



## **Stockholm University Human Resources Office**

### **You & Your Workplace**

An overview of the terms of employment at Stockholm University

*Including changes up until June 2009*

## **You & Your Workplace**

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## **1. GENERAL RULES**

### **1. Employment**

An employment contract is, as a rule, for a permanent position. However, some positions within the University are temporary. The difference between a permanent position and a temporary position is that a permanent position can only be terminated by the employer on factual grounds, whilst a temporary position automatically ceases once the specified time period is passed.

### **1.2 Temporary employment**

The rules regarding temporary employment are found in the Security of Employment law (LAS), the Decree of Employment (AF) and the Higher Education Ordinance (HF). **The terms of employment on your contract make it clear which legal stipulations apply to your position.**

### **1.3 General salary and preferential agreements (ALFA)**

This agreement is applicable to employees of state organisations such as Stockholm University, under the jurisdiction of the government. Stockholm University (SU) has, in addition, signed a number of local agreements that supplement ALFA.

### **1.4 Holding more than one post at a time**

An employee who holds a permanent position at SU can under certain circumstances take leave to take up a temporary position with another employer (see 4.1 Leave).

### **1.5 Period of Notice**

The employer is required to give one month's notice if the position has been held for no longer than one year.

The employer is required to give three months' notice for positions held longer than one year. Should the occasion arise, however, the longer period of notice is applicable according to 10 § job security agreement (TA) and in accordance with paragraph 2, 11 § (LAS).

The employee must give two months' notice if they have been continuously employed for more than four years and one month's notice if employed for less than four years. Employees who have only been employed for a maximum of three months can give eight days' notice.

### **1.6 Termination of temporary employment**

A temporary position is terminated automatically on the last day of the stated period of employment. If the employment period is not extended, and if the employee has been employed for more than twelve months during the last three years, the employer sends out a warning to the local personnel organisations and written notice to the employee that the temporary position is not to be extended no later than one month before the contract is terminated. The written notice will clarify if the employee has preferential claim to reemployment.

The right to re-employment applies from that time written notice was given and up to nine months after the position was terminated. Employees wishing to claim re-employment must submit a written claim.

Employees who are employed in a temporary capacity for less than three years in succession are covered to a certain degree by the Job Security Agreement (TA) if their post is terminated because of a shortage of work.

### **1.7 Termination of a permanent position**

A factual reason for terminating a permanent position is, for example, because of a shortage of work or for personal reasons. The employee is covered by the Job Security Agreement (TA) if a permanent position is terminated because of a shortage of work. The agreement means, amongst other things, that the period of notice is extended in accordance with LAS or ALFA.

## **2 Working Hours**

### **2.1 Working Hours for technical, administrative and academic staff**

The University allows flexitime when the work permits. The employer can, however, require your presence at a meeting even if the time set is outside normal set hours.

Normal Office hours for employees working full-time:

- 8 hours and 10 minutes Monday-Friday between the period September 16-April 30, except when public holidays occur (see below for details regarding public holidays)
- 7 hours and 30 minutes Monday-Friday between May 1 and September 15 (see below for details regarding public holidays)
- 4 hours and 35 minutes on the following days:
  - The Eve of Epiphany (Twelfth Night) if falling on a Monday-Friday
  - April 30, if falling on a Monday-Friday
  - The day before All Saints Day (the Saturday between October 31 and November 6)
  - December 23, if falling on a Friday.

Work-free days are Saturdays, Sundays, public holidays as well as Maundy Thursday, Midsummer's Eve, Christmas Eve and New Year's Eve. Note that the second day of Whitsun ceased to be a public holiday in 2005 and it has been replaced by Sweden's National Day, June 6.

Those years when Sweden's National Day is on a Saturday the day before is work-free. When Sweden's National Day is on a Sunday the day after is work-free.

Regular working hours are 09:00-15:00. For those days where office hours are 4 hours and 35 minutes, working hours are 09:00-12:00.

Flexitime is to be started between 06:00 and 09:00 and completed between 15:00-20:00. For those days where office hours are 4 hours and 35 minutes, flexitime must be completed between 12:00-20:00.

