

## **Vacation Policy - Department of Geological Sciences**

As an employee with a monthly salary, you are entitled to vacation. In this policy you will find out what applies to you. You'll also find out how to apply for vacation.

The employer is ultimately responsible for employees to annually register vacation in the HR-system Primula and also to make sure that employees really go on vacation during the year. The purpose of the holiday is that the employee should have the opportunity for rest and recreation at the employer's expense. For this reason, sick days cannot be exchanged for vacation.

At SU you earn and have the right to use your paid vacation during the period January-December. To receive full paid leave, you must be employed throughout the whole year. If you have been employed during part of the year, the amount of your paid vacation will depend on how many days you have been employed during the year. Keep in mind that you can only register whole days as vacation - not part of a day. Saturdays, Sundays and other national holidays do not count as paid days of vacation. Parental leave and vacation cannot be charged during the same period. Normally, you take your vacation before parental leave begins. Please note that you are not insured by SU during your vacation. It is therefore important that vacation does not coincide with assignments such as an IGV excursion.

### **Number of vacation days**

Your age determines how many vacation days you have:

- 28 days up to and including the year you turn 29 years of age.
- 31 days from the year you turn 30.
- 35 days from the year you turn 40.

### **Apply for vacation**

All holidays must be granted by your manager/immediate supervisor in advance. You apply for vacation in the HR system Primula no later than 30 April each year. According to Swedish law you must use at least 20 days of vacation during the year<sup>2</sup>. The employer approves your vacation and takes individual requests into account. If possible your manager should approve your vacation as consecutive days during the period of June-August.

Application for saving your earned days of vacation should also be made no later than 30 April and such an application shall be submitted to your manager/immediate supervisor.

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<sup>2</sup> Assuming you earned 20 days of vacation or more

Employees that are entitled to more than 20 paid days of vacation may save one or more of these surplus days. At most, you may have 35 days of earned vacation saved at each time during the year. Days that exceed this limit must be managed first and foremost through usage. Your vacation days earned during current year will be paid out in first hand and secondly other days you might have saved from previous years. If the employee has not submitted requests for vacation for the current year by 30 April, the employer will register and pay 20 days<sup>3</sup> of the employee's vacation, starting with the first Monday after Midsummer holidays, unless the Department suggests otherwise. The employer may decide that a teacher by request can have the entire holiday completely or partially in another period, if that works well with the demands of the Department.

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<sup>3</sup> Assuming you earned 20 days of vacation or more