



Worth knowing

2012

Worth knowing about...

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WORTH KNOWING – CONTACT WITH AAK AND OVERVIEW OF THE UNEMPLOYMENT BENEFIT REGULATIONS

Member of AAK – the rules and opportunities

This brochure details some of the key areas within unemployment benefit legislation and provides an overview of the conditions applying to people seeking unemployment benefit.

The rules are extensive and change at regular intervals. This guide, however, is updated several times a year and is intended to give a comprehensive overview. The regulations are the same regardless of which unemployment benefit scheme you are a member of.

Anyone who finds themselves unemployed for the first time and applies for unemployment benefit will be invited to a meeting to discuss their CV and job search within a few weeks of applying. In preparation for the meeting, you must prepare a job seeker's plan for the period for which you are applying for unemployment benefit. At the meeting, you will be taken through the key regulations relating to unemployment benefit and be briefed on how to make use of the self-service facilities on the website.

Once an individual has received unemployment benefit for a total of three months, he/she will be asked to attend an interview to discuss their availability for work. At this meeting, we will also review the previous job seeker's plan. The new job seeker's plan will then be valid up to the next availability-for-work meeting. You are, of course, welcome to contact us if you need more information or if you are unclear about some aspects.

aak.dk – find your information online

Our website, www.aak.dk, provides much more information about the opportunities you have as a member – and about the regulations which you must be aware of - depending on your situation.

WORTH KNOWING – ABOUT YOUR CONTACT WITH THE JOB CENTRE

Register as unemployed with your local job centre

It is important that you register with the job centre as soon as you become unemployed. You will only receive unemployment benefit and supplementary unemployment benefit for the days you are registered with the job centre. You must also be registered if, for instance, you participate in a mandatory work activity scheme (tilbud om aktivering) in accordance with a job plan. You can sign up at jobnet.dk or by attending your local job centre in person.

Contact with the job centre

The so-called availability obligation (rådighedsforpligtelse) has been tightened several times over the past few years. Part of the availability obligation relates, for instance, to your contact with both your employment benefit scheme (a-kasse) and the job centre. This means that, once a week, you must confirm that you are searching for a job at jobnet.dk. If you forget, you will be deregistered from the job centre and no longer receive unemployment benefit. On the first two occasions you forget to confirm your job search, you will receive a reminder prior to being deregistered.

AAK, the job centre or another organisation invites unemployed members to meetings at certain intervals. You have a duty to attend in order not to risk losing your unemployment benefit. If you move or change address, you must inform the job centre immediately.

If you take a holiday, you must inform the job centre no later than 14 days before you leave – you can do this via jobnet.dk.

Job and CV bank, www.jobnet.dk

At the earliest opportunity and no later than three weeks after you have registered as unemployed with the job centre, you

must enter your CV via jobnet.dk. You must provide details about your education, previous employment and other qualifications. Your CV must also contain a job target with “good employment opportunities” or “really good employment opportunities”. Your CV must be kept up to date and be accessible. You can read more about what is required from your CV at aak.dk.

You will be requested to attend a CV and guidance meeting with us before being unemployed for three weeks.

You must update your CV on an ongoing basis and respond to any enquiries from employers who have contacted you as a result of your CV.

WORTH KNOWING – ABOUT CONDITIONS FOR UNEMPLOYMENT BENEFIT

Conditions for receiving unemployment benefit

If you are registered as newly qualified, you are entitled to unemployment benefit for one month after having completed your training.

If, however, you are registered as a salaried employee or sole trader, you must have been a member for at least one year before being entitled to unemployment benefit. You must have had at least 1,924 hours work within the last three years. Part-time insured must have had 1,258 hours of work. This must be ordinary salaried work without any public salary supplement or, in all essentials, an independent business and only work carried out during the membership period counts.

Below you will find the conditions that must be complied with before you can receive unemployment benefit:

- You must be registered at a job centre as unemployed.
- You must confirm that you are a job seeker at jobnet.dk. on a weekly basis
- You must be available for work
- Part of the availability obligation is that you have an updated, active and accessible CV at www.jobnet.dk.
- If you work on a reduced time basis and are entitled to supplementary unemployment benefit, this is, in general, only possible if you have sent a discharge certificate to us. Please note that we must have received your certificate no later than five weeks from the commencement of the job
- If you have worked largely as a sole trader, you are only entitled to unemployment benefit when the company has ceased trading or when you have left the business.

