



Submission date:

Request for One Day Excused Leave Approved by the Dean/ Immediate Supervisor

I. This part is filled in by the employee

Name and surname	
Faculty/administrative unit	
Work position	
Date of absence	
Reason for absence	

II. This part if filled in by the immediate supervisor

Date and signature of the employee	Date:
	Signature:
Signature of the dean/ immediate supervisor	

III. This part is filled in by the HR office

Submission date to the HR office	
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ONE DAY EXCUSED LEAVE APPROVED BY THE DEAN/ IMMEDIATE SUPERVISOR

1. An employee can use **one day** of absence for a **maximum period of once a month, and maximum eleven days a year** for which he/she does not have to obtain the official doctor's report (doznake).
2. When using this type of absence from work, the employee must inform his/her dean of the situation and **get a principal approval** from the dean in written form (by mail) on the day the employee will not be at work. The deans must be informed about it before working hours start and they are to give the approval for the absence as soon as possible and before the end of working hours.
3. After returning to work the following day, the employee is to fill out a form on the stated absence (), which is to be signed by the dean, as a formal confirmation of the approved absence.
4. The dean decides whether, or not, to approve of such an absence and is to give his/her consent or disapproval as soon as possible. If the dean does not approve of such an absence, the employee is to bring valid and official doctor's report for that day he/she was absent from work, or may use one day of annual leave.
5. This type of absence is treated as a paid leave, meaning that food allowance will be deducted for this day by the finance office.
6. Records of these kinds of absences are held by faculty secretaries who will submit a final report in the form of an excel table and in hard copies to HR office by the end of the current month.