LEAVE APPLICATION ………………………………..

**Partial pension** personal identity no

**From**: ……………………………….. **To:** ……………………………….. **Extent**: ………………………………..

# Conditions for leave:

You can apply for partial pension from the month that you turn 61 or later until the month before you turn 65. Before reducing your working hours, you must have had pension rights, in accordance with a collective agreement, for a total of 120 months. After reducing your working hours, you must work at least 50 percent of a full-time appointment.

# Salary deductions will be made in the following way:

A deduction is made on your fixed salary based on the decided amount.

……………………………….. ………………………………………………………………………………………………………………….. Date Applicant’s signature

## Hand in your signed application to the DEPARTMENT.

|  |  |
| --- | --- |
| **Opinion (from the dep./equivalent) dedededepartment/equivalent institution/motsv.)** | **Decision (by the Human Resources Unit)** |
| Approved (enclose motivation) Not approved | Approved  Not approved |
| …………………………………………………………………………………………… Head of department’s (equiv.) signature  …………………………………………………………………………………………… Name in clear script | ………………………………………………………..  Head of Human Resources |

**After receiving the opinion, send the application to a human resources specialist at the HUMAN RESOURCES UNIT and await the decision of the head of human resources. If you are a head of department, senior lecturer or professor, the opinion is made by the dean. The decision of the head of human resources must be sent to the employee in written form.**

## NOTE! If the application is not approved, it must still be sent to the Human Resources Unit.