



Norwegian Labour Inspection Authority

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Guide to

the Working Environment Act and the Holidays Act

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Introduction

Working conditions in Norway are regulated by agreements and legislation.

Find out about your rights and obligations.

This booklet provides information on the most important provisions of the Working Environment Act and Holidays Act. You can obtain answers to other questions concerning working conditions by asking employees' representatives at your workplace, your supervisor or the Norwegian Labour Inspection Authority.

Trade Unions

A trade union is an employees' association, the purpose of which is to safeguard the employees' interests in relation to the employer. Most trade unions are affiliated to a trade union federation, which is itself part of a central organization.

You have the right, but no obligation, to be a member of a trade union; and such membership entitles you to considerable help and support. At large workplaces there is usually a trade union or colleagues who belong to a union who can give you more information. There are also brochures explaining what belonging to a union involves. You can obtain these brochures from one of the employees' representatives or directly from the trade union federation.

Legislation and agreements concerning working life

Working conditions are regulated by both legislation and agreements.

An *agreement* sets out normal pay and working conditions. The most important of these agreements is the collective pay agreement concluded between the central confederations of employees and employers. There are also agreements that apply to individual workplaces, concluded between the employer and the employees' representatives.

Legislation regulating working conditions applies to all employees. Two of the most important Acts that apply to employees are the Working Environment Act and the Holidays Act.

The Norwegian Labour Inspection Authority is the public body responsible for ensuring that the provisions of the Working Environment Act are complied with. The Norwegian Labour Inspection Authority has offices throughout Norway and



provides information to both employees and employers. Inspectors from the Norwegian Labour Inspection Authority visit undertakings in order to check the conditions there.

You can ask the Norwegian Labour Inspection Authority for guidance. The employees there are required to treat all information as confidential. If you complain about conditions at the workplace, your name will therefore not be given to your employer unless you so wish.

In this booklet, we explain the provisions of the Working Environment Act and Holidays Act that it is most important for you to be familiar with. Both Acts have more detailed regulations. If you need the full text, you can order the Acts, regulations and guides from Gyldendal Akademisk, order telephone 23 32 76 61, or from the website of the Norwegian Labour Inspection Authority, www.arbeidstilsynet.no

There are also a number of booklets providing detailed comments on the Working Environment Act.

An English translation of the Working Environment Act is also available.



The Working Environment Act

The Working Environment Act applies within Norwegian territory.

The Working Environment Act applies to all undertakings in Norway with one or more employees. The Act applies not only to employees who are Norwegian nationals; it applies to all employees in paid employment. It also generally applies to workers on drilling platforms on the Norwegian continental shelf, but a number of special rules apply there, for example, relating to working hours.

Requirements regarding the working environment

The Working Environment Act requires employers to protect employees against injuries and to create a fully satisfactory working environment. The Act not only provides rules designed to prevent hazardous and strenuous work; it also gives employees the right to influence their own working situation.

The Act provides rules stipulating that machines shall be designed to be as safe as possible and to produce as little noise as possible. There are also rules concerning safety measures and concerning the performance of different types of work.

At workplaces where toxic or hazardous substances are produced, it is particularly important that the employer and the employees are familiar with the safety regulations and that they comply with them. When it is not otherwise possible to ensure the safety of the workplace, it is necessary to use special protective equipment, such as helmets, masks, ear protection and safety boots.

Both for your own sake and for the sake of others, it is important that you comply with the safety regulations. If your supervisor instructs you to use protective equipment, you are obliged to do so. Many injuries can be avoided by using the necessary protective equipment.

Work shall be planned in such a way as to avoid monotony as far as possible. It is also important that the individual worker shall be able to decide the pace of his or her work, even if the work is carried out with the help of machines or an assembly line.

In workplaces with 10 or more employees, a safety representative shall be elected. The safety representative shall safeguard the interests of the employees in working environment matters and ensure that the employer complies with the provisions of the Working Environment Act.



Appointments

The employer may not require to know your views concerning cultural, religious or political issues or whether you are a member of or plan to join a trade union. Nor may the employer request information concerning whether you have a homosexual orientation or homosexual form of cohabitation.

