

Vacation "rules" for PhD research fellows and postdocs at ITEM

You are required to have 5 weeks of vacation each year. The Norwegian system has the following principle enforced for this:

1. During one year, a portion of your salary is set aside for next year's vacation. You "earn" approximately 2 days of vacation every month, for a total of 25 days for a full year's work.
2. Next year, up to 5 weeks of vacation with salary is allowed. You may, in one year, take more vacation than you have "earned" the previous year (this is particularly of interest the first year of employment, as one hasn't had time then to "earn" any vacation the previous year), but this excess vacation will then be vacation without a salary.

The year you leave ITEM you can to some extent choose either to have the vacation you have "earned" the previous year paid in cash, or to end your employment period with a vacation. Unless special circumstances indicate otherwise, the rule is that if you finish your employment at ITEM in the period from May 1st to December 31st and have earned holidays with pay you are expected to spend holidays before the employment terminates.

Termination between:

Holidays expected to be spent before finishing:

May 1st – June 30th	5 working days (1 week)
July 1st – July 31st	15 working days (3 weeks)
August 1st – August 31st	20 working days (4 weeks)
Sept. 1st – Dec. 31st	25 working days (5 weeks)

All holidays transferred from previous years are expected to be spent before the end of the employment.