|  |  |
| --- | --- |
|  | **ADJUSTMENT OF VACATION/ COMPENSATORY LEAVE**    Date |

|  |  |
| --- | --- |
| Name | Civic registration number |
| Address | Post code, City |
| Phone number | E-mail |
| Department/equiv. | Employed as |

|  |
| --- |
| When the employment is terminated  Unregistered vacation previous year. State the date: |

**Vacation balance, current year**

|  |
| --- |
| No. of vacation days granted and used but not registered in Primula (vacation supplement only) |
| No. of vacation days paid out when the employment is terminated (fixed wage/day + vacation supplement) |

**Vacation balance, saved days**

|  |
| --- |
| No. of vacation days granted and used but not registered in Primula (vacation supplement only) |
| No. of vacation days paid out when the employment is terminated (fixed wage/day + vacation supplement) |
| Surplus days acc. to Villkorsavtal 5Ch§15 that cannot be saved (fixed wage/day + vacation supplement) |

**Compensatory time**

|  |
| --- |
| No. of compensatory hours granted and used but not registered in Primula |
| No. of compensatory hours paid out at the employment’s termination |

**A/C coding (if different from that of the regular position of employment)**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Omf / % | Konto (kf 1) | Projekt (kf 2) | Org (kf 3) | Verksamhet (kf 4) | Aktivitet (kf 5) | Motpart (kf 6) | Finansiär (kf 7) |
|  |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |  |

**Co-worker’s signature Head of dept./equiv. signature**

|  |  |
| --- | --- |
| Date, City | Date, City |
| Signature | Signature |
| Name in block letters | Name in block letters |

**Adjustment of vacation/compensatory leave**

This form is used to adjust payment of vacation days/compensatory hours when an employment is terminated, as well as to adjust vacation supplements for days/reduce compensatory balance with hours that have been used in time but not reported in Primula. Normally, the form should be signed by both employer and employee.

Vacation, timing and payment are regulated by the Swedish Annual Leave Act, the Agreements on General Salary and Benefits for employees in the private and state sectors [Villkorsavtalen] Ch 5 and in the local collective agreements on vacation, which can be found at Medarbetarportalen.

Compensation for overtime/compensatory time are regulated in the Agreements on General Salary and Benefits for employees in the private and state sectors Ch 4 and in the local collective agreements that can be found at Medarbetarportalen.

<https://mp.uu.se/web/info/anstallning/anstallningsvillkor/kollektivavtal/lokala>.

If you do not have standard vacation, you must register your vacation days in Primula. Read about standard vacation for teachers and researchers at Medarbetarportalen.

<https://mp.uu.se/web/info/anstallning/semester/schablonsemester-larare-forsk>

Remuneration for vacation

When a co-worker’s employment is terminated, vacation supplement is paid out for such vacation days to which the co-worker is entitled but has not used.

Remuneration for compensatory hours

When a co-worker’s employment is terminated, overtime payment is disbursed for any extra hours that the employee has worked but not taken as leave.

NOTE!

Before a co-worker’s employment is terminated, all leave must be registered in Primula. The employer is responsible for ensuring that vacation is taken – this cannot be left to the employee. The employer cannot unilaterally decide that vacation must be taken during a specific period, but must also ensure that this has been done. If the vacation balance contains saved days/hours when the employment is terminated, they must be paid out as remuneration, unless it can be clearly shown that the vacation days/hours have been used as leave.