In connection with an appointment, the employer is not permitted to discriminate against you on grounds of race, colour, national or ethnic origin, homosexual orientation, homosexual form of cohabitation or functional disability. By discrimination is meant that, without just cause, you are directly or indirectly treated differently to other applicants on account of such factors.

When assessing whether you have been subjected to discrimination owing to functional disability, regard shall be paid to whether your employer could reasonably have adapted the workplace for you and your functional disability.

The prohibition against discrimination on the basis of homosexual orientation and form of cohabitation does not apply in relation to posts associated with religious communities where special requirements based on the nature of the post or the purpose of the activities of the employer are specified in the advertisement of the vacant post.

If you believe that you have been discriminated against in connection with an appointment, you can demand to be informed in writing by the employer of what educational qualifications, practice and other ascertainable qualifications for the post are held by the person appointed.

If you are appointed, you are entitled to a written contract of employment. The Working Environment Act contains provisions specifying minimum requirements regarding the content of a contract of employment. Among other things, the contract of employment shall contain information of the date of commencement of the employment, the expected duration of any temporary employment, the right to holiday, the periods of notice applicable, pay and working hours. Furthermore, the contract of employment shall contain a description of the work (or the employee's title, post or category of work), and information concerning any collective pay agreements regulating the employment relationship.

Information concerning the contents and composition of the contract of employment can be obtained from the Norwegian Labour Inspection Authority.



Trial period of employment

The first period of a new job is often a trial period. This means that both the employer and you yourself have the opportunity to find out whether the job is suitable for you. During the agreed trial period, your employer may terminate your employment if he finds you to be unsuitable for the work, lacking in proficiency or unreliable. During the trial period, the period of notice is normally shorter than it is after the end of the trial period.

A trial period of employment only applies if you have received written notification of it. It may not be longer than six months unless it is agreed in writing that the trial period can be extended in connection with absence from work during the trial period. In such case, your employer must inform you that the trial period will be extended for up to a period corresponding to the length of the absence.

Training

The Working Environment Act obliges the employer to provide all employees with the necessary training to carry out their work properly.

The Act requires that all containers, bottles and the like shall be clearly marked with a warning if they contain hazardous substances. Information concerning the labels and warnings that are used can be obtained from the Norwegian Labour Inspection Authority.

If you are uncertain as to the type of substances you are working with or what is written on the warning label, you must ask to have it explained in a language you understand.

According to the agreement between the Norwegian Confederation of Trade Unions (LO) and the Confederation of Norwegian Enterprise (NHO), speakers of foreign languages who are members of unions in LO have a right to attend Norwegian classes during working hours. The agreement applies to two hours of teaching per week. You must take part of the course during your free time without pay.

This right applies only to employees who are not proficient in Norwegian, Danish or Swedish.

You can obtain further information by asking employees' representatives at the workplace.



Staff rules

Industrial undertakings and commercial and office undertakings with more than 10 employees shall have staff rules. These shall include a *code of conduct* and *working procedures*.

If you do not understand Norwegian well enough, you should ask to have the staff rules translated or explained in a language you understand.

Working hours

According to the Working Environment Act, normal working hours shall not as a rule exceed nine hours per 24 hours or 40 hours per seven days. Shorter working hours may follow from the collective pay agreement or be agreed for an individual undertaking. You may have a right to reduced working hours if there are health, social or other weighty welfare reasons and this can be arranged without major inconvenience to the undertaking. A weighty welfare reason may for example be the need of parents to be with their small children. You may have a right to flexible working hours if this can be arranged without major inconvenience to the employer.

Overtime

As a rule, work in excess of 9 hours per 24 hours or 40 hours per seven days in the same job is regarded as overtime. For overtime work you shall receive at least 40 per cent more than normal pay. For example, if you earn NOK 100 per hour, you shall be paid a minimum of NOK 140 for each hour of overtime work. This applies to employees who work during the day. If you work shifts or during the weekends or at night, work in excess of 36 or 38 hours per seven days is remunerated as overtime. You can obtain further information concerning these provisions from the Norwegian Labour Inspection Authority.

The employer may not use overtime as a permanent arrangement for daily work.

