the Commission without exceeding the approved maximum amount of the benefit.

19. The Commission shall inform the employee or another person who has submitted the application about the decision regarding the granting of the benefit adopted by the Chancellor of the University or, in the case specified in Item 16 of the Description of the Procedure, the head of the Commission.

CHAPTER V PAYMENT OF BENEFITS

20. The Finance Department, upon receiving the decision of the head of the Commission as specified in Item 16 of the Description of the Procedure or the decision of the Chancellor of the University as specified in Item 18 of the Description of the Procedure, no later than within five (5) working days, shall transfer the benefit intended for the employee to the employee's bank account indicated by the employee as the account for receiving remuneration, and when the benefit is intended for an employee's family member – to their provided personal account in a bank located in the Republic of Lithuania.

21. The benefits are subject to taxes in accordance with the laws of the Republic of Lithuania.
