**Taking Regular Leave, Carrying Over Leave**

**Taking Regular Leave**
The minimum length of leave is half a shift, i.e. ½ day. Leave can only be taken after approval by the supervisor.
Employees enter their absence in IMIS under *Personal IMIS/Absence/Create New Record/Vacation*.

**Taking Leave Shorter than ½ Shift**
The remaining unused portion of leave that is shorter than half a shift (a few hours) can only be taken either at the end of the calendar year in December, or—if the employment relationship ends during the year—only in the final month of employment.
Employees enter their absence in IMIS under *Personal IMIS/Absence/Enter Remaining Leave* and indicate the number of hours.

**Carrying Over Part of Leave**
The employer is obliged to schedule the employee’s leave so that it is taken within the calendar year for which it is due. If leave is not taken by the end of the calendar year, this should only be due to one of the following situations:

a) The employee has submitted a written request to the employer to carry over part of their annual leave that exceeds the statutory minimum entitlement into the following calendar year, and the employer, taking into account the employee’s legitimate interests, has approved the request.
b) The employer had urgent operational reasons requiring the employee’s presence at work. In such cases, it is advisable to keep supporting documentation for the urgent operational reasons in case of an inspection by the labor inspectorate.
c) The employee had work obstacles preventing them from taking leave (temporary incapacity for work, maternity leave, or parental leave).