

Clear form

Employer's or substitute employer's details

Last name	First name	Telephone
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Name of the person to be assisted (unless acting as the employer)

Last name	First name
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Personal assistant's details

Last name	First name
Date of birth	Telephone

Absence or suspension of employment relationship (More information on the reasons for absences and interruptions on the following page.)

Entire known period of sick leave	_____ - _____
Entire known period of accident at work	_____ - _____
Lay-off for	_____ - _____
Assistant notified on _____	
Reason for lay-off	
Unexpected impediment to work (for example, the employer being suddenly hospitalised)	_____ - _____
Assistant notified on _____	
Reason for impediment to work:	
Study leave	_____ - _____
Entire known period of parental leave	_____ - _____
Child care leave (max. until the youngest child turns 3)	_____ - _____
Annual holiday	_____ - _____
Right to take leave (Right to take leave equivalent to annual holiday)	_____ - _____
Other paid leave, please specify	_____ - _____
Unpaid leave	_____ - _____

Any additional clarifications
Place and date
Employer's signature and printed name
Personal assistant's signature and printed name

Return address:

Talpa / Personal assistance,
P.O. Box 231,
00099 CITY OF HELSINKI

talpa.suoratyo@hel.fi /

Customer service by telephone +358 9 310 25239
weekdays at 9:00–15:00

Sick leave: Personal assistants are paid sick pay in accordance with the Employment Contracts Act for a waiting period of 1+9 days. Weekdays and Saturdays are included in the 10 days. Sundays and other public holidays are not included in the waiting period. Sick pay is paid for any planned work shift that falls on a public holiday. For incapacity to work lasting more than three days, a doctor's certificate must also be submitted to payroll.

Sick pay is paid on the basis of planned shifts for the waiting period, so the shifts that fall within 10 days are paid for. However, the total duration of the absence must be entered on the form.

Accident: The accident entry is used for sick leave caused by an accident at work. In the case of accidents during leisure time, the sick leave entry is used. During an accident at work, pay is given only for the day of the accident. The rest of the absence due to an accident at work is unpaid, because the employer's accident insurance company pays the employee compensation for the period of the accident at work. The entire known absence time of the assistant due to the accident is indicated on the form.

In the case of an accident at work, the employer must submit an accident report to the insurance company within 10 working days of the accident.

Lay-off: Lay-off means the suspension of work and pay while the employment relationship and the employment contract remain in force. The lay-off must be notified to the assistant in person by a written lay-off notice at least 14 calendar days before the start of the lay-off. The reason for the lay-off, the time of commencement and the duration or estimated duration of the lay-off are indicated in the notification.

Unexpected obstacle to work: If the lay-off cannot be anticipated (e.g. sudden hospitalisation of the employer), the employee has the right to receive their basic pay without working hour allowances for a maximum of 14 calendar days on the basis of the work shifts entered in the work schedule.

If the employer cancels an already agreed work shift for a necessary reason, the assistant has the right to receive their basic pay without working hour allowances for the cancelled work shifts.

Study leave: Unpaid absence, accrues annual holidays within the limits stated in the Annual Holidays Act.

Parental leave: Parental leave refers to periods of maternity, paternity and parental leave, of which 156 weekdays can be taken into account as equal to working time. Parental leave is unpaid absence that accrues annual holidays within the limits in the Annual Holidays Act.

Child care leave Unpaid absence that does not accrue annual holidays. Can be taken after parental leave.

Annual holidays: It is recommended that annual holidays be applied for and reported to payroll before the start of the holiday period. When a full week of annual holidays is applied for, it includes the whole week from Monday to Saturday. Sundays and public holidays included in the holiday period, as well as other specifically defined leave days (such as Midsummer Eve and Christmas Eve), do not consume annual holidays. Public holidays and other leave days within the holiday period must be recorded as a holiday on the employment suspension form.

Right to take leave: An assistant who does not accrue annual leave is entitled to take leave in accordance with the Annual Holidays Act. An employee who, according to the contract, works less than 14 days or 35 hours in each calendar month, is entitled to two working days' leave per calendar month during the employment relationship, if the employee so wishes.

The leave is unpaid, but holiday compensation in accordance with Section 16 of the Annual Holidays Act is paid for the period. An employee who does not use the right to take leave is paid holiday compensation at the latest at the end of the holiday period, i.e. on 30 September (see Section 17 of the Annual Holidays Act).

Other paid leave: This entry can be used to indicate paid holidays for assistants of employers belonging to the Heta union, such as temporary child care leave, 50th and 60th birthdays and the funeral day of a family member or close relative.

Unpaid leave: An agreement between the employer and the employee on the employee's other leave, which is unpaid time.