If, owing to health problems or special social conditions, you are unable to work overtime, your employer may not demand that you shall work longer than normal working hours. If you need confirmation that you are unable to work overtime, you can obtain this from a doctor or from a social welfare office.

As a rule, overtime work must not exceed 10 hours per 7 days, 25 hours per four consecutive weeks or 200 hours during a period of 52 weeks. The employer may on specific conditions enter into agreements with the employees' representatives allowing extended use of overtime.



In the case of employees with reduced working hours and part-time employees, working hours in excess of those agreed but within normal working hours are regarded as additional work. The conditions for use of additional work are the same as for overtime work. However, according to the Working Environment Act, an overtime supplement shall not be paid for additional work.

The employer is obliged to ensure that the time limit for overtime is complied with. The employer is required to keep records of the number of hours of overtime worked by each employee. Even if the rules for overtime are not complied with, you have a right to overtime pay.

If you experience problems concerning payment for overtime, you should take this up with the employees' representative or with the local office of the Norwegian Labour Inspection Authority.

Rest breaks

If you work for longer than five and one-half hours per day, you have a right to at least one rest break. The length of these breaks and when they are to be taken is to be agreed in writing with the employer but, if working hours are 8 hours or more, the breaks shall equal a total of at least one-half hour.

At the workplace there shall be a room set aside for meals where you can take your meal break. If work is arranged in such a way that it is not possible to leave the work room during the meal break, the break shall be regarded as normal working hours, which you shall be paid for. The same applies if there is no satisfactory leisure room or room for meals at the workplace.

If you are required to work more than two hours' overtime, you have a right to a break of one-half hour before commencing the overtime work. The break shall be remunerated as overtime work if it is taken after normal working hours.

Time off

Working hours shall be arranged in such a way that you normally take at least 11 hours off before starting work again. Your employer and your employees' representatives may agree on other arrangements, but the period of time off between two periods of work may not be less than eight hours.

Each week, as a general rule, you have a right to at least 35 hours' continuous time off, and this time off shall normally be taken during the weekend.



Work on Sundays and public holidays

Work shall not normally be performed from 6.00 p.m. on the day preceding a Sunday or public holiday until 10.00 p.m. on the day preceding the next working day.

The Act has many exceptions to the requirement regarding work on Sundays and public holidays. This applies, for example, to the transport sector, the health service, and the hotel and catering sector. In some cases, work may be performed on Sundays and public holidays with the permission of the Norwegian Labour Inspection Authority or by agreement between the employer and the employees' representatives. If you work on a Sunday or public holiday, you are entitled to be off duty on the following Sunday or public holiday. If you work for an undertaking with continuous operations 7 days a week, other arrangements can be made provided, however, that the weekly 24-hour off-duty period falls on a Sunday or public holiday at least every third week. The same applies to undertakings bound by the collective pay agreement and where the employer and the employees' representatives enter into an agreement concerning work on Sundays and public holidays.

Night work

Work between the hours of 9.00 p.m. and 6.00 a.m. is night work.

Work during these hours is not normally permitted. Night work may be permitted if necessitated by the nature of the work.

Pay

The size of your salary is decided by the collective pay agreement between the employers' and employees' organizations or by your contract of employment.

Your salary will normally be paid to your bank account every 14 days or once a month.

Other arrangements may be agreed with your employer.

The employer may make deductions from your pay when agreed in advance in writing or when decided by the Act, as in the case of tax and national insurance contributions.

The employer may also make deductions from your pay to compensate for damage or loss caused by you. However, such deductions can only be made if you acknowledge your liability in writing or if it has been established by a court decision.



Deductions may be made in your pay if you terminate your employment unlawfully, and this causes your employer to suffer a financial loss. Your employer may also make deductions in your pay when, owing to current routines for calculation and payment of salary, it has in practice been impossible to take account of absence due to work stoppages or lockouts.

In such cases, the amount of salary paid shall be sufficient for you to support yourself and your family.

You are entitled to receive a written statement of the method used for calculating the pay and any deductions made. It shall be possible for you to see from this statement what is pay for normal working hours, what is pay for overtime and any shift-work supplement.

