

Rules concerning absence, leave and holiday from the introduction programme

The rules concerning absence from the introduction programme largely correspond to those in working life. One exception is that you can take partial sick leave. As regards rules concerning leave, separate provisions apply to participants on the introduction programme which differ from the rules applicable in working life. You can also be granted leave from the introduction programme if you have received an offer of full-time employment.

If you are ill, you must notify the municipal authority, teacher or centre where you have your internship as soon as possible that you will not be attending.

In the case of authorised absence, you will be entitled to retain your introductory benefit. If you have not used a self-certified sick-leave form and are unable to document your absence with a doctor's note or you have not been granted leave, you will have your benefit deducted for the hours or days you are absent. Your absence will be counted as unauthorised or illegitimate absence. Unauthorised absences can lead to you losing your right to participate in the introduction programme and to receive introductory benefit.

Employment

If you receive an offer for regular full-time work, you will be entitled to leave from the introduction programme upon application to the municipal authority. You can be granted either several periods of leave or a single uninterrupted period of leave, and in total you can be granted up to one year of leave during your transition to employment. The right to leave applies to job offers in the municipality in which you live or in another municipality. You will not be entitled to introductory benefit during your leave.

If the job offer qualifies you for leave, your individual plan will be adjusted to take account of the leave. You will be monitored during your leave, and you must have a review with the programme adviser four weeks before the end of the period of leave, during which you must state whether or not you wish to continue on the introduction programme after the leave. If you do wish to continue on the introduction programme after your leave, then the scope of your programme will be incorporated into your individual plan. If you wish to return to the introduction programme before the leave is over, you can apply to the municipality to do so.

Illness

On the basis of a self-certification form or doctor's note, you will be permitted to be absent from the introduction programme if illness or injury prevents you from attending. The self-certification form can be used by notifying the municipal authority, the Introduction Centre, the programme adviser or the teacher that you are ill, either in writing or in person.

- You will only be entitled to use the self-certification form when you have participated in the introduction programme for eight weeks. During the first eight weeks, you must have a doctor's note if you are unable to participate in the programme because of illness.
- You will be permitted to use the self-certification form on up to four occasions over the course of a 12-month period. Each self-certified absence can last up to three days.
- You must have a doctor's note if you are ill for longer than three days. The same applies if you fall ill after having used four self-certification forms within a 12-month period.

If you have either one or two children, you can stay at home when a child is ill for up to 10 days over a 12-month period. If you have more than two children, you will be entitled to 15 days' absence from the programme for a child's illness. If you are a sole carer, you will be entitled to 20 days' absence if you have one or two children, or 30 days if you have more children. These rights also apply if your childminder is ill. If the absence lasts longer than three days, the municipal authority may require you to document the child's or childminder's illness with a doctor's note.

Application for leave

You can apply to the municipal authority for compassionate leave in order to attend a doctor's or dentist's appointment, job interview, etc. You can also apply for compassionate leave if you have a child who is starting school or pre-school, in the event of the death of a close family member, etc. Contact your programme adviser for more information on this.

If you have a doctor's note, you can apply for leave from the introduction programme if you or your child have a long-term illness. You will then be entitled to leave without benefits for up to one year.

If you are about to have one or more children, special rules apply for leave with and leave without benefits. Fathers also have rights in connection with childbirth. The programme adviser can tell you more about this.

Weekends and public holidays

Everyone on the introduction programme has Saturdays and Sundays off.

The following days are public holidays in Norway and participants will have time off: 1st and 17th May, New Year's Day, Maundy Thursday, Good Friday, Easter Monday, Ascension Day, Whit Monday and Christmas and Boxing Day. If you are not a member of the Church of Norway, you will be entitled to time off from the introduction programme with introductory benefit for up to two days each calendar year in connection with the celebration or marking of religious holidays. You must notify the municipal authority 14 workingdays in advance.

Holiday

You are entitled to 25 days' holiday a year. The municipal authority decides when holidays are taken. You are entitled to introductory benefit during the holidays.