

# Holidays

## Contact

Personnel affairs section at the administrative office of your faculty

Saturdays, Sundays, and national holidays, and other specified days (e.g. New Year's holiday) are considered days off. Holidays include "Annual paid leave," "Sick leave," and "Special leave," each defined by University rules. Additionally, employees may be granted permission to be absent from work for various reasons. Protective measures are also in place specifically for female employees.

## Annual paid leave

Employees are entitled to 20 days of annual paid leave each year. Those hired mid-year will receive a prorated amount of leave based on their employment duration within that year.



1. 20 days of annual paid leave each calendar year (January 1<sup>st</sup> to December 31<sup>st</sup>)
2. Prorated leave in their first year, with the potential to carry over unused days, up to a maximum of 20 days, to the following year.
3. A requirement to take at least five days of leave if more than ten days are granted within the year.

## Sick Leave



Employees may take sick leave for the time necessary to receive medical treatment and are deemed unavoidably absent from work.

For sick leave exceeding one week, a physician's certificate indicating the expected period of medical treatment must be submitted.

If an employee returns to work after an absence of more than one month due to the same injury or illness, they must provide a physician's certificate confirming their recovery.

Sick leave is paid, with regular salary provided for normal work hours. However, the basic salary may be adjusted if the sick leave is extended for a long period.

## Special Leave



Employees meeting certain criteria outlined in the University rules may take special leave.

This leave is compensated, with the regular salary for normal work hours paid.

### Examples of special leave

Reason	Period of leave
Marriage leave.	5 days
Childcare leave: A staff member raising a child under one year of age, is entitled to breaks for breastfeeding and other childcare activities.	Twice a day, for up to 30 minutes each time.
Childbirth support leave: For accompanying a spouse or partner at the hospital for childbirth	2 days.
Child care leave: For caring for a child (until the child reaches the age of pre-elementary school).	5 days per year for one child or 10 days for two or more eligible children.
Bereavement leave: Granted upon the death of a family member	Duration depends on the relationship with the deceased (e.g. spouse and parents: 7 days).
Summer holidays	3 consecutive days, between July and September.