Special provisions for children and young persons

The Working Environment Act has separate provisions for protection of children and young persons. What types of work may be performed by young people is dependent on their age. In principle, no-one under the age of 13 may be allowed to work. However, in connection with agricultural work, the family's children under 13 may be allowed to help with tasks such as potato harvesting, berry picking and light work in caring for animals. This is not regarded as work in the legal sense. Nor shall the age limit of 13 years prevent children from taking part in theatrical productions, films or similar cultural work.

Young people between 13 and 15 years of age may perform what is termed "light work". Examples of this include delivering newspapers, shop work, simple office work or other work that must be described as "light". In the case of young people between 15 and 18 years of age, it is required by law that the work shall not be harmful to their safety, health, development or schooling. Persons in this age group may thus be employed in shops, offices and catering establishments, in maintenance work in parks and the like.

The employer is obliged to ensure that the tasks involved are not harmful to individual employees. Certain types of work are regarded as particularly hazardous, and are therefore prohibited for persons under 18 years of age. These are tasks involving work with toxic chemicals, dangerous machines and the like. Young people of 18 years of age and over can be employed in most types of work. However, for some types of work a higher age limit applies. One must, for example, be over 20 years of age in order to be permitted to sell spirits.



On commencing employment, one is entitled to training. This applies to training both in performance of the work itself and in knowledge of the specific safety rules that must be complied with.

Working hours for children and young people must not hinder school attendance or prevent them from benefiting from their schooling. In the case of children under 15 years of age, working hours shall not exceed:

- 2 hours a day on days with teaching and 12 hours a week in weeks with teaching,
- 7 hours a day on days without teaching and 35 hours a week in weeks without teaching,
- 8 hours a day and 40 hours a week for the total of working hours and school hours where employment is part of an arrangement involving alternating theoretical and practical education.

In the case of young people between 15 and 18 years of age who are not undergoing compulsory schooling, working hours shall not exceed 8 hours a day or 40 hours a week.

Overtime work is not permitted for persons under 18 years of age.

Night work is only permitted in special cases.

Persons under 18 years of age who attend school shall have a minimum of four weeks time off a year, of which at least two weeks shall be taken during the summer.

Pregnancy, childbirth and adoption

An employee who has been gainfully employed for at least six of the last 10 months prior to the birth of a child is entitled to leave with pay for 43 weeks (full daily rate) or 53 weeks (reduced daily rate) in connection with the birth of a child. A maximum of 12 weeks of leave may be taken prior to the birth. The first six weeks after the birth of a child are reserved for leave for the mother. If the mother has taken some leave before the birth, this is deducted from the benefit period. When the leave is divided between the mother and the father, the Working Environment Act requires that the mother takes her part of the leave consecutively and that the father takes his part of the leave consecutively. Five weeks of the benefit period are reserved for the father (father's quota). If the father wholly or partly refrains from taking the father's quota, the benefit period will be correspondingly shorter.



In connection with adoption, the adoptive parents are entitled to leave with pay for a period of 40 weeks (full daily rate) or 50 weeks (reduced daily rate), if the child is under 15 years of age.

As an employee, you may apply to your employer to be allowed to combine parental or adoption leave with reduced working hours (“time account”). The period during which you receive parental or adoption benefit may in this way be stretched in duration. When you have a time account, the amount of time you work extends the length of the leave correspondingly. The more you work, the longer will be the period consisting partially of leave and partially of work. You can obtain more information about this arrangement from your local office of the Norwegian Labour and Welfare Service (NAV) or from your local office of the Norwegian Labour Inspection Authority.

Parents also have a number of other rights in connection with childbirth and adoption and while their children are small. Some of these rights are discussed in the following points, and you can read more about them in the brochure “The rights of parents of small children in Norway” which you can obtain from the Norwegian Labour Inspection Authority, public health clinics or offices of the Norwegian Labour and Welfare Service (NAV).

Extended care leave

In addition to the provisions of the chapter “Pregnancy, childbirth and leave” the Working Environment Act has provisions concerning the right to extended care leave. These are provisions entitling you to leave from work, but not to paid leave.

The parents are entitled to leave during the first year of the child’s life, provided, however, that leave of absence does not exceed a total of 1 year for both parents jointly. In addition to and in connection with this leave, each of the parents is further entitled to a maximum of one year’s leave for each child.

