

Payroll Unit

Applying for parental leave in Primula self-service

You can find more information on parental leave under My employment – Parental leave on the staff pages.

Applying for parental leave

Click My page – Parental leave.

Cause of leave				<input type="button" value="Add"/>	
<input type="text"/>				<input type="button" value="Delete"/>	
From	Until	Extent	Correction		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="button" value="Help"/>	
<small>(YYMMDD)</small>	<small>(YYMMDD)</small>	<small>(Extent(%))</small>			
Please check box if certificate is sent separately				<input type="checkbox"/>	
				<input type="button" value="Note/Att"/>	
Select recipient (if the workflow does not fit)				<input type="button" value="Remove"/>	
<input type="text"/>				<input type="button" value="Submit"/>	

Forms	<input type="text" value="Återtag av beviljad ledighet"/>	<input type="button" value="Create"/>
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Select an option from the Cause of leave list, enter the start and end dates and the extent as a percentage, then click Add.

If the cause of leave is temporary sick child, leave the text field empty. Do not enter the child's personal identity number.

For the other causes of leave please enter year and month of birth. Do not enter the child's personal identity number.

Cause of leave

- 10 days at birth of child **The non-pregnant parent compensation**
- Child care Age 1.5 - 8 year
- Child care Age 1.5 year or younger
- Child care Age 8-12 year
- Parental leave Age 1.5 year or older
- Parental leave Age 1.5 year or younger
- Pregnancy benefit
- Temporary sick child **Care for sick child**

Select recipient (if the workflow does not fit)

Forms Återtag av beviljad ledighet Create

If you hold more than one post, select the one the leave applies to. You can also select All. Please note that you must not select post 3, or posts marked with an asterisk (*).

If instructions (in bold) are displayed under the row you added, you need to read them carefully. The instructions may e.g. ask you for the child's personal identity number, or your hours if you will only be on part-time leave.

You can apply for several periods at once by repeating the above steps.

If you add the wrong information, click Edit. You can then edit or delete the row.

You can enclose a message for the authoriser by clicking Note/Att.

When you are done, click Submit. If you want to cancel the case, click Remove.

10 days at birth of child

Make sure to take these days during the week and not over the weekend.

Parental leave

You can apply for leave with parental pay as long as you are still entitled to days with parental pay from SLU; the total number of days is 360. When you have used up your days with parental pay, you can instead apply for leave using one of the Child care options. Note that Child care is not holiday-pay qualifying.

Extent

If you are already on part-time leave (e.g. 10% of a 100% post) and want to apply for full-time leave, the new leave will be the remaining percentage of your post, so 90% in this case.

If you hold two posts, e.g. one at 25% and one at 75%, and want to apply for full-time leave, select All and enter 100% as the scope. (The percentage always refers

to the percentage of each post.)

I work part-time, what percentage should I give on my application?

Example 1: Your post is 100% but you are currently on 25% leave. You want to apply for full-time leave. You need to apply for an additional 75% leave.

Example 2: Your post is 80%. You want to apply for parental leave for half your working day. You need to apply for an additional 50% leave.

Extending your leave

If you want to extend your leave, the start date of the new leave must be the day after the end date of the current leave. This means you cannot be “working” over the weekend and start your new leave on a Monday.

Cancelling a leave application

Under My cases, you can see if the authoriser has approved the application or not. If you change your mind before the authoriser has approved the application, contact them and ask them to reject it. If they have already approved the application, you need to apply for it to be withdrawn. To do this, use the form available in Primula under My page / Withdrawal of holiday/other leave.

What to do if you get an error message or warning

If an error message or warning in red appears when you click Submit, contact the person authorising the leave and ask them to reject the application. If an error message appears it may mean that you have already applied for leave for those days, or an ongoing part-time leave is already registered in Primula. You will then need to submit a new application with other dates.