**Final settlement form**

* To be completed by the UiO employee with confirmation from current leader
* The form is not to be used when transferring to another UiO position.
* Payment of final settlement requires the information requested below, cf. Holiday Act § 11 point 3.

|  |  |
| --- | --- |
| Name: | Employee number: |
| Place of employment: | |
| Position: | Employment percentage: |
| Terminates employment and is to receive salary **up to and including**: | |
|  | |
| Employee and leader confirm that holidays, absences and working hours (if applicable) registered in the self-service portal are correct as of last day of employment:  Yes  No  The employee has checked the absence quota overview for paid holiday (if relevant, the quota for paid holiday for employees over the age of 60 as well) in the Self-service portal and found a remaining total quota of ­­­\_\_\_\_ days  ---------------------------------------------------------------------------------------------------------------------------------  **If no**:   The employee has taken out the following amount of holiday days the current year: \_\_\_\_ days of holiday  The employee has taken out the following amount of holiday days the subsequent year: \_\_\_\_ days of holiday  HR must contact the Pay Section if the employee have remaining quotas that are older than two years. | |
| Have you had any IT equipment/telephone at your disposal funded by UiO (incl. annual research money etc.)?  Yes  No  When have these items been handed in/planned to be handed in: (Date of delivery) | |

**Flexitime** (applicable for administrative/technical employees)

Flexitime is reset at final settlement  Employee has a time deficit of more than 10 hours; agreement of salary deduction is enclosed

Date:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Manager / Head of Office (BDM)  
  
Leader confirms that the information above is correct.

The completed form must be submitted in the last week of work.