The father is entitled to two weeks’ care leave in connection with the birth of a child. The father is only entitled to pay during such leave when this is specifically agreed.

The Working Environment Act contains provisions specifying when you must notify your employer if you require leave in accordance with these provisions.



Leave of absence for breastfeeding

Mothers who are breastfeeding their children are entitled to the time off necessary for this purpose. The mother may, if she so prefers, reduce her working hours by a maximum of one hour a day, i.e. start work an hour later or finish work one hour earlier than normal working hours.

The Working Environment Act does not provide that such time off in connection with breastfeeding shall be remunerated.

Time off in connection with a child's or childminder's sickness

If you have children in your care, you are entitled to leave of absence if the child is sick and it is necessary for you to stay home. This right applies up to and including the calendar year of the child's twelfth birthday. You have the same right if the person responsible for the daily childcare is sick.

Your right to such leave is limited to *a total of* 10 days per year. If you are a single provider, you are entitled to 20 days' leave per year. If you have two or more children in your care, you are entitled to 15 days' leave or 30 days if you are a single provider.

If your spouse normally stays at home during the day and you must stay home because both your spouse and your child are sick, you are entitled to leave.

Parents with functionally disabled or chronically sick children may be entitled to 20 days leave per calendar year in the event of the child's sickness up to and including the calendar year of the child's 16th birthday, (40 days in the case of single providers).

An employee who has responsibility for the care of a child who is hospitalized is entitled to leave of absence if he or she resides at the health institution for the sake of the child. The right to leave shall also apply after the child is discharged in cases where the employee must stay at home because the child needs continuous care and attention.

Right to leave of absence for the performance of official duties

You are entitled to leave from work to the extent necessary in order to comply with statutory requirements regarding attendance in public bodies.



Notice of termination of employment

When you have permanent tenure, notice must be given at least one month before your last day of work. This applies both to you and to your employer. The notice period shall run from the start of the month following the month during which the notice is given. The time limit is longer for employees who have been employed for many years at the same workplace.

Notice shall be given in writing. You may not be dismissed without just cause, and you can demand that your employer states the grounds in writing. Membership of a union, for example, is not an objective ground for dismissal.

If you are absent from work owing to injury or sickness, you may not be dismissed for that reason during the first 12 months after you fell ill or were injured.

A woman may not be dismissed on the ground that she is pregnant.

If you are clearly not doing your job or are breaking your contract of employment in some other way, the employer can dismiss you and demand that you cease employment immediately. In such cases, you are nevertheless entitled to be paid outstanding pay and holiday pay.

If you have been given notice or summarily discharged and believe that your employer lacks objective grounds for so doing, you must respond in writing within two weeks. Ask for the help of an employers' representative or another person whom you believe can help you, for example the safety representative, or take contact with a lawyer. The Norwegian Labour Inspection Authority can give you guidance as to what rights you have.

If you are dismissed owing to redundancy, you have a preferential right to reappointment in the undertaking to any post for which you are qualified. The preferential right applies only if you have been employed by the undertaking for a total of at least 12 months during the last two years. The preferential right applies from the date that notice of dismissal is given and for one year from the date the notice expires. If you receive an offer of reappointment in a suitable post, you must notify whether you accept the post within 14 days.

Transfer of ownership of undertakings

If the undertaking or the part of the undertaking where you work is transferred to a new owner, you have a right to continue working for the new owner. This is because



such a transfer does not in itself constitute grounds for dismissal by the former or new owner.

The new owner of the undertaking is obliged to maintain your rights deriving from the contract of employment or from employment by the former owner. Your rights according to the collective pay agreement with the former owner can be upheld in relation to the new owner until they expire or are replaced by another collective pay agreement.

Testimonials

An employee who resigns his post or is dismissed is entitled to a written testimonial from the employer. The employer may only refuse to give you a testimonial if you leave his employment without giving the legally required notice. You are also entitled to a testimonial if you are summarily dismissed, but the employer may then write this in the testimonial.

A testimonial from your employer shall state what kind of work you have had and how long you worked for the undertaking. When you apply for a new job or apply for admission to a school, it is important that you have testimonials for your previous employment.

