2023-03-29 Dnr SU-102-0020-21

Vacation policy at the Department of Philosophy

What applies?
The calendar year is the qualifying period for vacation. This means that you may take paid vacation even in your first year of employment. If you are employed for part of the calendar year, your vacation entitlement decreases according to your time of employment. The basic rule is that all vacation days for the current year shall be used.

By the end of April, the vacation planning must be completed (see more information and the president's decision in English or Swedish).

Teachers, researchers, doctoral students etc.*
The annual vacation is reported in Primula beginning on the Monday after Midsummer in June, unless the department requires otherwise. If there is reason to take a vacation at another time, the head of administration must be notified of this no later than the last day of April. After that, the whole of the vacation entitlement is scheduled during the summer.

Technical and administrative staff
T/A-staff apply for a vacation in Primula for each occasion. Vacation must be taken consecutively for at least four weeks during June, July and August, unless otherwise agreed or if there are special reasons.

** Teachers includes the categories of teachers listed in the Employment Ordinance for Stockholm University. Categories subject to the conditions applying to teachers thus include employees classified as researchers, postdoctoral researchers, doctoral students, assistants with study grants, assistants undergoing research training and research assistants.*

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