



**Stockholm
University**

Human Resources Office

You & Your Workplace

**– An overview of the terms of employment
at Stockholm University**

Changes until March 2015



1 GENERAL RULES.....	3
1.1 EMPLOYMENT.....	3
1.2 TEMPORARY EMPLOYMENT	3
1.3 GENERAL AGREEMENT ON SALARIES AND BENEFITS (VILLKORSAVTAL/VILLKORSAVTAL-T)	3
1.4 PERIOD OF NOTICE FOR TERMINATION OF THE EMPLOYMENT	3
1.5 TERMINATION OF TEMPORARY EMPLOYMENT AND PREFERENTIAL CLAIM TO RE-EMPLOYMENT.....	3
1.6 TERMINATION OF A PERMANENT POSITION	3
2 WORKING HOURS.....	4
2.1 WORKING HOURS FOR TEACHING STAFF	4
2.2 WORKING HOURS FOR TECHNICAL AND ADMINISTRATIVE STAFF.....	4
2.3 “KLÄMDAG” – A WORKING DAY BETWEEN A HOLIDAY AND A WEEKEND	5
2.4 OVERTIME WORK.....	5
2.4.1 OVERTIME WORK FOR TECHNICAL AND ADMINISTRATIVE STAFF	5
2.5 ON CALL	6
3 ILLNESS AND MEDICAL TREATMENT	6
3.1 ILLNESS	6
3.2 MEDICAL TREATMENT	6
3.3 PHYSIOTHERAPY	6
3.4 HOSPITAL TREATMENT.....	7
3.5 MEDICINE.....	7
3.6 MEDICAL TREATMENT WHILE WORKING FOR STOCKHOLM UNIVERSITY ABROAD	7
4 LEAVE	7
4.1 LEAVE IN GENERAL.....	7
4.2 SALARY WHILE ON LEAVE	7
4.3 PARENTAL LEAVE.....	8
4.4 PARENTAL LEAVE WITHOUT COMPENSATION	9
4.5 STUDY LEAVE	9
4.6 STAFF TRAINING	9
5 VACATION	9
5.1 LENGTH OF VACATION.....	9
5.2 CALCULATION OF NUMBER OF VACATION DAYS.....	10
5.3 HOLIDAY PAY	10
5.4 SAVING VACATION	10
5.5 WHEN TO TAKE VACATION	10
5.6 EXCHANGING VACATION TIME FOR LEAVE	10
6 INSURANCES.....	11
6.1 STATE PERSONAL INSURANCE	11
6.2 STATE GROUP LIFE INSURANCE.....	11
6.3 PENSION	11

1 GENERAL RULES

1.1 Employment

An employment contract is usually 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 legal grounds, while 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 Employment Protection Act (Lagen om anställningsskydd – LAS), the Employment Ordinance (Anställningsförordningen – AF) and the Higher Education Ordinance (Högskoleförordningen – HF). The terms of employment on your contract make it clear which legal rules apply to your position.

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

This collective agreement applies to employees in the public (state) sector. Stockholm University is a public university and thus under the jurisdiction of the Swedish government. Stockholm University has, in addition, signed a number of local collective agreements that supplement *Villkorsavtal/Villkorsavtal-T*.

1.4 Period of Notice for termination of the employment

The period of notice for the *employee* is two months in case where the employment has exceeded one year and the period of notice is one month if the employment has been less than one year.

1.5 Termination of temporary employment and preferential claim to re-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 notification to the local trade union and a written notice to the employee that the temporary position is not to be extended, not later than one month before the contract is terminated. The written notice will clarify if the employee has a preferential claim to re-employment. The right to re-employment applies from the time when the written notice was given and up to nine months after the employment was terminated. Employees wishing to claim re-employment must submit a written claim.

Employees that have held a temporary position for more than three years in succession are covered to a certain degree by the Job Security Agreement for Government employees (*Omställningsavtalet*) if their post is terminated because of a shortage of work.

1.6 Termination of a permanent position

The legal reasons for terminating a permanent position are shortage of work and for personal reasons. The employee is covered by the Job Security Agreement for Government Employees (*Omställningsavtalet*) if a permanent position is terminated because of a shortage of work. According to this collective agreement the period of notice for the employer is extended, depending on how long the employee has held his position.

2 WORKING HOURS

2.1 Working Hours for teaching staff

Teaching staff are: Professors, Visiting Professors, Adjunct Professors, Senior Lecturers, Associate Senior Lecturers, Visiting Teacher, Visiting Senior Lecturer, Lecturer, and Visiting Lecturer.

Working hours for teaching staff per year are:

- 1700 hours for employees who have reached the age of 40 years,
- 1732 hours for employees who have reached the age of 30 years, and
- 1756 hours for employees who are younger than 30 years.

According to the Higher Education Act teachers working tasks are education, researching or artistic research and development and administration. A teacher shall also follow the development within his/her own subject and other development of society that is relevant for the teachers' work at the university.

