

Regulations governing absence, leaves of absence and holidays

The rules governing absence from the introductory programme largely correspond to those that apply in workplaces. The exception is that you cannot be on partial sick leave. Special regulations apply to leaves of absence for participants in the introductory programme that differ from those that apply in workplaces.

If you become ill you must notify the municipality, your teacher or the place where you are on a work experience placement as soon as possible that you will be unable to attend.

If your absence from the programme is for valid reasons, you will still be entitled to receive your introductory programme allowance. If you do not submit a self-certificate, and you cannot document your absence with a doctor's certificate, and you have not been granted leave of absence, the hours or days you are absent will be deducted from your allowance. This will be considered undocumented or unjustified absence. Unjustified absence can lead to you losing the right to participate in the introductory programme and to receive the allowance.

Sickness

You can be absent from the introductory programme on the basis of a self-certificate or a doctor's certificate if illness or injury prevents you from participating. A self-certificate is submitted by you communicating that you are ill, either orally or in writing, to the municipality, the introduction centre, the program counsellor or your teacher.

- You are only entitled to use a self-certificate after having participated in the introductory programme for eight weeks. During the first eight weeks you must submit a doctor's certificate if you are unable to participate in the programme due to illness.
- It is possible to use a self-certificate four times during a twelve-month period. Each self-certificate can be for up to three days.
- If you are ill for more than three days you must have a doctor's certificate. The same applies if you become ill after having submitted four self-certificates during the period.

If you have either one or two children, you can stay at home to look after a sick child for up to ten calendar days during a twelve-month period. If you have more than two children, you are entitled to be absent from the programme for 15 days to look after your sick children. If you have sole custody of one or two children, you are entitled to up to 20 calendar days, and 30 calendar days if you have three or more. These rights also apply if the child(ren)'s childminder is ill. If the absence exceeds three consecutive days, the municipality can require that the child's or the childminder's illness be documented by a doctor's certificate.

Application for leave of absence

You can apply to the municipality for leave of absence for welfare reasons, e.g. if you have a doctor's or dentist's appointment, a job interview etc. You can also apply for leave of absence when your child begins at school or kindergarten, in connection with a death in the immediate family etc. You can obtain further details from your programme counsellor.

On the basis of a doctor's certificate you are entitled to apply for leave of absence from the introductory programme if you or your child are ill for a prolonged period. You can be granted leave without an allowance for a period of up to one year.

If you are expecting a baby, special rules apply for leave with and without an allowance. Fathers also have rights in connection with births. The programme counsellor can provide the necessary information.

Weekends and holidays

Everyone has Saturdays and Sundays off from the introductory programme.

The following days, which are official holidays in Norway, are also days off from the programme: 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 are not a member of the Church of Norway, you are entitled to up to two days off the introductory programme with allowance every calendar year in connection with the celebration or observation of religious holidays. In such case, you must inform the municipality two weeks in advance.

Holidays

You are entitled to 25 days holiday every year. It is up to the municipality to decide when holidays will be taken. You are entitled to the introductory allowance during holidays.