Flexible time is between 06:00-20:00.

Flexible lunchtime is between 11:00-14:00. Lunch must last for a minimum of 30 minutes to ensure that employees do not work for more than six hours without a break.

In accordance with the law each day you work more than five hours, you are required to take a lunch break of at least 30 minutes. You should also have the possibility to take breaks when needed. Breaks are to be counted as part of your working hours.

### **2.2 "Klämdag" - A Working Day Between a holiday a weekend**

A "klämdag" is a single working weekday that is sandwiched between a holiday and a weekend. A

“klämdag” is free if it does not inconvenience your work. The hours lost for a “klämdag” should be made up before or after it occurs.

### **2.3 Extra-working time for technical, administrative and academic staff**

If you hold a part-time position at the University but work more than part-time, you will initially receive compensation for additional hours covering the time between part-time and the ordinary working hours for the equivalent full-time position, each day counted individually. Thereafter you will receive overtime as stated below.

Remuneration for additional working hours is given in the form of cash with 1/140 of a monthly salary for the equivalent of a full-time position, or in the form of free time the length of which is the same as the extra hours worked. The amount includes holiday pay. You are entitled to work an addition 175 extra hours work each year but this must not exceed 200 hours when taken in conjunction with overtime.

### **2.4 Overtime for technical, administrative and academic staff**

If you are required to work overtime you will either be compensated in the form of time off or paid overtime. During a four-week period you are not permitted to work more than 48 hours overtime. You must not work more than 50 hours overtime per calendar month. You must not work more than 150 hours overtime in a calendar year.

You can, in general, choose how you will be compensated for overtime.

*Statutory overtime* is generally regarded as working:

- Between 19:00 on a Friday and 07:00 on a Monday
- Between 19:00 on the day before Twelfth Night, Good Friday, May 1st or Ascension Day, Whitsun Eve, Sweden’s National Day, Midsummer Eve, Christmas Eve or New Year’s Eve and 07:00 the following day.
- Remaining times between 22:00 and 06:00

Any other extra duties outside the regular workload is regarded as *basic* overtime:

Time off for overtime is calculated at a rate of twice the amount of time for statutory overtime and one and a half the amount of basic overtime.

If you are to be paid for the overtime, the following compensation is given:

- Basic overtime; your individual salary divided by 94
- Statutory overtime: your individual salary divided by 72

### **2.5 On Call**

Some employees at the University are required to be “on call”. They are contacted in order to provide a professional service if necessary, but are not formally on duty. If contacted and asked to come in, such employees are expected to immediately come to the University to work. If an employee is subject to being on call, they are expected to stay at home or some other place agreed upon by the University.

An employee is not required to be on call if he or she is either on sick leave, off work in accordance with the law or taking care of sick children.

A employee who is required to be on call will receive an extra SEK 9 per hour in remuneration.

This figure will be increased by 100% for being on-call:

- A) Between 19:00 on a Friday and 07:00 on a Monday.
- B) Between 19:00 on the day before Twelfth Night, May 1, Ascension Day or Sweden’s National

Day and 07:00 the following workday.

C) Between 19:00 on the day before Good Friday and 07:00 on the day after the second day of Easter.

D) Between 19:00 on the day before Whitsun, Midsummer Eve, Christmas Eve or New Year's Eve and 07:00 on the first working day after the holiday.

When there is a question regarding time in C) or D) the amount in paragraph three is increased by %200.

## **2.6 Working Hours for teaching staff**

From January 1, 1999 working hours for teaching staff are:

1700 hours for employees with 35 days vacation

1732 hours for employees with 31 days vacation

1756 hours for employees with 28 days vacation

(See 5.1 with regard to the length of the vacation)

Teachers have their own agreement concerning working hours.

**NB! Overtime is not paid to professors.**

## **3 Illness and Medical Treatment**

### **3.1 Illness**

If you are absent due to illness for more than seven calendar days in a row, you are required to submit a doctor's certificate to your department, centre, etc. Under certain circumstances a doctor's certificate can be required for a shorter leave of absence due to illness.