WORTH KNOWING – ABOUT BEING AVAILABLE

About being available for the labour market

To be entitled to unemployment benefit, you must be available for work. You are available for work if you are a job-seeker and want to and can work.

To ensure that you are, in fact, available, legislation sets out a number of requirements. These requirements constitute the availability obligation.

In short, the availability obligation covers two sets of requirements. Firstly, the applicant must be actively seeking work from the first day of unemployment and endeavour to improve the opportunities for finding work as long as he/she is in receipt of unemployment benefit. Secondly, the applicant must meet the requirements set out by the job centre or AAK.

This means, for instance, that you are obliged to:

- Apply for a job that we, the job centre or another organisation request you to apply for.
- Be able to begin work at one day's notice.
- Be in good health and fully capable of work (during illness/pregnancy, you can apply for sick pay at your local authority's health and social services).
- Attend courses etc. that increase the likelihood of finding work.
- Check your email/post on a daily basis.
- Reside and be present in Denmark (it is, however, possible to seek work abroad and still receive unemployment benefit).

Submitting a job seeker plan

As part of the CV and guidance meeting, we will, between us, prepare your job seeker's plan for the next three months.

The plan must

- Describe your skills/qualifications based on your education, job experience, age and health.
- Cover your job preferences.
- Specify the geographical area of your job search.
- State the professional area(s) – including which job titles - where you are looking for work and by what means (written application, personal approach or telephone enquiry).
- Make sure that you are aware of where to find vacancies (e.g. at job banks, at jobnet.dk or with professional organisations).
- State how many examples of your previous job applications you must bring with you for later interviews regarding availability.

Job seeker requirements

As an unemployed person, you must be available for work and be an active job-seeker from day one and throughout the whole of the period for which you wish to receive unemployment benefit. A job search must be realistic and serious.

What is a realistic job search?

A realistic job search means that you must apply for work that you are capable of carrying out. This will always depend on an individual assessment based on the job seeker's education, business experience, health and age. In order to be capable of doing the job you must:

- Have the necessary qualifications.
- Have the necessary work experience.
- Have the necessary physical build etc.
- Be able to take on the job with regard to transport time, child-minding etc.

You cannot, however, not apply for a job that you are capable of undertaking because you assume that the employer – for reasons of age, for example – will not employ you anyway.

You also have to be an active job seeker even if, for example, you are planning to take maternity leave, early retirement benefit or are about to start new work. The same applies while you are participating in a mandatory work activity scheme (tilbud om aktivering) in accordance with a job plan or you have part time work and receive supplementary unemployment benefit. It is not enough just to seek more hours of work in your current place of employment.

What is a serious job search?

Serious job seeking means that

- You have looked for work in a way that is usual within the relevant professional area.
- The application is targeted at the available position.
- The application expresses the applicant's desire and willingness to take on the work in question.

What is an availability assessment?

An availability assessment is a specific assessment of whether you are, in fact, available for work and whether you are committed to finding full time employment and have complied with the previously drawn up job seeker's plan.

We must assess whether you are available in the following situations:

- Each time you have been unemployed for a total of three months
- If the job centre informs us that an unemployed person has not, for instance, fulfilled his obligations to another organization

- In connection with unemployment after a prolonged period of illness.
- If you leave a job in order to take on another job with fewer hours.
- If you have applied for social pension.
- If you receive a pension owing to loss of earning capacity.
- If you have twice declared yourself sick in connection with a job placement or when requested to attend meetings at the job centre.
- If other elements raise doubts as to the unemployed person's availability

Availability assessment

An availability assessment means that we will examine whether you have kept to the latest job seeker's plan.

For instance, we will enquire about positions you have applied for since you became unemployed.

We also check whether

- You have applied for the position which we or the job centre has assigned you.
- Whether there are conditions that prevent you from taking on work.

