Table of Contents

Employee educations 3
Adding an education type 3
Education and entitlements 3

Employee educations

In the employee educations register, you describe the types of education and training that you want to add to the employee card – for example general, vocational or higher education and further training that the employee has completed or is currently taking. For each type, you can define levels and specialities, so that you can select them from a ready-made list on the employee card instead of typing them in every time. Based on the education data, Directo also calculates the employee's entitlements itself – for example study leave and exemption from the social tax minimum.

You can find the employee educations register in the menu `Settings → Personnel Settings →` **`Employee educations`**.

Adding an education type

1. Click **Add new** in the register.
2. Fill in the fields.
3. Click **Save**.

NO - the number of the education type. Directo fills it in itself.
Type - the name of the education type, for example `education`.
Level - the levels of this type separated by commas, for example `secondary, vocational secondary, higher, bachelor's, master's, doctoral`. The field is not mandatory.
Specialism - the specialities of this type separated by commas, for example `financial management, computer science, law` or, for training, `English, Swedish, Russian`. The field is not mandatory.
CP field - the field of professional competence points, for example in construction, where the employee must collect further training points.

 You can later select the levels and specialities from a list on the employee card. This way, the data is consistent and you can search for employees by level or speciality in the Employee List.

Education and entitlements

Directo uses the education type in two system settings:

- `System settings > Education type to calculate Study Leave` - if the employee card has an education of this type without an end date or with an end date in the future, Directo grants the employee 20 calendar days of study leave.
- `System settings > Education types which does not use Social Tax minimum` - if the employee is studying, they may be entitled to an exemption from the social tax minimum. If **Minimum wage** is selected for social tax on the employee card, Directo changes it itself based on the education.

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