Pay in the event of liquidation (state guarantee)

If you have not been paid wages or holiday pay that you have earned and your employer has been made bankrupt, the claims can be covered by the State Wage Guarantee Scheme (administered by the Norwegian Labour and Welfare Service (NAV Lønnsgaranti)). If your employer is made bankrupt, you should take contact with the trustee of the bankrupt estate or the Norwegian Labour and Welfare Service (NAV Lønnsgaranti) for further information.

If you have difficulty in ensuring that you receive pay and holiday pay when it is due, you can obtain information on what to do from the Directorate of Labour Inspection or you can seek the help of a lawyer. Only when the employer is made bankrupt can the claims be covered by the State Wage Guarantee Scheme.

Employees' cooperation on follow-up of the Working Environment Act

The employer is responsible for ensuring that the Working Environment Act is complied with. However, the Act also gives employees influence over their own working environment and over the manner in which work is carried out. The employees and the employer shall jointly identify and solve the problems at the workplace.



Everyone in the undertaking shall cooperate on ensuring that the Working Environment Act and its supplementary provisions are complied with. This applies to you too.

If you have problems at work and feel that something needs to be corrected, you should first talk it over with your supervisor. If this does not help, you can ask the safety representative for advice. If you feel that the work you have been assigned cannot be performed without endangering life or health, you shall stop performing the work.

The safety representative

The safety representative is responsible for safeguarding the interests of the employees in matters concerning the working environment. It is the employees who elect the safety representative, and the elected person shall also be an employee of the undertaking.

If there are at least 10 employees at your workplace, a safety representative shall as a general rule be elected. At workplaces with many employees, safety representatives are elected for several areas of work. The work of the safety representatives shall be coordinated by a senior safety representative.

The safety representative has a right to stop work if the lives or health of employees are directly endangered, and the danger cannot otherwise be prevented. The employer may not demand any compensation from the safety representative or the employees if such a work stoppage results in a financial loss for the undertaking.

During inspections of the workplace by an inspector from the Norwegian Labour Inspection Authority, the safety representative shall be present.

Find out who is the safety representative for *your* area of work. Take contact with the safety representative if you need advice or if you feel that something needs to be corrected.

The Working Environment Committee

If there are 50 or more employees where you work, there shall be a special working environment committee.

This committee consists of representatives from the employees, the management and health and safety personnel. The committee shall take part in planning of the undertaking's safety and environmental work and shall pay *close* attention to matters relat-



ing to the safety, health and welfare of the employees. If the working environment committee finds threats to the lives and health of the employees, it may decide that the employer must correct the causes of such problems.

The committee may also decide that the employer shall *carry out measurements* and investigate whether there are conditions at the undertaking that are hazardous to health.

When working procedures are to be restructured, the employees shall be consulted. The same applies when new equipment is to be purchased. Such matters shall be dealt with in the working environment committee. If such equipment has significance for your work, you can take contact with your representative on the working environment committee or with the safety representative and make your views known.

The occupational health service

At many undertakings there shall be an occupational health service for the employees. The occupational health service is obliged to observe confidentiality. Information you give to the occupational health service is not given to your employer.

Normally, the occupational health service deals only with injuries and health problems directly associated with the work, and helps to prevent such problems.

Make sure you are well informed

In this booklet, we have only been able to provide information about some of the main elements of the Working Environment Act. The Norwegian Labour Inspection Authority has published a number of brochures providing information on how different types of work are to be performed and listing requirements regarding the working environment.

Make sure that you are familiar with the provisions that apply to your work and the rights you have. Your supervisor, the safety representative, other employees' representatives and the Norwegian Labour Inspection Authority can all help you with this.



The Holidays Act

General information concerning the Holidays Act

The Holidays Act safeguards the right of employees to annual holidays. Everyone shall be able to afford to take a holiday, and you therefore have a right to holiday pay. The Act applies to all employees in both public and private undertakings. For employees on Norwegian ships and in Svalbard special provisions apply.

The length of the holiday

You are entitled to holiday on 25 working days during a holiday year. The holiday year is the same as a calendar year. Saturdays are also regarded as working days although you do not normally work on such days.