All departments at the university have to plan their teaching and research activities. The division of work between different teachers at a department has to be based on the annual planning and the education and researching assignments that have been given the department. A good balance between education/teaching and research/development is an objective. Before every academic year a work schedule has to be prepared for each individual teacher. This plan should be put down in a document.

Also the rules for estimating educational tasks have to be established in cooperation between the employer and the local Trade Unions. Of relevance in this context is the level or complexity of the course, the character of the education or subject, the structure and method of the education, the number of students, preparatory and concluding work (including examination).

The division of work for the individual teacher will normally vary over a period of time. Every teacher shall, during a three year period of planning, be given time for research and development and professional development.

2.2 Working Hours for technical and administrative staff

The university allows flexible working time when the work permits it. The employer can, however, require your presence at a meeting even if the meeting is before 09:00 in the morning or after 15:00 in the afternoon (the regular working hours, when you have to be present).

Normal working time for employees working full-time is:

- 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), and
- 4 hours and 35 minutes 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), and
 - December 23, if it is 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 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 line 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.

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.

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.

2.3 “Klämdag” – A Working Day Between a holiday and a weekend

A “klämdag” is a single working weekday that occurs between a holiday and a weekend. A “klämdag” is free if it does not cause any inconvenience for your work. For “klämdag” you will take a vacation day or plus time on your flex if it is possible according to the working requirements.

2.4 Overtime work

If your employer finds that there is a special need for it you can be asked to work overtime. Overtime work has to be ordered in advance by your employer or exceptionally approved by the employer retrospectively.

The employer should primarily use employees that voluntarily agree to work extra for extra work.

2.4.1 Overtime work for technical and administrative staff

If you are required to work overtime you will either be compensated in the form of free time with the same amount of time as you worked or paid overtime. During a four-week period you are not permitted to work more than 48 hours overtime, per calendar month the time limit is 50 hours. Per calendar year the maximum permitted overtime is 150 hours.

You can, in most cases, choose if you want to be compensated with free-time or with money if you have worked overtime.

Overtime can either be ordinary overtime or qualified overtime.

Qualified overtime is applied when you work:

- between 19:00 on a Friday and 07:00 on a Monday,
- between 19:00 on the day before Epiphany, 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, or
- remaining times between 22:00 and 06:00.

All other overtime is *ordinary overtime*.

Free time 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*.

If you compensated with money for the 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.

2.5 On Call

Some employees at the university are required to be “on call”. 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 work is not necessary. If presence at work is necessary, they have to come to the workplace as soon as possible and within two hours. If presence at work is required they will be entitled to overtime compensation. For the hours “on call” the employee gets a salary increment according to Villkorsavtal-SU.

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 period of absence due to illness.

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

All documents relating to illness, including doctor’s certificates, are treated with the strictest confidence in accordance with the Official Secrecy 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 deduction from your salary for the following days depends on the number of days you are sick. If you are on sick leave for maximum five days the amount deducted is your monthly salary multiplied by 4,6 %. If you are on sick leave for more than five days the amount deducted is your monthly salary multiplied by 3,3 % from the first day of illness.

Between the days 2–14 you will receive a sick leave compensation from your employer with 80 % of the deduction.

From the 15th day to the 364th day you will receive a sick leave compensation from your employer with 10 % of the deducted amount.

Note that from the 15th day of absence due to sickness The Social insurance Agency will pay you sickness benefit.

3.2 Medical Treatment

In order to be reimbursed for costs for medical treatment, you are required to hand in receipts in the original to the Human Resources Office within **six months** of treatment. However, it is assumed that you will continue to see that the amount has been registered in a “högstkostnadskort”. 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 treatment by a private doctor who is not enrolled in the Social Insurance Agency.

3.3 Physiotherapy

You must be referred to a physiotherapist by a doctor in order to receive reimbursement for physiotherapy and you are required to hand in receipts in the original to the Human Resources Office within **six months** of treatment. You will be reimbursed a maximum of SEK 55 for each instance of treatment by a licenced physiotherapist. The compensation is subject to tax.

Other medical treatment can include chiropractors and naprapats that have a license to practice issued by Socialstyrelsen (The National Board of Health and Welfare).

3.4 Hospital Treatment

Hospital treatment is reimbursed at a rate of maximum of SEK 70 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 pharmacy and send the original to the payroll officer at the Human Resources Office. The pharmacy registers the purchase on your "högkostnadskort". The compensation is subject to tax.

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

3.6 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 disability cover is included.

4 LEAVE

The right to leave of absence is regulated by law, ordinances and collective agreements.

4.1 Leave in General

The employer can grant you leave for different reasons. You are entitled to some leave of absence and you have an absolute right to leave for: studies, certain 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 have a permanent position at the university, you have the right to leave of absence if you are given a temporary position by another Swedish public employer. This generally applies for a period of two years.

If you want to try another job within the private sector, you may be granted leave of absence for up to six months.

4.2 Salary while 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 for a maximum of 10 days in one calendar year. You are entitled to be absent to attend a funeral in your close family: i.e. husband, wife, cohabiting partner, child, parents, grandparents, parents-in-law and aunt/uncle.
- Moving house/apartment – 1 working day per calendar year.
- Exam – a maximum of 5 days per calendar year.
- Trade Union work – a maximum of 10 days per calendar year.
- Visit to the doctor, company health centre, non-institutional care, prenatal clinic, or to give blood.

