



Employers can provide notice of a part-time work agreement also online at [www.kela.fi/asiointi-tyonantajat](http://www.kela.fi/asiointi-tyonantajat) (in Finnish) or [www.fpa.fi/etjanst-arbetsgivare](http://www.fpa.fi/etjanst-arbetsgivare) (in Swedish)

Employees can provide notice of the agreement when claiming partial sickness allowance at [www.kela.fi/omakela](http://www.kela.fi/omakela) (in Finnish) or [www.fpa.fi/mittfpa](http://www.fpa.fi/mittfpa) (in Swedish)

More information is available at [www.kela.fi/sickness](http://www.kela.fi/sickness)



If you have questions, please call our customer service number ([www.kela.fi/tyonantajat-asiakaspalvelu](http://www.kela.fi/tyonantajat-asiakaspalvelu) (in Finnish) or [www.fpa.fi/arbetsgivare-kundservice](http://www.fpa.fi/arbetsgivare-kundservice) (in Swedish))

## 1. Parties to the agreement

- i** An agreement on part-time work is drawn up for the partial sickness allowance. The agreement has to be concluded on the basis of information on the employee's health status. Details on the agreement can be submitted on this form.

Name of the employer

Business ID

Name of the employee

Personal identity code

## 2. Duration of agreement

- i** If part-time work has been agreed on for more periods than one, please state the periods under section 5. Additional information.

Part-time work has been agreed on for the period \_\_\_\_\_ – \_\_\_\_\_

## 3. Hours of employment

a. Is the employee working full-time or part-time?

Full-time

- i** Full-time work usually means work with regular working hours of at least 30 hours per week or the employee's working hours correspond to the normal regular working hours of full-time employees in the industry.

Part-time

- i** Partial sickness allowance can also be granted if the employee has several part-time employments and the total working hours amount to at least 30 hours a week.

b. What are the employee's regular working hours before the reduction in working hours? \_\_\_\_\_ hours a week

- i** State the working hours with decimals (for instance 37.25 hours a week).

c. What are the working hours agreed on with the employee for the part-time work? \_\_\_\_\_ hours a week

- i** State the working hours with decimals (for instance 22.25 hours a week).

- i** The working hours in full-time work have to be reduced by 40–60%. The employee has to agree on part-time work with the employers so that the combined total working hours are reduced by 40–60%.

#### 4. Pay

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The pay for the period of part-time work is

Full wage for full-time work. The partial sickness allowance is paid to the employer. The employer can report pay details either by using the e-service for employers or by filing the Y 17e form (Employer's pay report).

The partial sickness allowance can be paid to the employer, if the employer pays a wage or salary that corresponds to full sick pay based on the full-time work before the onset of incapacity for work to the employee.

Wage according to the part-time work. The partial sickness allowance is paid to the employee.

Other arrangement, please specify:

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#### 5. Additional information

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If part-time work has been agreed on for more periods than one, please state the periods in this section. Also state how the work has been arranged during the period of partial sickness allowance if the employee has several part-time employments or if the working hours before the onset of disability differed from the working hours under the employment contract. Also state the reason for the differing working hours.

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#### 6. Contact person

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Name of the person in charge of the case

Phone number

E-mail

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#### 7. Signature

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Place and date

Signature of the employer

Signature of the employee

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