Stricter mobility requirements

For all middle-range or highly educated people, there is a stronger obligation to be geographically mobile in respect of job location. This means that you must take on work assigned by us or the job centre even if the total daily transport time exceeds four hours if this is necessary to fill vacancies with qualified individuals. Consideration must, however, be given to family circumstances.

WORTH KNOWING – ABOUT UNEMPLOYMENT BENEFIT RATES

Unemployment benefit rates for salaried workers

As a general rule, we assess your unemployment benefit rate on the basis of your salary for the most recent three months' work – assuming that you have worked for 320 hours over the period and not received unemployment benefit during this time. If your overall earnings for the three months have been a minimum of DKK 61,821, you are entitled to the highest unemployment rate of DKK 788 per day before tax.

We pay unemployment benefit five days per week. This means you can receive a maximum of DKK 17,073 per month.

If you have had an unemployment benefit rate calculated on a previous occasion, a new rate can only be calculated after at least one year from the end of the previous calculation period. A calculated unemployment benefit rate is therefore valid for at least one year.

Unemployment benefit rate for newly qualified people

As a newly qualified person, you will receive a special unemployment benefit rate of DKK 646 per day.

Are newly qualified individuals entitled to a higher rate?

Yes, providing - after the completion of your studies - you have worked 320 work within a three month period. This enables you to have your unemployment benefit rate calculated on the basis of the salary you have received. You are entitled to receive unemployment benefit in accordance with a calculated rate once you have been entitled to unemployment benefit for six months.

With a calculated rate for unemployment benefit, you receive 90 per cent of the salary you have earned over the past three months after deductions for labour market contributions. To obtain the highest unemployment benefit rate, you must have had

an income of at least DKK 61,821 for at least three months. You can, however, never receive more than the maximum rate which, in 2012, is DKK 17,073 per month.

WORTH KNOWING – IS THERE A TIME LIMIT FOR RECEIVING UNEMPLOYMENT BENEFIT?

The unemployment benefit period

The unemployment benefit period is the period during which you are entitled to unemployment benefit. This starts from the first day you receive unemployment benefit.

From July 5th 2010, the unemployment benefit period totals 104 weeks, i.e. two years. These unemployment benefit weeks must be used within a so-called “reference period” of three years.

If you received unemployment benefit before July 5th 2010:

If you received unemployment benefit before July 5th 2010, you are still entitled to unemployment benefit for the period which you have been expecting – albeit no more than two years after July 5th 2010.

This means that

- if you have received unemployment benefit, e.g. for 26 weeks on July 5th, you will be entitled to two years’ unemployment benefit after this date. In other words, you will lose the right to unemployment benefit on 1 July 2012 at the earliest.
- if, for example, you have been receiving unemployment benefit for three years on July 1st, you will still be entitled to one year’s unemployment benefit after July 5th. Under the old rules, you will have used up your entire entitlement/period of four years.

We will write to you before your unemployment benefit period expires and, of course, inform you as to whether you may be entitled to extend the unemployment benefit period or a senior job. Read more about this below.

Extended entitlement to unemployment benefit for members above the age of 55 with the possibility of early retirement

If, at the time of the expiry of the unemployment benefit period, you have reached the age of 55 and you reached the age of 54 by 31 December 2006, you may retain the entitlement to unemployment benefit until your 60th birthday. However, this only applies if you can meet the seniority requirement to qualify for early retirement on your 60th birthday – and have paid early retirement contributions.

The right to unemployment benefit up to your 60th birthday assumes that the normal conditions, including the availability conditions, have been met throughout the period, e.g. the obligation to seek work both inside and outside one's professional area and participate in mandatory work activity schemes.

Unemployment benefit entitlement up to your 60th birthday does not mean that you will automatically be entitled to early retirement. The conditions for early retirement entitlement must have been complied with at the time of the transition period (overgangstidspunktet).

Senior job – a new opportunity for the +55 year olds

Members over the age of 55 when their unemployment benefit entitlement expires and whose 54th birthday is after January 1st 2007 will be entitled to “senior” jobs. If you belong to this group, you can be employed in a “senior” job with agreed pay until you are entitled to early retirement. To obtain the right to early retirement there must be at most 5 years to the early retirement age.

