**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 holidayThe employee has taken out the following amount of holiday days the subsequent year: \_\_\_\_ days of holidayHR 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.