

SHORT INFO ABOUT VACATION AT TRUSTRACE:

At TrusTrace the vacation year leaps from 1st of January to 31st of December. We have coinciding holiday years which means you are earning in the paid days that can be used during the same year.

According to the vacation law in Sweden all employees have the right to 25 days or vacation/year, paid or unpaid. We have additional 5 days of vacation to compensate for potential overtime.

5 days can be carried over to the next vacation year and saved for 5 years.

All employees have the right to take 4 consecutive weeks of vacation during the main holiday (June-August)

If you are employed after 31st of august you have the right to take out 5 days of vacation for the rest of the year.

You can read more about vacation in the employee handbook.

VACATION PROCESS

Send in your request to you manager minimum 1 month in advanced (2 months for summer vacation) Exception can be made when taking out single days. Use the vacation planner in teams.

PLAN

APPROVE

 Manager approve or reject you vacation 1 month in advanced (2 months for summer vacation) Exception can be made when taking out single days... If approved by manager, plan in the TT Sweden calendar and your manager as well as informing stakeholders you are working regular with in a timely manner.

INFORM

REPORT

 Put in you vacation days in P:E as soon as your vacation are approved. Enjoy your vacation and charge your energy!

RELAX!