After any absence due to illness you are required to fill a form (Assurance of Illness Statement) and submit the form to your department, centre, etc.

All materials relating to illness, including doctor's certificates, etc, are treated in the strictest confidence in accordance with the Official Secrets Act.

The first day of absence due to illness is a "karensdag" (a day of qualifying before benefit may be claimed); accordingly, you lose your entire salary for that day. The amount deducted is calculated on the basis of your monthly salary multiplied by 12 and divided by the working time. The working time is the average number of working days per week multiplied by 52

From and including the 2nd day of absence to the 14th day, 20% is deducted. The amount is calculated on the basis of the number of working days sick leave.

From and including the 15th day to the 90th day of the same period of sick leave, 90% is deducted.

From and including day 91, 100% is deducted.

Note that from the 15th day of a period of sick-leave sickness benefit is paid out by the social insurance office.

### **3.2 Medical Treatment**

In order to be reimbursed for costs incurred on account of certain medical treatment, you are required to hand in receipts in the original to the Human Resources Office within six months of treatment. The requirement to show that medical treatment, etc, has been registered as part of a patient's one-year limit cost ceiling [högkostnadskort] has been rescinded. However, it is assumed that you will continue to see that the amount has been registered for a "högkostnadskort". You will be reimbursed a maximum of SEK

95 for each instance of medical treatment, oral surgery and psychiatric treatment you require. The compensation is subject to tax with the exception of being treated by a private doctor who is not enrolled in the state social insurance office.

### **3.3 Physiotherapy and other medical treatment**

In order to be reimbursed for costs incurred on account of certain medical treatment, you are required to hand in receipts in the original to the Human Resources Office within six months of treatment. The requirement to show that medical treatment, etc, has been registered as part of a patient's one-year limit cost ceiling [högstkostnadskort] has been rescinded. However, it is assumed that you will continue to see that the amount has been registered for a "högstkostnadskort". You will be reimbursed a maximum of SEK 55 for each instance of treatment at a state registered clinic or care worker whose rates are set by the government. or visit to a treatment, oral surgery and psychiatric treatment you require. The compensation is subject to tax. You must be referred to a physiotherapist by a doctor in order to receive reimbursement.

Other medical treatment can include chiropractors, visiting a naprapath. Practitioners must be registered with the National Swedish Board of Health and Welfare.

### **3.4 Hospital Treatment**

Hospital treatment is reimbursed at a rate of max. SEK 80 for each day you are in hospital.

### **3.5 Medicine**

You are entitled to receive reimbursement for medication that, in accordance with the law, is subject to a patient's cost ceiling within a one-year limit for medical care and medicine under the health service. Make sure you get a receipt at the chemists and send the original to the person responsible for your wages at the Personnel Department. The chemists register the purchase on your "högstkostnadskort". The compensation is subject to tax.

*Note that the University does not cover the cost of medication or medical treatment whilst you are on holiday abroad.*

### **3.6 Medical treatment whilst working for SU abroad**

Stockholm University has entered into an agreement with Legal, Financial and Administrative Services Agency (Kammarkollegiet). The insurance covers the cost of medical treatment, medication and hospital treatment. Accident and disability cover is included.

## **4 Leave**

The right to leave of absence is regulated by law, decrees and agreements and state policy Exceptions to the rule are made in certain individual cases.

### **4.1 Leave in General**

The employer can grant you leave for certain reasons. You are entitled to some leave of absence, others are at the discretion of the employer with regard to the University. The leave of absence you are legally entitled to are: for study, certain parental leave, to provide healthcare to your immediate family, pressing family circumstances and if you are posted abroad. Other leaves of absence can be granted if it does not cause any inconvenience to the University.

If you have a permanent position at the University, you can be granted a leave of absence if you are given a temporary position by a state employer. Ordinarily, this should not exceed three years.

If you want to test out another job, you can be granted leave of absence for up to six months.

