|  |  |
| --- | --- |
| Surname, first name | Swedish national registration number |
| Institution  | Employment amount in percent |

 **Holiday From-to (YYMMDD)**

|  |  |  |
| --- | --- | --- |
| [ ]  holiday (only parental leave and long-term sick leave, others shall apply via the PA-web)   | **-** |  |
| [ ]  standard holiday (only for information for the institutions) | - |
|  **Parental leave/care of sick children From-to (YYMMDD) Amount %** |
| [ ]  parental leave with parental salary ***child’s personal ID no:***      ***expected date of birth:***       | ***child’s personal ID no:***      ***expected date of birth:***       | **-** |  |
| [ ]  parental leave without parental salary |  | ***child’s personal ID no:***      ***expected date of birth:***       | **-** |  |
| [ ]  paternal leave days (ten days with temporary PA) ***barnets pers.nr:***       | ***child’s personal ID no:***       | **-** |  |
| [ ]  shortening of working day for children under 12 ***barnets pers.nr:***       | ***child’s personal ID no:***       | **-** |  |
| [ ]  care of sick child with temporary PA ***barnets pers.nr:***       | ***child’s personal ID no:***       | - |  |
| **Övriga ledigheter From-tom (ÅÅMMDD) Omfattning %** |
| **Other types of leave From-to (YYMMDD) Amount %** |
| [ ]  family affairs, relationship:  | **-** |  |
| [ ]  other employment: [ ]  state [ ]  other | **-** |  |
| [ ]  maternity allowance (attach decision from FK) | **-** |  |
| [ ]  military service (attach a copy of order to report) | **-** |  |
| [ ]  studies (attach letter of admission or similar) | **-** |  |
| [ ]  union assignment (attach notice to attend and programme) | **-** |  |
| [ ]  moving | **-** |  |
| [ ]  partial pensionapplication\_leave\_of\_absence 110201 | **-** |  |
| [ ]  another type of leave, state reason:  | **-** |  |

|  |  |
| --- | --- |
| ***When working part-time, state amount of work and the days worked.*** Work amount in percent:       [ ]  work everyday [ ]  do not work everyday – fill in your schedule by marking below Even weeks Odd weeks M Tu W Th F M Tu W Th F[ ]  [ ]  [ ]  [ ]  [ ]  [ ]  [ ]  [ ]  [ ]  [ ]  | ***Notes:***       |

|  |  |
| --- | --- |
| Date and signature of applicant | Date and authorization of prefect/equivalent |
| Institution’s secretary/equivalent, name and telephone number      |

**Quick quide - to think about before form is filled in/leave is approved**

**For more information, see Personnel handbook**

 **Holiday - salary paid**

* check that holiday days are sufficient
* if the employee is on parental leave - parental leave and holidays should not be mixed, holiday shall be placed either before or after parental leave

**Parental leave with parental allowance - salary is not paid**

* max 360 days, up until child reaches 36 months
* parental allowance is paid out automatically

**Parental leave without parental allowance - salary is not paid**

* employed much grant parental leave up until child reaches 18 months
* beginning when child is 18 months, leave must be granted if the employee recieves parental allowance from Försäkringskassan (up to eight years of ago or begins first grade
* in other cases the employer has the right to deny parental leave (if the leave shall be granted without using days from FM another type of leave shall be taken, e.g. leave of absence

**Paternal days (ten days with temporary parental allowance) - salary not paid**

* regards leave for new fathers/child's other parent
* max ten working days

 **Shortening of working day for children under twelve - salary not paid**

* according to agreement employee has right to shortened working day up to 25%, employer can approve more

**Care of sick child with temporary parental allowance - salary not paid**

* regards leave to care for sick child

 **Family matters - salary paid**

* upon need, a max of ten working days per calendar year (including travel time). Application: one day to attend to the matter and one day for travel beyond Stockholm. Another day can be approved if special reason is stated.
* upon serious illness (this refers to life-threatening illness or other acute illnesses requiring the employee to take action), death and funeral of a family member or close relative and estate inventory proceedings and distribution for those who are beneficiaries or according to law/ordinance are representatives of the beneficiary
* for information on the closest family members, see document in HR handbook.

**Other employment - salary not paid**

* work place for the new position shall be stated
* if the employment is for the state, or for a limited period of time, the leave must be granted, not in other cases. See chapter 1 ALFA, section 10.

**Maternity allowance - salary not paid**

* if employeer has looked inte transfer possibilities
* decision from Försäkringskassan regarding maternity allowance shall be attached

**Military service** **– salary not paid**

* copy of order to report shall be attached

**Studies - salary not paid**

* copy of letter of acceptance or similar shall be attached

**Union assignment - kontact HR to find out if salary is paid or not**

* notice to attend and programme shall be attached

**Moving - salary paid**

* normally max one working day
* if moving allowance is disbursed, max three working days

**Partial pension - salary paid according to KI's guidelines for partial pension**

* decision made by institution in consultation with HR dept.

**Other employment - salary not paid**

* reason for leave shall be stated