



# You & Your Workplace

– An overview of the terms of employment at  
Stockholm University

|  |           |
|--|-----------|
| <b>GENERAL RULES .....</b>   | <b>4</b>  |
| Employment .....   | 4         |
| Temporary employment.....  | 4         |
| General agreement on salaries and benefits (Villkorsavtal/Villkorsavtal-T).....  | 4         |
| Holding several positions .....  | 4         |
| Notice periods.....  | 4         |
| Termination of temporary employment and preferential right to re-employment..... | 4         |
| Termination of a permanent position .....  | 5         |
| <b>WORKING HOURS .....</b>   | <b>5</b>  |
| Working hours for technical and administrative staff .....                       | 5         |
| Overtime allowance for technical and administrative staff.....                   | 6         |
| Overtime work for technical and administrative staff .....                       | 6         |
| Availability.....  | 6         |
| Working hours for teaching staff.....  | 7         |
| <b>ILLNESS AND MEDICAL TREATMENT.....</b>  | <b>7</b>  |
| Illness.....   | 7         |
| Medicine.....  | 8         |
| Medical treatment while working for Stockholm University abroad.....             | 8         |
| <b>LEAVE.....</b>  | <b>8</b>  |
| Leave in general .....   | 8         |
| Leave with salary .....  | 8         |
| Medical visits and emergency dental visits.....                                  | 8         |
| Other types of leave .....   | 9         |
| Parental leave .....   | 9         |
| Partial parental leave in addition to the Parental Leave Act .....               | 9         |
| Application for parental leave.....  | 9         |
| Parental leave without compensation.....   | 10        |
| Decision regarding parental leave.....   | 10        |
| University salary supplement.....  | 10        |
| Study leave.....   | 10        |
| <b>VACATION.....</b>   | <b>10</b> |
| Length of vacation.....  | 11        |
| Vacation when working fewer than five days per week.....                         | 11        |
| Holiday pay .....  | 11        |
| Saving vacation .....  | 11        |
| Vacation planning .....  | 11        |
| Exchanging vacation time for leave .....   | 12        |
| <b>INSURANCES AND PENSION .....</b>  | <b>12</b> |

|                                  |    |
|----------------------------------|----|
| State personal insurance .....   | 12 |
| State group life insurance ..... | 12 |
| Pension .....                    | 12 |

## GENERAL RULES

### Employment

An employment contract is usually entered into for an indefinite term (permanent employment). However, some positions within the university are temporary. The difference between a permanent employment and a temporary employment is that a permanent employment can only be terminated by the employer based on objective grounds, while a temporary employment automatically ceases once the specified time period has passed.

### Temporary employment

The rules regarding temporary employment are found in the Employment Protection Act (lagen om anställningsskydd – LAS) and the Higher Education Ordinance (högskoleförordningen – HF). The employment decision specifies the terms and conditions that apply to your position.

If the employee holds a specific fixed-term employment (särskild visstidsanställning), the employee is entitled to waive the right to transformation of the fixed term employment into a permanent employment. The waiver shall be submitted in writing to the employer for six months at the time and for a maximum period of 24 months.

### General agreement on salaries and benefits (Villkorsavtal/Villkorsavtal-T)

The collective agreements as mentioned in the headline above apply to employees in the public sector. Stockholm University is a public university and is thus under the jurisdiction of the Swedish government. In addition, Stockholm University has signed a number of local collective agreements that supplement Villkorsavtal/Villkorsavtal-T.

### Holding several positions

A person who has a permanent employment can under certain conditions be on leave to hold a fixed-term employment with another employer (see General information about leave).

### Notice periods

**From the employer's side:** The notice period varies depending on the employee's total state tenure. The provisions can be found in LAS, Villkorsavtal/Villkorsavtal-T and Avtal om omställning. The notice period can be between one to twelve months.

**From the employee's side:** The notice period is one month if the employment has lasted no more than one year, and two months if the employment has lasted more than one year.