## **4.2. Salary whilst on leave**

You are entitled to your full salary if you are on leave because of:

- Serious (life threatening) illness, death, funeral, estate inventory within your family. This should not exceed 10 days in one calendar year. You are entitled to be absent to attend a funeral in your close family: i.e. husband, wife, common-law wife/husband, child, parents, grandparents, step-parents, aunt/uncle.
- Moving house/apartment - 1 working day.
- Exam - max 5 days per calendar year.
- Union work – max. 10 working days per calendar year.
- Visit to the doctor, company health centre, non-institutional care, prenatal clinic, or to give blood.
- Visit to the dentist - if it is an emergency.

## **4.3 Parental leave**

The legal right to parental leave is governed by the state. Employees are entitled to be absent from work to take care of children, the type of absence you are entitled to, the conditions for leave and the scope of the leave.

Different types of leave according to law:

Maternity leave in conjunction with the birth of a child

1. Full-time absence until the child is 18 months old
2. Part-time absence with parents' allowance
3. Reduction in working hours by a quarter until the child has reached the age of 8
4. Absence to take care of a sick child, e.g. Home from school because of illness.

Leave can be taken out entirely, 75% leave, 50% leave, 25% leave or one eighth.

- Reduction of working hours by a quarter applies to employees who hold a full-time position.
- Leave can be divided up into max. three periods during one calendar year.
- Application for leave of absence should be made two months prior to the period of absence or, if this is not possible, as soon as possible thereafter.
- A week's notice should be given if you are required to take care of your child due to serious illness. However, this does not apply if the child is suffering from the flu, chicken pox, etc.

### **Partial parental leave over and above the parental leave law**

Over and above the legal right to parental leave, a state employee can be granted a reduction in working hours, partial parental leave in accordance with leave of absence decree to take care of children until the child is 12 years of age.

### **Application for leave of absence**

1. Inform the head of department, centre director, or your supervisor about the time you are planning to take off.
2. The application for leave of absence should be submitted to the department at least 2 months before parental leave or as soon as possible if you are applying for some other form of parental leave.
3. Notify the regional social insurance office ("försäkringskassan") that you are going to be on parental leave.



The application should make clear what type of parental leave you are applying for, from which date until which date you plan to be on leave, the nature of the leave and the child's date of birth.

### **Decision regarding leave and the withdrawal of leave**

The employer makes the decision with regard to parental leave law and the decree of leave of absence.

If the employee wishes to terminate leave of absence, the head of department/centre/division, etc must be notified. In those instances where leave of absence has gone on for one month or longer, the employer may postpone the return to work by max. one month after the employer has received due notification that the employee is to return to work.

### **Compensation from the regional social insurance office ("Försäkringskassan")**

During parental leave of absence the parents' allowance is paid out by the regional social insurance office ("Försäkringskassan") in accordance with the law. See <http://www.forsakringskassan.se/sprak/eng/>

### **Compensation from Stockholm University**

In addition to parental allowance from the regional social insurance office ("Försäkringskassan") the University pays 10% of your salary as parental wage.

### **Parental wage**

Stockholm University and the local personnel organisations have signed a collective agreement which replaces the regulation of supplementary parental allowance as stated in ALFA.

An employee who is on parental leave in connection with the birth of a child or care of an adopted child (adoption) are entitled to parental wage if temporary parental benefit is being omitted from the regional social insurance office ("Försäkringskassan"). A child received with a view to adoption is equal with an adopted child, and the time is calculated as from the arrival of the child to the adoptive parent.

- Parental wage is ordinarily paid out until the child is 36 months of age.
- Parental wage is 10 percent of wages by the day up to the maximum basic amount [geared to the price index]. For salaries above to the maximum basic amount the parental wage is 90 percent of wages by the day
- Parental wage will be paid out per month in accordance with the amount of the parental leave.
- Parent allowance gives right to holiday pay.

## ***4.4 Parental leave without compensation***

In addition to the legal parental leave that you are entitled to, as a civil servants you have the right to have your working hours reduced in accordance with the decree of Leave of Absence (1984:111) ("Tjänstledighetsförordningen") to care for your child until he or she reaches the age of 12. As a prerequisite for this, you must have been employed for the last six months or a total of 12 months in the last two years.