Your local authority is obliged to employ you and will receive a grant of DKK 129,939 per year for full time jobs. The local authority determines the area of work on the basis of an interview and the aim is for the “senior” job to be created on the basis of your qualifications and interests.

You will be employed on the same terms as other employees with equivalent work and you will be paid the agreed salary for the area. During the period of employment, you must be available for normal work on the same conditions as if you had still been unemployed. You can apply for a “senior” job from three months before and up to two months after your entitlement to unemployment benefit has expired.

How to make use of the unemployment benefit period?

You use some of the 104 week period in accordance with a “clip card” system (klippekortsystem) and the “clip card” for the 104 weeks is valid for three years. If you have not used up the 104 clips within three years, they expire.

For each week you are paid unemployment benefit, you use one week of the unemployment benefit period – even if, for example, you only receive unemployment benefit for two days a week and regardless of the amount. Moreover, you will use some of the 104 weeks if you participate in mandatory work activity scheme (tilbud om aktivering) in the form of e.g. education or job training. You will also use the clip system for the first six weeks of sick pay. Sick pay is paid by the local authority.

Maternity leave and childcare leave does not affect your weeks of unemployment benefit and also extends the reference period.

New entitlement to unemployment benefit

Once you have had 1,924 hours of work, you are entitled to a new period of 104 weeks of unemployment benefit. The new period of 104 weeks does not begin until you have applied for unemployment benefit after having been in employment for 1,924 hours. Work with public subsidies, e.g. job training and employment with salary supplements cannot be included in the 1,924 hours. If you use your unemployment benefit period before 2 July 2012, you will receive a new unemployment benefit period providing you have had 962 hours of work.

WORTH KNOWING – ABOUT G-DAYS AND EXTRA HOURS

G-days – employer’s allowance for unemployed days

As a general rule, you cannot receive unemployment benefit for the three first unemployment days - so-called G-days – after having stopped working.

Instead the employer must pay you an allowance if you are unemployed for these days. The allowance for one G-day is DKK 766. The days must be marked with a “G” on the unemployment benefit form.

If you have handed in your notice yourself or if you have worked less than 74 hours within the past four weeks, the employer does not have to pay an allowance. If you have not received the allowance from your employer by the second salary payment after you have stopped working, you can contact us. We will help you get the allowance paid out.

Surplus hours – more than 37 hours per week

If you sign up as unemployed, we have to calculate whether you have worked surplus hours over the past three months – i.e. whether, in total, you have worked for more than 37 hours per week over the past three months prior to stopping work. If you have surplus hours, they will be deducted from your unemployment benefit which means that you will not receive unemployment benefit until you have taken off these hours in lieu.

We have to include all types of salaried work, work with paid income from, for example, lectures, consultancy work etc. and hours from independent activities.

If your working hours could not be checked by your employer, the income must be calculated in hours at the prevailing conversion rate before we can calculate the surplus hours.

Surplus hours that have not been offset after five weeks from the day you are entitled to unemployment benefit are regarded as cancelled.

WORTH KNOWING – ABOUT SUPPLEMENTARY UNEMPLOYMENT BENEFIT

Supplementary unemployment benefit if you get a part-time job

If you are fully insured and fully unemployed, you will always receive unemployment benefit for 37 hours per week. If you have hours of work from, for instance, a part-time job, you can obtain supplementary unemployment benefit – i.e. supplement your working hours with unemployment benefit for up to a total of 37 hours.

You will usually have to submit a discharge certificate (frigørelsesattest) to us to be entitled to supplementary unemployment benefit. The discharge certificate (frigørelsesattest) is your employer's acceptance that you must be able to leave your job at one day's notice if the job centre finds a job with more working hours for you.

The following rules for the entitlement to supplementary unemployment benefit apply:

- **Time limit** – which means that you can only receive supplementary unemployment benefit alongside salaried work for a total of 30 weeks within the previous 104 weeks. The 30 weeks include weeks where supplementary unemployment benefit has been paid.

In connection with job rotation and similar employment (e.g. duty rotas) all weeks are included, i.e. both weeks where no unemployment benefit has been paid and where full unemployment benefit has been paid. We will write to you approximately three months before the 30 weeks have expired.

Once you have used up your 30 weeks, you must comply with a requirement for work before being entitled to supplementary unemployment again.

