

Regulations for absences, leave of absence and holidays from the introduction programme

The regulations for absences from the introduction programme are mostly the same regulations that apply in general working life, with a few exceptions.

Here are the regulations for absences from the introduction programme ¹

Sickness

If you are sick, you must report this as soon as possible. Please notify your programme adviser, supervisor, tutor or the place where you are on work experience.

You can be absent from the introduction programme when you are sick or injured without losing benefits if you use self-certification or have a doctor's certificate.

You cannot be partially on sick leave if you are taking part in the introduction programme full-time.

Regulations for the use of self-certification

When you write to or call the municipality/introduction centre/programme adviser or tutor to inform that you cannot attend because you are sick, this is known as *self-certification*.

You can use self-certification 4 times in one year. Each self-certification can be for up to 3 days. You must have participated in the introduction programme for 8 weeks before ¹ you can use self-certification.

Rules for use of a doctor's certificate

For the first 8 weeks of the introduction programme, you must have certification from a doctor if you cannot participate due to sickness. This is called a *doctor's certificate*.

If you are sick for more than 3 days, you must also provide a doctor's certificate. The same applies if you become sick after having used self-certification 4 times during one year.

If you use self-certification and doctor's certificates correctly, your absences from the introduction programme are authorised. If your absences are authorised you can still receive introduction benefit. If your absences are **not** authorised you will lose your introduction benefit for the hours or days you are absent. Unauthorised absences can also mean that you will lose your right to participate in the introduction programme.

Absence due to your child's or child minder's sickness

You can be absent from the introduction programme without losing introduction benefit to care for your child if he/she is sick, or if your childminder is sick. You can be absent when your child is sick up to and including when the child is 12 years old. If your child is chronically sick or disabled you can be absent when your child is sick until the child is 18 years old.

Rules for absence due to your child's or childminder's sickness

- If you have 1 or 2 children you can remain at home if your child is sick for up to 10 days in a 12-month period.
- If you have more than 2 children, you can remain at home with a sick child for up to 15 days in a 12-month period.

¹ For the complete text of these regulations, see [Lov om integrering gjennom oppl ring, utdanning og arbeid \(integreringsloven\) - Lovdata](#) and [Forskrift til integreringsloven \(integreringsforskriften\) - Lovdata](#)

- If you are a sole carer, you can remain at home for up to 20 days if you have 1 or 2 children, and up to 30 days if you have more children.
- If you have a child with a chronic sickness or disability and this means that you have to be frequently absent from the introduction programme, you have the right to remain at home for up to 20 days in a 12-month period when your child is sick. If you are the sole carer of a child with a chronic sickness or disability, you can have the right to remain at home for up to 40 days if your child is sick.

You are considered to be the sole carer for your child:

- If the other parent of the child cannot care for the child for an extended period because he or she has a disability, is admitted to an institution or similar.
- If the other parent does not live in Norway.

If you are absent from the introduction programme for more than 3 days each time to care for a sick child, the municipality may require you to provide a doctor's certificate.

Absence from the introduction programme in connection with maternity

Maternity absence

If you are pregnant, you have the right to be absent from the introduction programme to attend maternity clinic check-ups (if you cannot attend outside of the introduction programme schedule). You have the right to be absent from the introduction programme for up to 10 days during your pregnancy.

Time off for breastfeeding

If you are breastfeeding your child, you can be absent to breastfeed your child for up to one hour each day.

Childbirth

After the birth of a child, the mother has the right to take leave from the introduction programme and receive introduction benefit for 20 days. The father has the right to take leave from the introduction programme and receive introduction benefit for up to 7 days if he lives with the mother and cares for the family and the home. If the parents do not live together, other persons who assist the mother during her pregnancy can take over the right to be absent for these 7 days.

Leave without introduction benefit after a birth or adoption

After the child is born/adopted, the parents participating in the introduction programme have the right to maternity/adoption leave to care for the child for up to 10 months in the child's first year.

If both parents participate in the introduction programme, 75 days of maternity/adoption leave is reserved for the father, and 75 days must be taken by the mother. If the father does not use his maternity/adoption leave days, they will be lost. If the father is fully dependent on assistance to care for the child due to sickness or injury, or if he is admitted to an institution, an exception from this rule can be granted. In such case, this must be documented with a doctor's certificate.

Welfare leave

You can apply to the municipality for welfare leave, for example, if you need to go to a doctor or dentist appointment, attend a job interview, go to a funeral or anything else where it is important that you attend. You can also apply for welfare leave when your child starts at school or kindergarten, in the event of a death in your immediate family or other significant event. The municipality can grant welfare leave for up to 10 days per year. It is the municipality that decides

whether you have the right to welfare leave. Further information about the regulations for welfare leave is available from your programme adviser.

Leave of absence in connection with travel to your homeland

If you need to travel to your homeland because someone in your immediate family is sick or similar, you can apply to the municipality to take leave from the programme. It is the municipality that decides whether you have the right to welfare leave.

Leave of absence in connection with peace and reconciliation work at a national or international level

You can apply to take leave of absence for up to 10 days per year in connection with work on peace and reconciliation at a national or international level. It is the municipality that decides whether you have the right to a leave of absence.

Unauthorised absence

If you do not use self-certification or doctor's certificates correctly, or if you have not been granted time off or leave of absence, leave to care for someone or welfare leave, then your absence is *unauthorised*. In such case you will lose your introduction benefit for the hours or days you are absent. Unauthorised absence can also mean that you lose the right to participate in the introduction programme.

Days off and public holidays

Everyone is free from the introduction programme on Saturdays and Sundays.

All participants also have days off on public holidays in Norway. These days are: 1st and 17th May, 1st January, Maundy Thursday, Good Friday, Easter Monday, Ascension Day, Whit Monday, Christmas Day and Boxing Day.

If you observe other religious holidays than the public holidays in Norway, you have the right to take time off from the introduction programme for up to 2 days. You must notify the municipality no less than 14 days before you wish to take time off.

Holidays

You have the right to 25 days holiday each year. It is the municipality that decides when holidays are to be taken.

Rejoining the introduction programme

You can have the right to rejoin the introduction programme after taking work in Norway, if you have time remaining in the programme. You can contact the municipality to rejoin the programme.

If you left the programme for any other reason other than to begin work, you do not have the right to rejoin.

If you have previously declined the offer to participate in the introduction programme because you were working, you can have the right to participate in the programme at a later time. Contact your local municipality for further information.