**Registering holiday**

The Holidays Act and the Collective Agreement for the Civil Service regulate the employees’ rights and duties to take out holiday. The employer should both facilitate for the employees to take out their holiday as well as ensure that they do so - 25 working days (30 working days for employees over the age of 60) in the course of a year.

Holidays should be agreed upon in good time. If an agreement cannot be reached, the employer will decide when the holiday should be taken out. The holiday should normally be agreed upon two months in advance. The extra 5 days holiday for employees aged over 60, can be taken out as individual days or consecutively. The employee should notify the employer at least two weeks in advance before using these days.
**The Faculty of Medicine and Dentistry have the following deadlines:**

|  |  |  |
| --- | --- | --- |
| **Holiday** | **Deadline for request** | **Fixed holiday** |
| Winter Holiday (week 9) | 01.02.2017 | 15.02.2017 |
| Easter Holiday (week 15) | 01.03.2017 | 15.03.2017 |
| Summer holiday (at least 3 weeks between (15.05-15.09) | 01.04.2017 | 15.04.2017 |
| Autumn Holiday (week 41) | 15.08.2017 | 01.09.2017 |
| Any leftover Holidays | 01.10.2017 | 15.10.2017 |

**Registration:**
The employee applies for holiday in PAGA and the employer confirms that the application has been approved in PAGA. If no holiday has been registered by 01.04.2017 the employer may enter three weeks holiday for the employee and order that the holiday is taken out in this period. Any leftover holidays should be registered by 01.10.2017. If the total amount of holidays has not been registered by this date, the employer will fix a holiday and determine that it is taken out in this period. Information regarding holiday can be found in PAGA. Any changes in a registered holiday should be approved by the employer before the holiday is taken. The holiday balance in PAGA should be 0 for all employees by the end of the year.

**Transferring holiday to the following year:**
The holiday should be taken in the holiday year. Transferring holiday can only be agreed upon in certain cases.
<https://lovdata.no/dokument/NL/lov/1988-04-29-21?q=ferieloven>

**Senior political measures:**Pursuant to the Basic Collective Agreement for the Civil Service, the UiB is obliged to facilitate working conditions in order for senior employees to be able to stay at work. For this reason, employees at the UiB are given 10 paid days off from work per calendar year from the year they turn 62. The employee and the employer will agree when these days are to be taken and the employee must register them in PAGA. “Senior days” (seniorpolitiske dager) cannot be transferred to the following calendar year.

UiB presumes that employees over the age of 62 who are in need of an adaptation by taking out “senior days”, also have fulfilled their duty to take out their ordinary holiday each year. You can still notify senior days before holidays, but it must be noted in the comment field a suggested preliminary plan for the ordinary holidays. If you have taken out senior days but all your holidays at the end of the year, the senior day will be converted to holidays.

**Holidays for PhD Fellows, Postdoctoral Fellows and other temporary staff**PhDs, Postdocs and other temporary staff members at the faculty who have earned holidays and will end their employment during the current year shall take as much holidays as possible before their end date. The minimum number of holidays that should be taken can be found in the following table:

|  |  |
| --- | --- |
| **End Date** | **Holiday weeks** |
| 01.01.17- 30.04.17 | 0 |
| 01.05.17- 30.06.17 | 1 week |
| 01.07.17- 31.07.17 | 3 weeks |
| 01.08.17- 31.08.17 | 4 weeks |
| 01.09.17- 31.12.17 | 5 weeks |

Information about how to register holidays can be found here: <http://pagaweb.b.uib.no/english/5-vacation/>

If you have any questions regarding Holidays and registering please contact Personnel Consultant: XX- Email: XX@uib.no Phone: XX