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**Individual agreement – exchange saved vacation days for occupational pension**

Individual agreement to convert saved vacation days into a one-time payment towards occupational pension. All processing of personal data will be conducted in accordance with the General Data Protection Regulation (GDPR). If you would like more information on how your data is processed or have any questions, contact the data protection officer at KI.

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| Karolinska Institutet and the undersigned individual agree to convert saved vacation days into a one-time contribution towards occupational pension.Name: Social security number: Institution/unit: [ ]  The employee consents to KI processing the information that has been providedNumber of saved vacation days to be exchanged for occupational pension:  |
| The parties agree that the above-mentioned number of saved vacation days will be credited to the employee in the form of a one-time payment to the occupational pension.The value of a vacation day is calculated in the same way as when vacation days are exchanged for salary, with the value of a saved vacation day being 5.09% |
| Example:*The employee has a fixed salary of 40,000 SEK/month and wishes to exchange 20 saved vacation days for occupational pension: 40,000 SEK/month x 5.09% = 2,036 SEK x 20 saved vacation days = 40,720 SEK. To this amount, a premium of 4% is added, resulting in 42,349 SEK being paid to the insurance provider you have chosen to administer your occupational pension* |
| **Signatures**------------------------------------- ------------------------------------- Date Date---------------------------------------------------------------------------- ------------------------------------------------------------------------------- E-signature employee E-signature manager(has acknowledged KI's rules on vacation exchange)  |

Original to payroll@uf.ki.se.

The employee will receive a copy of the agreement after the employer has e-signed

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