The requirement for work is 26 weeks with more than 30 hours in each week within a 12 month period. The work must be carried out after you have used up the 30 weeks.

- **Minimum payment rule** – which means that unemployment benefit can only be paid out in a week when you are unemployed for 7.4 hours or more. This means that if you work for more than 29.6 hours per week, you will not be entitled to supplementary unemployment benefit.
- **Conversion** – of the income into hours if the employer has not been able to check the working hours. We deduct the converted hours from the unemployment benefit instead of the actual hours. The conversion rate was DKK 205,52 per hour in 2011.

In connection with teaching etc., deductions will also be made for preparation time.

The discharge certificate (frigørelsesattest) if you have a period of notice.

Members working reduced hours in a job with a period of notice can only receive supplementary unemployment benefit if the employer signs a so-called discharge certificate (frigørelsesattest). If the employment expires and you are re-employed, you must send us a new discharge certificate.

This also applies, for example, to teachers who are employed for a term at a time. A new discharge certificate must be submitted for each new academic term of employment.

We must receive the discharge certificate no later than five weeks from the start of employment. The first day of employment is included in the deadline. If we receive the discharge certificate later than this, you will only receive supplementary unemployment benefit from the day that we receive the discharge certificate.

You can also get your employer to write the discharge certificate into your employment contract. Then you only have to send the employment contract to us within five weeks after commencement of the job.

Additional availability assessment when you receive supplementary unemployment benefit.

Members with qualifications/skills in areas with labour shortages and who receive supplementary unemployment benefit must, under the general availability assessments, prove that they are looking for full time employment every three months. This is done by providing details of the full time positions applied for within areas with labour shortages within four weeks after the availability interview.

WORTH KNOWING – ABOUT QUARANTINES

Quarantines – with self-induced unemployment

There are several reasons why we have to issue quarantines for a period. Common to them all is that the member can be said to be the cause of his/her own unemployment.

You are regarded as a self-induced unemployed person when you:

- Terminate your job without any of the valid reasons mentioned in the regulation regarding self-induced unemployment.
- Are dismissed for reasons that are largely your own fault or if you hand in your notice in breach of the notice period.
- You are absent from an interview or activity to which the unemployment benefit scheme (a-kasse) or job centre has requested your attendance twice within 12 months.
- Refuse/are absent from work that has been arranged by e.g. the job centre.
- Are absent from, or pull out of, a meeting at the job centre concerning the preparation or revision of an action plan
- Refuse/are absent from or abandon an offer, e.g. job training or education.

If you stay away from interviews with us, the job centre or other organisations

If you fail to turn up for a job interview or another activity which the job centre has requested you to attend – or fail to turn up for an assignment interview, CV interview, availability interview, guidance meeting or other meetings called by the unemployment benefit scheme (a-kasse) you will not receive unemployment benefit from the date of the absence until you have con-

tacted the person who sent you the attendance request and have explained why you failed to turn up.

If you contact the person who has issued the attendance request prior to the interview, you are not entitled to unemployment benefit for the day of the planned meeting. However, if the absence is due to the fact that you are attending a job interview or are working at the time of the interview, you will not lose unemployment benefit.

If, twice within 12 months, you are absent without a valid reason from an interview or activity at either the job centre or the unemployment benefit scheme (a-kasse), you are considered as a self-induced unemployed person and will receive a quarantine of two weeks. In addition to the quarantine, you will be excluded from unemployment benefit from the date of the absence and until you have contacted the person who issued the attendance request and explained the reason for you not attending the interview.

If you give notice or refuse a job

If you give notice or refuse a job or take up an offer because you have other plans, you cannot receive unemployment benefit from the date of your refusal and until you receive income from another source. This applies, for instance, if you have another job, are travelling abroad, starting up an independent business or taking early retirement.

Besides not receiving unemployment benefit in the intervening period, you will be given a three-week quarantine (111 hours) if you are deemed to be a self-induced unemployed person.

Quarantine again?

If you are given two quarantines within 12 months, you lose your entitlement to unemployment benefit – the so-called repetition effect. The quarantine may either be due to self-induced unemployment or because twice within 12 months you have been absent from an interview or activity at either the job centre

or the unemployment benefit scheme (a-kasse). You regain the right to unemployment benefit when you have had more than 300 hours work reported through e-income (e-indkomst).