### Termination of temporary employment and preferential right to re-employment

A fixed-term employment ends without notice at the end of the employment period. If continued employment is not granted, the employer must notify the employee that the fixed-term employment will not continue. If the employee is a member of a trade union, the employer also notifies the local staff organization that the employment will not continue. However, a prerequisite for such notice and notification is that the employee has been employed for more than twelve months during the past three years or – if the employment is a special fixed-term employment – more than nine months during the past three years.

The notice states whether the employee has a preferential right to re-employment. The right to re-employment applies from the time the notice is given until nine months have elapsed from the date on which the employment ends. Claims for re-employment rights must be reported in writing.

Employees with fixed-term employment for at least two consecutive years at Stockholm University, whose employment ends, are to some extent covered by Job Security Agreement for Government Employees.

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

Objective grounds for terminating a permanent employment is either a lack of work, or circumstances personally attributable to the employee. The employee is covered by Job Security Agreement for Government Employees if a permanent employment is terminated due to a lack of work.

## **WORKING HOURS**

### **Working hours for technical and administrative staff**

The regular working hours for full-time work are:

– 8 hours – Monday–Friday (08:00–16:30 with a 30-minute lunch break), except when public holidays occur (see below for details regarding public holidays).

The regular working time is 4 hours and 30 minutes (08:00–12:30) on the following days:

- The Eve of Epiphany (Twelfth Night), if it is on a Monday-Friday
- April 30, if it is on a Monday-Friday
- The day before All Saints' Day (the Saturday between October 31 and November 6)
- December 23, if it is on a Friday.

Non-working days are Saturdays, Sundays, public holidays, Maundy Thursday, Midsummer's Eve, Christmas Eve and New Year's Eve.

The working time includes the incorporation of bridge days. A bridge day is a single working weekday that occurs between a holiday and a weekend. Bridge days are non-working for technical/administrative staff.

An employee may be ordered to work on a bridge day in order to meet the opening and service requirements of the authority. In such cases, the employee is released from work at a later date for the same length of time and is entitled to a salary supplement of SEK 50 for each hour worked.

Those years when Sweden's National Day falls on a Saturday or Sunday, each employee will receive an extra day off which can be used during the current calendar year after consultation with the immediate manager. The right to the day off will lapse if not taken during the current year, and can only be taken as a full day off.

The University applies flexible working hours when work permits. However, the employer may require the employee to attend a meeting even if that time is outside the fixed hours.

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

Flexible working time can be started between 06:00 and 09:00 and can be finished between 15:00–20:00. For those days when office hours are 4 hours and 35 minutes, flexible working time must be finished between 12:00–20:00.

The flexible working time frame 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.

Each day you work more than six hours, you are required to take a lunch break of at least 30 minutes. Lunch break is not to be counted as part of your working hours. You should also have the possibility to take pauses when needed. These pauses are to be counted as part of your working hours.

### **Overtime allowance for technical and administrative staff**

In the case of part-time employment, if the employee works more than the agreed part-time hours, additional-hours compensation shall be paid for the hours worked between the part-time schedule and the ordinary working hours of the corresponding full-time position, calculated on a day-by-day basis.

Additional-hours compensation per hour shall be calculated in accordance with the provisions for overtime compensation. For part-time employees, the total amount of additional hours and overtime combined may not exceed 200 hours per calendar year.

### **Overtime work for technical and administrative staff**

When overtime is ordered, it shall be compensated either by compensatory leave or by overtime pay. Overtime may not exceed 48 hours in four weeks and 50 hours in one calendar month. In a calendar year, overtime may not exceed 150 hours.

In general, the employee can choose the form of compensation.

Overtime can either *be ordinary overtime* or *qualified overtime*.

*Qualified overtime* is applied when working:

- between 19:00 on a Friday and 07:00 on a Monday
- between 19:00 on the day before Epiphany, May 1st or Ascension Day, Sweden's National Day, Midsummer Eve, Christmas Eve or New Year's Eve and 07:00 the following day
- between 19:00 on Maundy Thursday and 07:00 on the day after Easter Monday
- remaining time between 22:00 and 06:00.

All other overtime is *ordinary overtime*.

