

**OŚWIADCZENIE WNIOSKODAWCY
O TERMINIE I OKRESIE, NA JAKI ZOSTAŁ UDZIELONY URLOP WYCHOWAWCZY,
ORAZ O CO NAJMNIJ SZEŚCIOMIESIĘCZNYM OKRESIE POZOSTAWANIA W STOSUNKU PRACY
BEZPOŚREDNIO PRZED UZYSKANIEM PRAWA DO URLOPU WYCHOWAWCZEGO**

1. DANE WNIOSKODAWCY	
Imię	Nazwisko
Numer PESEL <input style="width: 100%; height: 15px;" type="text"/>	Seria i numer dokumentu potwierdzającego tożsamość ¹⁾

2. DANE DZIECKA, W ZWIĄZKU Z OPIEKĄ, NAD KTÓRYM JEST UDZIELONY URLOP WYCHOWAWCZY	
Imię	Nazwisko
Numer PESEL <input style="width: 100%; height: 15px;" type="text"/>	Seria i numer dokumentu potwierdzającego tożsamość ¹⁾

1) Wypełnij tylko w przypadku, gdy nie nadano numeru PESEL.

Oświadczam, że w terminie (należy podać okresy urlopu wychowawczego od-do):

.....

.....

został mi udzielony urlop wychowawczy przez:

3. DANE PRACODAWCY			
Pełna nazwa pracodawcy			
.....			Numer NIP (bez kresek) <input style="width: 100%; height: 15px;" type="text"/>
4. DANE ADRESOWE PRACODAWCY			
Kod pocztowy <input style="width: 80%; height: 15px;" type="text"/>	Miejscowość		
Ulica	Numer domu	Numer lokalu	

w związku z opieką nad wyżej wymienionym dzieckiem oraz, że bezpośrednio przed uzyskaniem prawa do urlopu wychowawczego pozostawałam / pozostawałem w stosunku pracy w okresie miesięcy

Oświadczam, że jestem świadomy/świadoma odpowiedzialności karnej za złożenie fałszywego oświadczenia.

.....
(miejscowość)

.....
(data: dd / mm / rrr)

.....
(podpis wnioskodawcy składającego oświadczenie)

The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that every entry should be supported by a valid receipt or invoice. This ensures transparency and allows for easy verification of the data.

In addition, it is crucial to review the records regularly to identify any discrepancies or errors. This proactive approach helps in resolving issues before they become significant problems. The document also mentions the need for secure storage of these records to prevent unauthorized access or loss.

Furthermore, the document highlights the role of technology in streamlining record-keeping processes. Modern accounting software can automate many tasks, reducing the risk of human error and saving valuable time. It is recommended to choose a reliable and user-friendly system that meets the specific needs of the organization.

Finally, the document stresses the importance of training staff on the correct use of record-keeping systems. Regular training sessions and updates are necessary to ensure that everyone is up-to-date with the latest procedures and software features. This helps in maintaining a high level of accuracy and efficiency throughout the organization.

By following these guidelines, organizations can ensure that their financial records are accurate, secure, and easy to manage. This not only helps in making informed business decisions but also ensures compliance with relevant regulations and standards.

The second part of the document provides a detailed overview of the various types of records that should be maintained. This includes financial statements, tax records, and legal documents. Each type of record is described in detail, along with the specific requirements for its maintenance and retention.

For example, financial statements should be prepared and reviewed on a regular basis. Tax records must be kept for a minimum of seven years to ensure compliance with tax laws. Legal documents, such as contracts and agreements, should be stored in a secure and accessible location for future reference.

The document also discusses the importance of data backup and recovery. Regular backups of all records are essential to protect against data loss due to hardware failure or cyberattacks. A clear recovery plan should be in place to ensure that records can be restored quickly and accurately in the event of an emergency.

In conclusion, the document provides a comprehensive guide to effective record-keeping practices. By adhering to these guidelines, organizations can ensure that their records are accurate, secure, and easy to manage, ultimately leading to better business performance and compliance.