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Communication and notices

(This document must be given out and returned when each new contract and/or contract extension is signed.)

Credentials

Upon signing a work contract with the University of the Balearic Islands, you will be given credentials with which you will be able to access **UIBdigital**. From there, you can check salary receipts, see the hours you have worked, fill out request forms, carry out some procedures, etc. You can also request an institutional email address through which we will communicate all matters that might be of interest to you. In case you do not request an email address, the communication of general information will be considered to have been carried out anyways, but it will not be done individually.

Personal Income Tax (IRPF by its Spanish initials)

The income tax rate applied to contracts is related to the quantity earned and the family situation of the interested party. This rate could significantly increase if, during the year, the working contract is extended, salary is changed, etc. To avoid this from happening during a part of the year, you can voluntarily request to have an average IRPF rate from the moment that you begin working. This request should be made using the form available at Salary and Social Security Services (*Servei de Nòmines i Seguretat Social*), which can also provide you with information as to the best option for your specific case.

Disclosure

By signing this document, you authorize Salary and Social Security Services (*Servei de Nòmines i Seguretat Social*) of the University of the Balearic Islands to provide data and photocopies of your contract, salary receipts, proof of bank transfers, and proof of social security payments to official entities with the sole purpose of justifying the expenses derived from employing you, if Management finds it necessary.

Vacation time

We inform you that you must communicate, in writing, that you will take the vacation time to which you are entitled either via **UIBdigital** or via the appropriate request form which must be signed by the interested party and his/her boss before being turned into Salary and Social Security Services (*Servei de Nòmines i Seguretat Social*). We remind you that vacation days must be used during the time when the building in which you work is closed, if applicable. Under extraordinary circumstances, vacation



days can be used until 20 January of the following year. Under no circumstances will unused vacation days be compensated for financially.

Scheduling conflicts

If, on the scheduling conflict form (Annex I) that you filled out and signed, you declared that you are currently involved in no other work activities at the time of your employment by the University of the Balearic Islands, we would like to inform you of your obligation to communicate, in writing and in advance, the undertaking of any other work activity, be it self-employment and/or being employed by an outside party either full or part time, as well as the corresponding proof that this new work does not cause any scheduling conflicts, as stipulated in the current legislation.

Health monitoring and the prevention of occupational hazards

Prevention of occupational hazards

By signing this document, you commit to meeting with the Risk Prevention Service, which will contact you within 30 days.

Medical Examination

As laid out in the current legislation, workers must be offered an evaluation of their health at the beginning of their contracts and periodically thereafter, in function of the workplace risks present and the characteristics of the worker. At the UIB, this examination is voluntary, free, confidential, and will be carried out during working hours.

Delivered, read, and understood

Signature,

Email address

a) at the UIB (if you have one):

b) personal (optional, if you do not have a UIB email address):

Telephone number

Palma, of 20
(Day) (Month) (Year)