Compensatory leave as compensation for overtime is calculated at a rate of twice the amount of time for *qualified overtime* and one and a half the amount for *ordinary overtime*.

When compensated with money for overtime, the following compensation is given per hour:

- ordinary overtime; your individual salary per month divided by 94.
- qualified overtime; your individual salary per month divided by 72.

### **Availability**

Some employees at the university are required to be in availability. This means that they, during their free time, have to be available so that they can be contacted and if necessary, come to the workplace in order to solve a problem that has occurred. In some cases, such work can be carried out by telephone or computer and presence at the workplace is not necessary. If presence at the workplace is necessary, they have to come to the workplace as

soon as possible and within two hours. If presence at the workplace is required, they will be entitled to overtime compensation.

An employee is not obliged to be on standby if he or she is on partial sick leave, partial statutory leave or childcare leave.

For the hours in availability the employee gets a salary increment according to Villkorsavtal-SU.

### **Working hours for teaching staff**

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

- 1700 hours for employees with 35 days of vacation
- 1732 hours for employees with 31 days of vacation
- 1756 hours for employees with 28 days of vacation.

(More information can be found under the heading Vacation).

Teachers are covered by a specific working time agreement.

**NOTE!** Overtime pay is not paid to those who are employed as professors.

## **ILLNESS AND MEDICAL TREATMENT**

### **Illness**

Our HR system Primula is used for reporting leave of absence due to illness and for reporting return to work.

In case of illness for more than seven calendar days in a row, a doctor's certificate must always be sent to the employee's department, centre, etc. Under certain circumstances a doctor's certificate can be required for a shorter period of absence due to illness.

All documents relating to illness, including doctor's certificates, are treated with the strictest confidence in accordance with The Public Access to Information and Secrecy Act.

The amount deducted from the employee's salary for the first 5 working days is the employee's monthly salary multiplied by 4,6 %. The first sick day deduction (karensdag) has been replaced by a qualifying deduction. That means that the employee will receive sick pay from the first sick day regardless of if they are able to work a few hours that day or not. The sick pay is 80 % of the sick leave deduction for the first two weeks of sick leave. In addition, there is also the qualifying deduction from the sick pay that consists of the employee's monthly salary multiplied by 3,68 %. If the employee is on sick leave for more than five days the amount deducted from the monthly salary is multiplied by 3,3 % from the first day of illness.

From the 15th day up to and including the 364th day, a sickness benefit is paid by the employer at 10 % of the amount deducted.

Please note that from the 15th day of sick leave, The Social insurance Agency (Försäkringskassan) will pay sickness benefit.

## Medicine

Reimbursement can be given for the costs of medicines that are legally covered by high-cost protection. According to Villkorsavtalet 12 kap.7 § requests for reimbursement for medicines may only be made on one occasion for each individual calendar year. A summary for pharmaceuticals that have been taken during the year must be received by the Payroll Section no later than 31 January of the following year. The summary is produced via the E-Health Agency's website and sent by e-mail to [loneadm@pa.su.se](mailto:loneadm@pa.su.se).

The pharmacy registers the purchase on the high-cost card. The reimbursement is taxable.

Note that the university does not cover the cost of medication while you are on holiday abroad.

## Medical treatment while working for Stockholm University abroad

Employees are insured while working abroad and the insurance covers the cost of medical treatment, medication and hospital treatment. Accident and invalidity covers are included.

## LEAVE

The right to leave of absence is regulated by law, any policies and collective agreements, and decisions made on a case-by-case basis.

### Leave in general

The employer can grant leave for different reasons. Some leave is entitlement-based, while other leave is granted by the employer if it can be accommodated within the organisation. The leaves to which you are entitled are: studies, parental leave, to provide care to a person with whom you have a close relationship and who is so severely ill that his/her life is in danger, urgent family circumstances and if you have a position abroad. Other leaves of absence can be granted if it does not cause any inconvenience to the work.

If you are permanently employed at the university, you are entitled to leave if you are offered another temporary position in a governmental agency. This leave cannot exceed two years. The right is only valid for a full-time leave.

