

Rule for absence, leaves of absence and holiday from the introduction programme

The rules for absence from the introduction programme largely correspond with the rules applicable to the labour market. One exception is that you cannot take partial sick leave. Regarding the rules for leaves of absence, separate provisions have been established for introduction programme participants which are different from the rules applicable to the labour market.

If you are sick, you must as soon as possible notify the municipality, your teacher or your place for supervised work experience that you will not be attending. In case of authorised absence, you are entitled to retain your introduction support. If you are not using self-certification and are unable to document your absence with a medical certificate or you have not been granted leave, your support will be deducted for the hours or days that you are absent. Such absence will be recorded as unauthorised or undocumented absence. Unauthorised absence may result in the loss of your right to participate in the introduction programme and to receive introduction support.

Sickness

Based on self-certification or a medical certificate, you may be absent from the introduction programme if sickness or injury prevents you from participating. You can use self-certification by contacting the municipality, introduction centre, programme advisor or teacher in writing to notify that you are sick.

- Your right to use self-certification first takes effect after you have participated in the introduction programme for 8 weeks. During the initial 8 weeks, you must have a medical certificate if you are unable to participate in the programme due to sickness.
- You have the option of using self-certification 4 times over a 12-month period. Each self-certification may have a duration of up to 3 calendar days.
- If you are sick for more than 3 days, you are required to have a medical certificate. The same applies if you become sick after having used self-certification 4 times within a period of 12 months.

If you have one or two children, you may stay home when your child is sick for up to 10 days over a period of 12 months.

If you have more than two children, you have the right to 15 days off from participation in the programme in case of child's sickness over the last 12 months.

If you are the sole caregiver for a child, you are entitled to 20 days off if you have one or two children and 30 days off if you have more than two children.

If you have a child who has a chronic illness or disability and this entails a markedly higher risk of absence from the introduction programme, you are entitled to be absent up to 20 days over the last 12 months. If you are the sole caregiver, this number is increased to 40 days.

An individual participant is also considered to be a sole caregiver for a child if the child's other parent has not had responsibility for the child's care for an extended period because he or she has a disability, is admitted to a healthcare institution or similar.

These rights also apply if your childminder is sick.

If the absence exceeds 3 days, the municipality may demand that you document your child's sickness or childminder's sickness with a medical certificate.

Time off from the introduction programme

Time off in connection with pregnancy

If you are pregnant, you are entitled to time off from participation in the introduction programme with introduction support in connection with prenatal appointments, when such appointments cannot reasonably be scheduled outside of programme hours. During pregnancy, you are entitled to time off from participation in the introduction programme with introduction support for up to ten days.

Time off for breastfeeding

If you breastfeed your child, you are entitled during your child's first year to time off to breastfeed for one hour per day while retaining the right to introduction support.

Leaves of absence with introduction support for childbirth and adoption

Following childbirth, parents participating in the introduction programme have the right to care leave for up to ten months during the child's first year.

The municipality shall offer you follow-up and Norwegian language instruction or language training if you are on care leave following childbirth or adoption. The offer from the municipality shall be effective from the fourth month of the leave of absence and shall be adapted to your situation.

In case of adoption, adoptive parents who are participating in the introduction programme are entitled to care leave for up to ten months, if the child is under 15 years of age.

If both parents are participating in the introduction programme, 75 days are reserved for the father and 75 days are reserved for the mother. If the father does not use his allocated days of leave, these days are waived. Exceptions from this provision may be made if the father, due to sickness or injury, is dependent on assistance to care for the child or has been admitted to a healthcare institution. This must be documented with a medical certificate.

Leaves of absence

You may apply to the municipality for a welfare leave of absence, if you e.g., have a doctor's or dentist appointment, are attending a job interview or for other reasons. You may also apply for a welfare leave of absence when your children begin attending school, in the event of the death of a close family member etc. You can receive more detailed information about such leaves of absence from your programme advisor.

Based on a medical certificate, you are entitled to apply for leave of absence from the introduction programme if you or your child has a long-term illness. In such circumstances, you may be granted a leave of absence without support for up to one year.

Days off and holidays

All participants are entitled to days off from the introduction programme on Saturdays and Sundays.

The following days are public holidays in Norway, entailing that participants shall have the day off: 1 and 17 May, New Year's Day, Maundy Thursday, Good Friday, Easter Monday, Ascension Day, Whit Monday, Christmas Day and boxing day.

If you observe religious holidays other than the aforementioned public holidays, you are entitled to time off from participation in the introduction programme with introduction support for up to two weekdays of your choice each year in connection with holidays that are part of your religion. You must inform the municipality no later than 14 days before the date on which you are requesting time off.

Holiday

Each year, you are entitled to 25 days of holiday. It is the municipality that determines when holiday will be scheduled. You are entitled to introduction support during the holiday.