How can a quarantine be settled?

A quarantine can only be settled during a period when you are registered at a job centre and are entitled to employment benefit. If you have not settled your quarantine at least three months after stopping work or for whatever reason for your unemployment, we will regard the quarantine as settled.

You are not quarantined if you stop working and for three months after stopping receive no contributions from us, take up offers or receive maintenance contributions from public services (e.g. sickness benefit).

Can you be quarantined during holidays and sickness?

It is not a valid reason to be absent from, or refuse to attend a meeting with the job centre or a-kassen (unemployment benefit scheme) owing to holidays – unless you have informed the job centre of your holiday plans 14 days before the holiday commences and before you receive a request to attend an interview. Staying away because of a non-notified holiday incurs a quarantine.

If you are prevented from attending an interview because of illness when you have received an attendance request, you must inform the job centre about your illness prior to the interview. Failing to do so is not a valid reason for staying away. The result is a quarantine.

Termination of an independent business as the main occupation triggers an exclusion period for the first three weeks after the termination. If the business is only a sideline, the termination does not incur a quarantine.

WORTH KNOWING – ABOUT YOUR OPPORTUNITIES WHEN YOU RECEIVE UNEMPLOYMENT BENEFIT

Courses/education with unemployment benefit

While you are unemployed and receiving unemployment benefit, you have the opportunity to participate in courses. As an unemployed person, you have the following opportunities:

- All types of courses or education of less than 20 hours per week – although not educational programmes for which you can receive educational grants (SU).
- Courses of no more than two weeks duration organised by the job centre, your professional association or us.
- Open education of no more than 6 hours per week (or one-third student man year) until you are entitled/obliged to mandatory work activity scheme after nine months of unemployment. The education programme must be linked to your existing education or professional area. The course must not be part of a new educational programme.

AAK must approve your entitlement to receive unemployment benefit while you attend courses or educational programmes. The approval is conditional upon you being available for the job market and are actively seeking work.

We recommend that you apply for permission to attend a course well ahead of its commencement.

When you are registered with an educational institution, you are regarded as a participant in the programme and therefore not entitled to unemployment benefit.

Self-selected courses for up to six weeks

Within the first nine months of unemployment, you have the opportunity to upgrade your qualifications with a course of up to six weeks duration. During this period, we will pay an educational grant.

You can read more about the opportunity and procedure for applying at www.aak.dk. You can also find a link here to www.kurserforledige.com which is an overview of courses at various educational centres.

When do you take part in the mandatory work activity scheme (tilbud om aktivering)

After approximately nine months of full unemployment, you are entitled to - and have a duty to take part in – the mandatory work activity scheme (tilbud om aktivering). If you are under 30, this is after 13 weeks of unemployment. For people over 60, this is after 26 weeks of unemployment.

The mandatory work activity scheme (tilbud om aktivering) must be given as an offer in accordance with a job plan which the job centre prepares and approves.

Unpaid work

Usually, all work should be listed on the unemployment benefit card and be deducted from the unemployment benefit. There are, however, some opportunities for carrying out activities or undertaking voluntary unpaid work without incurring deductions.

This assumes that the work is based in Denmark, is not linked to any private business activity and that you are not subject to employment obligations. Moreover, the work must be performed for a voluntary organisation/association of a non-profit making nature.

An activity is defined as something that cannot be offered as normal salaried work, e.g. Home Guard or Red Cross activities or sorting clothing for humanitarian organisations.

Voluntary unpaid work is defined as something that can be offered as normal salaried work, e.g. a legal aid lawyer or social worker in a crisis centre. This type of voluntary, unpaid work

can be undertaken for up to 4 hours a week without any unemployment benefit deductions.

If the voluntary unpaid work relates to primary operations (personnel administration or financial management) or maintenance (daily cleaning, house painting etc), this generally incurs a deduction in unemployment benefit from the first hour.

Always contact us if you are in doubt about whether what you are doing will result in deductions to your unemployment benefit.

