

THE PROCEDURE FOR GRANTING ADDITIONAL BENEFITS OF VILNIUS UNIVERSITY

SECTION I GENERAL PROVISIONS

1. The Procedure for Granting Additional Benefits of Vilnius University (hereinafter referred to as the Procedure) establishes the terms and conditions of granting of additional benefits (hereinafter referred to as the benefits) to employees of Vilnius University (hereinafter referred to as the University) and the procedure of establishment of the amount of benefits, granting and payment thereof.

2. The Benefits can be granted to every employee of the University irrespective of his/her current position and in line with the principles of transparency, equality and justice.

3. The Benefits to the University's employees or family members are granted and paid from the funds specified for these benefits in the annual estimate of the revenue and expenses without exceeding the amount specified for the current year.

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

4. The amount of the benefit is 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 his/her family member (spouse, child, adopted child, parents, foster parents);

5.2. in the event of the employee's loss of accommodation and property due to floods, fire, etc.;

5.3. in a difficult financial situation or to compensate the employee for the costs of treating a serious illness (including injuries, surgeries) of the University employee or his/her family member;

5.4. for every child born to 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 Clauses 5.1–5.3 of this Procedure is granted only to one family member.

SECTION III SUBMITTING OF APPLICATIONS

7. Upon the order of the Chancellor of the University a commission on granting of benefits (hereinafter referred to as the Commission) is formed from at least 5 members one of which is appointed the head of the Commission.

8. Employees submit the application for granting the benefit together with the documents specified in Clause 10 (hereinafter referred to as the application) to a Commission member specified in the order of the Chancellor of the University on the formation on the Commission, who registers all applications and submits them to the Commission.

9. In the event of death of a University employee, the application is submitted by a family member of the deceased person in line with the procedure specified in Clause 8.

10. Together with the application the following documents confirming the cases specified in Clause 5 are submitted:

10.1. For the event specified in Clause 5.1: copy of the death certificate or other documents confirming the fact of death; copies of documents evidencing the family relations (marriage certificate, birth certificate);

10.2. For the event specified in Clause 5.2: documents confirming the accident (for example, a certificate from the fire and rescue service or other institutions or organizations);

10.3. For the event specified in Clause 5.3: documents evidencing the costs of treatment (medical history statement, epicrisis, certificate and etc., invoices for the provided services together with the documents certifying the benefit – in case when the costs of treatment are compensated); copies of the documents evidencing the family relations (certificate of marriage, birth, etc.);

10.4. In the event specified in Clause 5.4: copy(s) of the birth certificate(s) of the child (children);

10.5. Other documents specified in the Clause (for example, certificate of disability, court decisions, etc.) grounding the circumstances under which the benefit can be granted under the provisions of this Procedure.

11. The applications, except for the cases specified in Subparagraph 5.3 of the Procedure, must be submitted not later than within 3 (three) months from the day of the event. In cases specified in Subparagraph of the Procedure, the applications are submitted until the end of the calendar year, in which the circumstances specified in Subparagraph 5.3. of this Procedure emerged.

SECTION IV EXAMINATION OF APPLICATIONS AND ADOPTION OF DECISIONS

12. The applications are examined by the commission specified in Clause 7 of the procedure, except for the exemptions specified in Clause 16 of the Procedure.

13. The meetings of the Commission are organised by the head of the Commission. If the head of the Commission is not present, one of the members appointed by the head of the Commission acts as his/her deputy. The meeting of the Commission is considered to have taken place when at least three members are present.

14. The meetings of the Commission are organised at least once per month or more frequently, if necessary.

15. Having received employees' applications, the Commission examines them, except for cases specified in Clause 16.

16. In cases specified in Subparagraphs 5.1 and 5.4 of the Procedure, if the applications are submitted together with all supporting documents, the head of the Commission adopts a decision to grant the benefit and forwards it to the Department of Finance. If not all the required documents have been submitted, the head of the Commission instructs the person who submitted the application to clarify the information or to submit additional documents.

17. In cases specified in Subparagraphs 5.2–5.3 of the Procedure, the Commission assesses 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 instructs the person who submitted the application to clarify the information or to submit additional documents. Having examined the submitted documents, the Commission adopts a decision of a recommendatory nature regarding the granting of the benefit. The decision of the Commission specifying the amount of the benefit is executed in the minutes of the meeting of the Commission, which is signed by the head of the Commission and submitted to the Chancellor of the University who adopts the final decision.

18. Having regard to the offer submitted in the minutes of the Commission's meeting, the final decision regarding the granting of the benefit is taken by the Chancellor of the University, who submits it to the Department of Finance for implementation. When adopting the final decision, the Chancellor of the University has the right to amend the amount of the benefit offered by the Commission without exceeding the approved maximum amounts of the benefit.

19. The Commission informs 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 the head of the Commission as specified in Clause 16 of the Procedure.

SECTION V
PAYMENT OF BENEFITS

20. The Department of Finance transfers the benefit intended for the employee to the employee's personal account specified in a bank located in the Republic of Lithuania together with the work remuneration. The benefit intended for other persons is transferred to them within 30 calendar days as of the day of the adoption of the decision to their account specified in a bank located in the Republic of Lithuania.

21. The benefits are subject to taxes as per the procedure provided for in the laws of the Republic of Lithuania.