Employees over 60 years of age are entitled to an extra week of holiday (6 working days).

Holiday pay

In order that you shall be able to afford to take a holiday, you receive holiday pay from your employer. You earn the right to holiday pay during the calendar year *before* the start of the holiday year. You shall receive holiday pay equivalent to 10.2 per cent of the pay you received in the year prior to the holiday year. If you are over 60 years of age, the amount shall be increased by 2.3 per cent of the pay received.

If you terminate your employment, you will receive your holiday pay with your final salary payment. You will then have no right to holiday pay from your new employer until you have earned such rights in your new job.

When shall holiday be taken?

You cannot demand to decide yourself when you shall take holiday. The employer has a right to decide this, but he is obliged to discuss the matter first with you or your employers' representatives. You are entitled to take three weeks of your holiday during the period between 1 June and 30 September. The remainder of your holiday you can demand to take as a single period. You may demand to be notified by your employer of the dates fixed for your holiday at least two months before the holiday is due to start.

All holiday shall be taken during the calendar year unless you have a written agreement with your employer to transfer the remaining holiday to the following year.



You can agree to transfer up to 12 working days to the following holiday year. You can also agree with your employer that the holiday shall wholly or partly be taken in advance.

If you fall ill immediately before the start of your holiday, you can demand to have the holiday postponed. You must then have a medical certificate from your doctor. The demand must be submitted at the latest on the last day you would have worked before starting your holiday.

If you become completely unfit for work for at least six days during the holiday, you can demand to take a corresponding number of days' holiday at a later date. You must have a medical certificate from your doctor and submit the claim as soon as you return to work.

Time off during religious holidays

Special provisions for persons who do not belong to the Church of Norway

If you are not a member of the Church of Norway, you are entitled to a maximum of two days per year to celebrate holidays in your own religion.

Your employer may require you to work a corresponding number of hours to make up for these two days. This is not regarded as overtime even if the hours are worked after normal working hours.

If your religion has more than two religious holidays per year that do not coincide with the Norwegian public holidays, you may choose yourself which two days to take off.

If you want to take time off according to these rules, you must notify your employer at least 14 days in advance.

These rules are laid down in *the Act relating to religious communities, etc.* of 13 June 1969, No. 25.



The Norwegian Labour Inspection Authority

Guidance and information

The Norwegian Labour Inspection Authority supervises compliance with the Working Environment Act and regulations issued pursuant to the Act. The Norwegian Labour Inspection Authority also provides guidance on how the provisions of the Working Environment Act and Holidays Act shall be interpreted.

Employees of the Norwegian Labour Inspection Authority can inform you of what rights and obligations you have.

If there are conditions at your workplace that you believe to be unlawful, you can ask the Norwegian Labour Inspection Authority to take this up for you. The employer need not know who has notified the Norwegian Labour Inspection Authority if you would prefer them not to.

A list of the regulations that apply is given in the publications list of the Norwegian Labour Inspection Authority (order No. 1), which you can order from Gyldendal Akademisk, tel. 23 32 76 61, fax 23 32 76 98 and e-mail address: kundeservice@gyldendal.no

Publications can also be ordered via the Internet:

www.arbeidstilsynet.no









Norwegian Labour Inspection Authority

Ring the Norwegian Labour Inspection Authority help line

tel. 815 48 222.

Experts answer questions on health, environment and safety at the workplace, on contracts of employment, working hours, holiday, dismissal, chemical health hazards, ergonomics, cranes, machines, safety representatives, bullying, smoking at the workplace and many other issues.

You can also send us your questions by e-mail.

The address is: svartjenesten@arbeidstilsynet.no

Visit our website: www.arbeidstilsynet.no

Here you can

- find all the Acts and regulations we are responsible for
- download comments, guides and other aids
- find answers to frequently asked questions about the working environment and EHS
- order publications and forms
- read information about campaigns and articles on working environment
- examine statistics, press releases, etc.

You can also subscribe to newsletters. Then you will receive information on regulations and other relevant information about working environment directly to your e-mail address.

Telephone 815 48 222

www.arbeidstilsynet.no



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0130 Oslo

Order telephone: 23 32 76 61

Order fax: 23 32 76 98

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