Deductions in unemployment benefit for taxable income

All salaried work – also subsidiary occupations – and regardless of when it is carried out will result in deductions in payments from us. If the working hours are checkable by the employer, the hours will be deducted. If the working hours are non-checkable because, for instance, you work freelance from your home, your earnings will be converted to hours at a conversion rate of DKK 209.63.

If you receive supplementary unemployment benefit, this often requires discharge certificate (frigørelsesattest).

Salaried income incurs deductions even if you are not working, e.g. during a dismissal period.

Taxable income from other work than salaried work will also normally incur deductions and must always be declared on the unemployment benefit card. This, for instance, applies to fees and remuneration from public or private businesses, associations, boards etc. The deduction is performed by converting the income to hours using the conversion rate of DKK 205.52.

Self-employed?

In some situations, new work means that you are regarded as independent in relation to the unemployment benefit scheme legislation. This applies, for instance, if you transfer amounts for

taxation as a spouse employed in the business or if you receive tax deductions for operating expenses or depreciation on operating equipment in accordance with prevailing regulations for independent businesses.

If you are registered for VAT or if you run a business as a sideline, we have to approve your entitlement to unemployment benefit while you run the business.

If you work in your spouse's business – with under 20 employees – you are always deemed to be an independent operator even if you are employed on salaried terms.

If you are in doubt as to whether you work as an independent operator, you are welcome to contact us.

Independent activity as a sideline

As an unemployed person, you can run an independent business as a sideline for up to 78 weeks – e.g. freelance assignments. A sideline activity means that all the work can always be carried out outside normal working hours. If this is the case, the activity will, as a starting point, be regarded as an independent sideline. All the hours spent on this sideline activity must be entered on your unemployment benefit card so that it can be deducted from the unemployment benefit.

To be entitled to unemployment whilst conducting a sideline activity, you must meet all availability conditions mentioned elsewhere in this brochure.

You will use 1 week of the 78 weeks each time you receive a contribution from the a-kasse (unemployment benefit scheme) – such as, for instance, unemployment benefit, holiday pay or if you have participated in a mandatory work activity scheme (tilbud om aktivering) – regardless of whether you only receive unemployment benefit for two days within a week. We recommend that you contact us for guidance about the rules before you start.

Independent business as the primary occupation

If you begin running an independent business as your main occupation, you cannot receive unemployment benefit or holiday pay from the a-kasse (unemployment benefit scheme). This also applies to periods when no work is generated by the company.

WORTH KNOWING – ABOUT JOB SEEKING ABROAD

Job seeking abroad – retaining your unemployment benefit

Usually living and remaining in Denmark is a pre-condition for receiving unemployment benefit. There is, however, an opportunity for maintaining unemployment benefit for up to 3 months while looking for work in other EES countries. (Visit aak.dk to see which countries and areas fall under EES).

You must meet the normal conditions for unemployment benefit entitlement at the time of your departure and, in general, you must have been registered with a job centre as a fully unemployed person for at least four weeks before your departure.

To obtain approval, you must complete an application form – a PD U2 application form – regardless of your destination. This is available from AAK or from the Danish Pensions Agency's website (www.penst.dk)

When you have completed the application, you need to get the job centre to verify it and subsequently deliver it to us yourself or send it to us. You can do this no earlier than 4 weeks before your departure. We issue the PD U2 form which you need during your stay abroad. Unemployment benefit will be paid by us. You must have returned and be registered with a job centre in Denmark before the expiry of the approved period if you wish to preserve your entitlement to unemployment benefit.

Always contact us in good time for more details.

Living in an EES country – transfer of membership

In connection with stays or work abroad specific regulations apply, e.g. concerning the transfer of membership by working in another EES country or the Faroe Islands. This is important in relation to early retirement contribution. It is important that, in such situations, you contact us because we have to guide you in respect of the regulations for transferring membership.

Early retirement and working abroad

Early retirement entitlement is conditional upon you meeting the work requirement at the time when you take early retirement. In general it is only work performed in Denmark that can be used to meet this work requirement.



Where is AAK located?

AAK Copenhagen (head office)

Nyropsgade 45
1602 København V
Denmark

Tel.: 33 95 03 95
Monday – Friday 10.00 – 15.00

Website: www.aak.dk
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