- Visit to the dentist – in urgent cases.

4.3 Parental Leave

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

Different types of leave according to the Act:

1. Maternity leave in connection with the birth of a child.
2. Full-time absence until the child is 18 months old.
3. Part-time absence with parents' allowance.
4. Reduction in working hours by 25 percent until the child has reached the age of 8.
5. Absence to take care of your sick child. Absence to take care of your child at home with a special municipal allowance, instead of at municipal nursery.

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

- Reduction of working hours by a quarter applies to employees who hold a full-time position.
- Leave can be divided up into a maximum of three periods during one calendar year.
- Application for parental leave should be made two months prior to the period of absence or, if this is not possible, as soon as possible.

Partial Parental Leave for state employees

In addition to the Parental Leave Act a state employee can be granted a reduction of working hours, partial parental leave according to the Ordinance on leave of absence 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 parental leave.
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 Social Insurance Agency ("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 regarding parental leave.

If the employee wishes to terminate leave of absence, the Head of Department/centre/division, etc must be notified. If the leave of absence has lasted for one month or longer, the employer may postpone the return to work by maximum one month after the employer has received due notification that the employee wishes to return to work.

Compensation from the Social Insurance Agency ("Försäkringskassan")

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

Parental wage

Stockholm University and the local Trade Unions have signed a collective agreement on parental wage. An employee who is on parental leave in connection with the birth of a child or care of an adopted child

(adoption) is entitled to parental wage if temporary parental allowance is being paid from the Social Insurance Agency (“Försäkringskassan”). For an adopted child the time is calculated from the arrival of the child to the adoptive parent.

- Parental wage is paid until the child is 36 months of age.
- Parental wage is 10 % of the wages per 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 % of the wages per day.
- Parental wage will be paid for 360 days/occasions 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 state employee you have the right to have your working hours reduced in accordance with the Ordinance on Leave of Absence (also mentioned above at 4.3) 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, the right to take leave in order to study.

If you plan to study 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 granted leave until a later time than you have requested.

4.6 Staff Training

You are entitled to staff training without deduction in salary. Staff training is defined as certain courses or training programmes required by the university. Hand in an application for the staff-training programme you wish to take. It is the employer – usually your Head of Department, Centre, etc. – who will decide whether you can take the training.

5 VACATION

The calendar year is the qualifying period for vacation. You receive paid vacation for the time that corresponds to your work during the calendar year. You must take 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 vacation days you are entitled to depends on your age.

Number of Vacation Days

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

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

5.2 Calculation of number of vacation days

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 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 vacation days the number of days is not rounded up.

5.3 Holiday Pay

A supplementary payment of 0,44 % of an employee's normal salary per month is paid for each vacation day. For those employees that belong to a Trade Union affiliated with Saco-S (The Swedish Confederation of Professions) the supplementary payment of 0,49 % is paid for each vacation day.

5.4 Saving vacation

Every employee that has the right to more than 20 vacation days per year has the right to save vacation days for a later vacation. You may save days for as long as you like. You can save a maximum of 35 vacation days.

5.5 When to take vacation

You must take your vacation during the current calendar year, except for those days that you are entitled to save (see: 5.4 Saving vacation).

Apply in good time for your vacation. Your Head of Department is responsible for ensuring that vacation is taken. Normally 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 has to negotiate the matter with your Trade 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 your sick children during your vacation, notify your department, centre, etc, and the Social Insurance Agency ("Försäkringskassan").

6 INSURANCES

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. Such supplementary compensation can, as a rule, be granted and paid without needing to investigate who is liable for the accident.

6.2 State group life insurance

Everyone who is covered by the General Agreement on salaries and benefits (see 1.3) (from the first day of employment) including PhD 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.

The insurance covers a basic amount, a supplementary amount as well as a contribution to funeral expenses.

6.3 Pension

The age for retirement for all persons employed at Stockholm University is 65 years and is reached at the end of the month preceding the 65th birthday. An employee who wishes to continue working after the retirement age has a right to remain employed until the end of the month when he or she turns 67 years according to the Employment Protection Act.

An employee wishing to retire with age pension, regardless if at 65 or later, has to contact his/her payroll officer at the Human Resources Office seven months in advance and also send his/her retirement form (entledigandeblankett, SU 9039) to the Human Resources Office. The payroll officer will send an application for occupational pension to The National Government Employee Pensions Board (Statens tjänstepensionsverk – SPV). The employee has to apply for national pension at the Swedish Pensions Agency (Pensionsmyndigheten) by him/herself.

Your total pension will consist of different parts:

- The national pension www.pensionsmyndigheten.se,
- Your occupational pension www.spv.se
- Possible private savings www.minpension.se
- Possible pension from other countries www.pensionsmyndigheten.se.

At the website www.minpension.se you have the possibility to make a forecast of your total pension.