



**Work schedule for part-time work less Than 5 Days/Week, applicable only to employees working Monday-Friday**

To ensure the correct deductions/additions can be calculated during leave of absence such as parental leave, other part-time employment, extended sick leave/part-time sick leave, etc., a work schedule must form the basis for payroll calculations.

Therefore, it is necessary for you, who work fewer than 5 days per week, to fill in this form so that the information in the personnel system is accurate.

Department/equivalent						
Last name, First name				Personal identification number		
Position				Extent of leave of absence in % of full-time		
Schedule starts to apply (indicate week number and year)				Schedule applies until (indicate week number and year if applicable)		
Fill in the number of hours you work on different days or X if you work the same amount every day						
Week	Monday	Tuesday	Wednesday	Thursday	Friday	Notes
Week 1						
Week 2						
Week 3						
Week 4						
Any message to the Payroll Unit						

The form should be attached to a leave of absence case or alternatively emailed to the department administrator at your department or equivalent for forwarding to the Payroll Unit.