



## Working time schedule at part-time work less than 5 days/week

In order for the correct deduction/supplement to be calculated for leave/leave of absence such as parental leave, other employment, individual matter, etc. it is required that a working time schedule forms the basis for the salary calculation.

If you work **less** than 5 days a week, please fill in this form, so the information in the HR system is correct.

| Department   |        |         |                |  |        |          |        |
|--|--------|---------|----------------|--|--------|----------|--------|
| Surname, First name  |        |         |                | Personal identity number                                     |        |          |        |
| Position   |        |         |                | Extent of work in % of full-time                             |        |          |        |
| Schedule begins to apply (enter with number of week and year)  |        |         |                | Schedule is valid until (enter with number of week and year) |        |          |        |
| <p><b>Mark the days you work with a cross (x).</b><br/>Only fill in week 1, if you work the same every week.</p> |        |         |                |  |        |          |        |
| Week   | Monday | Tuesday | Wednes-<br>day | Thursday   | Friday | Saturday | Sunday |
| Week 1   |        |         |                |  |        |          |        |
| Week 2   |        |         |                |  |        |          |        |
| Week 3   |        |         |                |  |        |          |        |
| Week 4   |        |         |                |  |        |          |        |
| Message to the Payroll Section   |        |         |                |  |        |          |        |

This form should be attached in the case of leave/leave of absence in Primula or e-mailed to the personnel administrator at your department that she/he sends it to the Payroll Section.