

## Vacation (Finland)

Last Updated by Nordics Knowledge Base Manager

### Details

#### Vacation

The employee's annual holiday is determined in accordance with the Annual Holidays Act. Annual holiday pay (vuosilomapalkka) will be paid during the month that you go on your annual vacation given that vacation has been forecasted in CTR and approved by people manager before end of previous month (e.g., vacation during 15.-20.6. needs to be forecasted and approved in CTR before 31.5.).

24 days of the annual leave must be taken during summer holiday season between 2.5.-30.9. If employee do not have billable work for July, the default is to take vacation during July. The rest of the vacation is winter vacation and needs to be taken between 1.10.-30.4. Only accrued vacation days can be taken in the current vacation earning period. Vacation days employee has earned between 1.4.-31.3. are in use from 2.5. onwards. If employee wants to deviate from the above, there needs to be plan agreed with your people manager where to keep the vacation e.g., having a longer summer vacation.

During notice period employee can take only available vacation days visible on pay slip that are useable in the ongoing vacation period. Vacation during notice period needs to approve by people manager and is not necessary allowed if in assignment.

A strong recommendation is to keep the annual holidays in long period to support wellbeing and to ensure recovery. It is important to overall to held vacation therefore make sure that planned and approved vacation is held as agreed. Annual vacation needs to be held in full weeks.

Summer vacation and winter vacation must be given as a continuous period, unless it is necessary to divide the part of the summer vacation that exceeds 12 weekdays into one or more parts in order to keep the work going or from the employee's own wish. The plan needs to be made with people managers how to spend the rest of the vacation days.

You can see your available saldo of vacation days in the salary slip in your internet bank. Please note that the amount is always the unused days earned by 31.3. last year (the vacation earning year is 1.4. - 31.3.) Manager can see the vacation days of his/her team members through the Norlic.

According to the company specific Collective Agreement Vacation bonus (lomaraha) will be paid based on accumulated vacation days from the previous vacation qualifying year (1.4.-31.3.), only when the days are used and in same time schedule than annual holiday pay is paid. If you are unsure how many days you have earned, the calculation rules can be found through the link attached.

In order to receive the vacation bonus, you must forecast your vacation and begin your vacation as indicated in CTR.

If the working time % has changed during the qualifying year of the vacation, vacation bonus and vacation salary will be paid based on paid salary from the whole qualifying year.

## How is vacation reported?

The annual vacation must be reported and approved through the CTR Time reporting tool. See the detailed instructions on this in separate deck attached below. Please note that vacation forecast does not replace weekly CTR time reporting. You need to submit timesheets also for vacation weeks. Vacation is reported to all working days.

If you have not forecasted and gotten approval for the annual vacation, vacation payment and holiday bonus cannot be paid in the month that the vacation is held. Those will be paid in conjunction with CTR bookings in next month's salary. Instructions for vacation forecasting are attached.

Please remember to forecast and report Vacation as vacation, not as paid leave.

Payment changes to submitted and approved annual vacations will be made based on CTR weekly time bookings.

## Sickness during a vacation

If you fall sick during your vacation, a sick leave certificate from the first day of sickness is required if you apply to postpone your vacation. Please remember to be in contact with your manager or their substitute immediately if you fall sick!

You are entitled to postpone your vacation due to sickness without deductible 6 days if you have gained max 24 vacation days per year. The illness days after deductible 1-6 days must be agreed with the manager to be used later as vacation. The deductible days during the whole vacation year are marked in CTR as vacation, and the rest of the illness days are marked as illness absence.

More information about Annual holidays in Finlex in English and in Finnish.

## Additional Information

### For more information about labor laws:

[https://talent.capgemini.com/fi/pages/hr/laws\\_collective\\_agreement\\_and\\_employee\\_representation/labour\\_laws/](https://talent.capgemini.com/fi/pages/hr/laws_collective_agreement_and_employee_representation/labour_laws/)

## Attachment

 [Annual vacation reporting in CTR.pptx](#)