### Leave with salary

If the employee is granted leave and the reasons are covered by the university guidelines listed below, nothing is deducted from the salary.

### Medical visits and emergency dental visits

If necessary, the employee has the right to salary without deductions in the following circumstances:

- Medical visits, examinations or treatments by a doctor, physical therapist, occupational therapist, outpatient care, blood donation, or if you are pregnant maternity care.
- Emergency dental visits or examinations/treatments with a dentist's referral.
- If necessary, an employee who is to become a parent, but is not the pregnant woman, may take leave without pay deduction to accompany her to a maternity centre. The right to this leave is valid until parental benefit can be paid for the corresponding visit (60 days before the expected date of birth).

For doctor visits and the like, the appointment should be made as close to the beginning or end of workhours as possible.

### **Other types of leave**

When the employer has granted an employee leave according to Leave Regulations (Tjänstledighetsförordning (1984:111)) or another ruling, the employee has the right to salary without deductions in the following circumstances:

- Matters within their own family or immediate family circle. The basic principle at Stockholm University is that paid leave is granted for one day for each occasion, but not more than ten working days per year. Clarification can be found on the Employee website under Terms of employment/Leave.
- Moving to registered address, one workday.
- Central union representative duties, no more than 10 workdays per year.

Leave for any part of the day is counted as a whole-day leave.

### **Parental leave**

According to the Parental Leave Act (Föräldraledighetslagen) employees are entitled to be absent from work to take care of their children.

Different types of leave according to the Act:

- Maternity leave in connection with the birth or adoption of a child.
- Full-time absence until the child is 18 months old.
- Part-time absence with parents' allowance.
- Reduction of working hours by 1/4 until the child reaches the age of 8.
- Leave for temporary care of children.
- Leave can be taken as full, three-quarter, half, quarter or eighth time. Reduction of working time by 1/4 applies to full-time staff.
- Leave may be divided into a maximum of three periods for each calendar year.
- Notification of leave shall be made two months before the beginning of the leave or, if this is not possible, as soon as possible.

More information about parental leave and compensation is available on the [Försäkringskassans](#) (Social Insurance Agency's) website.

### **Partial parental leave in addition to the Parental Leave Act**

In addition to the Parental Leave Act, state employees can be granted reduction of working hours – partial parental leave – according to the Leave Regulations to care for children – until the child is 12 years old.

### **Application for parental leave**

- Parental leave should be planned in consultation between you and the Head of Department/Head of Unit/Supervisor.
- Submit the application for leave of absence to your institution at least 2 months before the parental leave begins.
- Leave can be divided up into a maximum of 3 periods during one calendar year.
- The application should include which type of parental leave, the exact beginning and ending dates, the nature of the leave, and the child's birthdate.
- Notify [Försäkringskassan](#) (Social Insurance Agency) that you will be on parental leave.

Parental leave with parental benefit and vacation cannot be combined on the same day, regardless of the amount of parental benefit.

### **Parental leave without compensation**

In addition to the legal right to parental leave, state employees can opt for a reduction in working hours according to the leave regulations (1984:111) in order to care for children under 12 years old.

### **Decision regarding parental leave**

The employer makes the decision on leave according to the Parental Leave Act and the Leave Regulations.

If the employee wants to discontinue a current leave of absence, the immediate manager should be notified. If the leave of absence has lasted longer than one month, the employer can postpone the employee's return to work by up to one month after the employer received the request to return.

### **University salary supplement**

There is a local collective agreement between Stockholm University and local trade unions that replaces the rules on supplemental parental compensation found in chapter 8 of the Terms of Employment Agreement/Terms of Employment Agreement-T.

An employee on leave for a child's birth or the care of an adoptive child has the right to the salary supplement if parental compensation comes from Försäkringskassan. In the case of adoption, the time is counted from the arrival of the adopted child with the adoptive parents.