## ***4.5 Study Leave***

In accordance with law every employee has, in principal, the right to take leave in order to study.

If you plan to take a course you are, however, required to take a course that correlates to the amount of time you are on leave. The right to this kind of leave is not dependent on the nature of the education or length of course, apart from self-study. The employer has the right, however, to postpone the time when you are on leave until a later time that you have requested.

## **4.6 Personnel Training**

You are entitled to staff training without deduction in salary. Staff training means certain courses or training programmes required by state authorities such as the University. Hand in an application for the staff-training programme you wish to take. It is the employer –typically your head of department, centre, etc– who will decide whether you can take the programme.

## **5 Vacation**

The calendar year is the qualifying time for vacation. You receive paid vacation for the time that corresponds to your working hours during the calendar year. You must take out paid vacation before unpaid leave; you can refrain from taking unpaid leave. The number of paid vacation days is calculated accordingly: (Number of days employed) divided by 365 and multiplied by the amount of annual holiday

You have the right to twenty days vacation between June and August.

### **5.1 Length of vacation**

The number of days vacation you are entitled to depends on your age.

#### **Number of Days Vacation**

<b>Age</b>	up to the age of 29	from the year you reach 30	from the year you reach 40
<b>Days</b>	28	31	35

Saturday and Sundays as well as public holidays are not counted as vacation days. Public holidays are taken to be Maundy Thursday, Midsummer's Eve, Christmas Eve and New Year's Eve.

### **5.2 Calculation of number of days vacation**

For part-time employees with their working hours extended so the number of total working days in a week or on average in a week is normally less than five, the amount of holiday is calculated according to the following formula:

5 divided by A multiplied by B = C

A = the number of regular working days which the employee in accordance with their timetable on average is expected to undertake in a week

B = the number of regular working days which are counted as vacation

C = the number of days vacation (the number of days is not rounded up)

### **5.3 Holiday Pay**

A supplementary allowance of 0.44% of an employee's normal salary is paid for each day's vacation taken.

### **5.4 Saving up vacation**

If you are paid for 20 days vacation in a given calendar year, you are entitled to save any extra days for a later vacation. You may save up the days for as long as you like; however, you may not have more than 40 days vacation saved up at any point:

### **5.5 When to take vacation**

You must take your vacation during the current calendar year, except for those days which you are

entitled to save (See. 5.4: Saving Up Vacation) :

Apply in good time for your vacation. Your boss is responsible for ensuring that vacation is taken. Ordinarily you are entitled to four week's uninterrupted vacation between June and August. :

If your employer does not agree with your planned vacation, [the employer can at their discretion discuss the matter with your union, if you are a member of the union]. :

### **5.6 Exchanging vacation time for leave**

If you are sick or need to take care of sick children during your vacation it is possible to exchange your vacation day for absence because of illness or absence to look after a sick child. The illness must be severe enough that you could not work and you must notify your department / centre, etc, either by phone or by mail provided the mail is stamped with the date that you are ill on. If you are required to look after sick children during your vacation, notify your department/centre, etc, and the regional social insurance office ("Försäkringskassan").

## **6 Insurance**

### **6.1 State personal insurance**

The state personal accident and injury insurance supplements the compensation you are entitled to as part of your salary agreement. Supplementary compensation can, as a rule, be given and paid out without needing to ascertain who caused the accident.

### **6.2 State group life insurance**

Everyone who is covered by the state salary agreement (from the first day of employment) including doctoral students with an education grant, are covered by group life insurance. Spouses are also insured with group life insurance if he/she does not have their own insurance.

Insurance cover is comprised of a basic amount, supplementary amount as well as a contribution to funeral expenses. For more information, please refer to the State Pension Fund's website:  
<http://www.spv.se/Languages/>

### **6.3 Supplementary pension (KÅPAN PLUS)**

**You can, at your own discretion, agree to pension insurance with FSO through the State Pension Fund (SPV).** SPV is responsible for state pensions for civil servants. For more information, please refer to the State Pension Fund's website: <http://www.spv.se/Languages/>