- Salary supplement is paid for a maximum of 36 months
- Salary supplement starts at 10 % of daily wages up to the amount of the maximum basic amount. For the portion of the wages over the maximum basic amount, it is calculated at 90 % of daily wages.
- Salary supplement is paid monthly according to the nature of the leave for a maximum of 360 days regardless of the scope.
- Leave with salary supplement accrues holiday leave according to the Annual Leave Act (Semesterlagen).

### **Study leave**

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

However, in the case of study plans, the employee is required to follow an organised course of study at least to the extent of the leave. The right to such leave is not dependent on the nature or duration of the programme, except for purely self-study. However, the employer has the possibility to postpone the leave until later than the requested.

## **VACATION**

Paid leave can be taken as early as the first year of employment. Paid leave must be taken before unpaid leave, but unpaid leave can also be waived. The number of paid vacation days is calculated accordingly:

(number of employment days) / 365 \* the annual vacation.

## Length of vacation

The number of annual vacation days depends on age.

| Age            | Up to the age of 29 | From the year you reach 30 | From the year you reach 40 |
|----------------|---------------------|----------------------------|----------------------------|
| Vacations Days | 28                  | 31                         | 35                         |

Saturdays and Sundays as well as public holidays are not counted as vacation days. Midsummer's Eve, Christmas Eve and New Year's Eve are regarded as public holidays.

For technical and administrative staff this also applies to Maundy Thursday and bridge days.

## Vacation when working fewer than five days per week

For part-time employees with their working hours set so that the number of total working days in a week or on average in a week is normally less than five, the vacation days are calculated by dividing 5 by the number of working days per week.

Number of working days on average:

| weekly (a) | annual quota (5/a) |
|------------|--------------------|
| 4,5        | 1,11               |
| 4          | 1,25               |
| 3,5        | 1,43               |
| 3          | 1,67               |
| 2,5        | 2,0                |
| 2          | 2,5                |
| 1,5        | 3,33               |
| 1          | 5,0                |
| 0,5        | 10                 |

## Holiday pay

A supplementary payment of 0,49 % of an employee's normal salary per month is paid for each vacation day.

## Saving vacation

If paid holidays amount to 20 days or more per calendar year, you have the right to save the excess days for a later holiday year. You may save days for an unlimited period, but at any one time you may not have more than 30 days saved.

## Vacation planning

Vacation is taken during the current calendar year, except for those days that you are entitled to save (see heading Saving vacation).

Apply in good time for vacation. The immediate manager is responsible for ensuring that vacation is taken. Normally employees are entitled to four week's uninterrupted vacation between June and August.

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

When sick or need to take care of sick children during vacation it is possible to exchange vacation day for absence because of illness or absence to look after a sick child. When required to look after sick children during vacation, notify the department, centre, etc, and the Social Insurance Agency (Försäkringskassan).

## **INSURANCES AND PENSION**

### **State personal insurance**

The State personal accident and injury insurance can supplement the benefits provided under collective agreements in the event of personal injury. For further information, see [www.spv.se/arbetsgivare/statlig-tjanstepension/handelser-for-anstallda/anstalld-rakar-ut-for-arbetskada/](http://www.spv.se/arbetsgivare/statlig-tjanstepension/handelser-for-anstallda/anstalld-rakar-ut-for-arbetskada/).

### **State group life insurance**

Everyone who is covered by the General Agreement on salaries and benefits (from the first day of employment) are covered by group life insurance. The insurance cover consists of a basic amount, a supplementary amount and a funeral grant. For more information, please consult the website of the National Government Employee Pensions Board: [www.spv.se](http://www.spv.se).

### **Pension**

An employee has the right to remain in employment until the end of the month in which he or she turns 69, according to the Employment Protection Act (LAS).

Employees can get guidance for their retirement from the National Pensions Board (SPV). They will contact you by letter eight months before you turn 65 and ask you how you plan your pension. The SPV will help with the application and with making a pension forecast. Those who wish to retire before the age of 65 need to contact the SPV themselves.

The e-mail address for SPV is [kundservice@spv.se](mailto:kundservice@spv.se), telephone: 020-51 50 40.

More information is available on the website for employees: [www.su.se/medarbetare](http://www.su.se/medarbetare).