ENGLISH QUICK GUIDE FOR ACADEMICS
AAK - THE UNEMPLOYMENT INSURANCE FUND FOR ACADEMICS
THE RULES AND OPPORTUNITIES
This brochure provides an overview of the legislation connected to unemployment benefits.

The legislation is the same regardless of which unemployment benefit scheme (a-kasse) you are a member of.

MEETINGS IN AAK AND JOBLOG AT AAK.DK
You can choose how often you want to meet with AAK, however every third month as a minimum. If you do not book a meeting within three months, AAK will send you a reminder. It is your choice whether you want a personal meeting or a meeting by the phone.

Every time you meet with AAK it is mandatory to fill in your joblog. You find this at self-service at aak.dk. In the joblog you register the jobs you apply for and the meetings in which you participate in order to get closer to a job. AAK recommends that you are engaged in at least 6-8 job seeking activities per month.

YOUR CONTACT WITH THE JOB CENTRE
REGISTER AS UNEMPLOYED AT YOUR LOCAL JOB CENTRE
You have to register as unemployed on jobnet.dk on the first day you are unemployed. You only have the right to benefits for days you are registered at jobnet.dk.

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.

CHECK YOUR JOB PROPOSALS ONCE A WEEK
It is mandatory to log in at jobnet.dk once a week to check your job proposals.

If you forget you will be deregistered from the job center and you do not have the right to benefits. You regain the right to benefits from the day you register again as unemployed at jobnet.dk.
On the first two occasions you forget to check your job proposals you will receive a reminder prior to being deregistered.

**REMEMBER TO REGISTER ILLNESS AND VACATION AT JOBNET.DK**

It is mandatory to register your vacation at jobnet.dk. If you do this at least 14 days in advance of the vacation it is a valid reason for not attending activities at AAK or the job center.

You must inform the job center about any illness prior to a meeting. Failing to do so is not a valid reason for staying away. The result is quarantine.

**ADDRESS**

If you move or change address, you must inform the job center immediately.

**YOUR CV AT JOBNET.DK**

Within three weeks from registering as unemployed you have to create your CV on jobnet.dk. You must provide details about your education, previous employment and other qualifications.

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

**CONDITIONS FOR RECEIVING UNEMPLOYMENT BENEFIT**

You are entitled to unemployment benefit one month after completing your education.

If you are a salaried employees or self-employed, you have to be a member for at least one year before you are entitled to unemployment benefit. Also you must have had at least 1,924 working hours within the last three years. Part-time insured must have had 1,258 working hours. This has to be ordinary salaried work without any public salary supplement. Only work carried out during the period of membership counts.
MAIN CONDITIONS:

- You are registered at the job center as unemployed.
- You are available for work and you are able to begin work at one day’s notice.
- You have a general license to work in Denmark.
- It is not sufficient that you have a license to live in Denmark and search for a job or that you have a license to work in a specific job.
- You check your job proposals at jobnet.dk on a weekly basis.
- You are in good health and fully capable of work.
- You check your email/post on a daily basis.
- You are living in Denmark and that you are physically present in Denmark. If you are not in Denmark you have to register these days as vacation on jobnet.dk.

There are three exceptions to this rule:
1) You are invited to a specific job interview abroad. You can travel abroad if you are back and forth within five days. If you are away for six days or more you will have to register vacation at jobnet.dk for all the days you are not in Denmark.
2) You can apply for three months of job seeking in an EES country – find info of this possibility later in this brochure.
3) You can travel abroad on Saturdays and Sundays.

- You have an updated, active and accessible CV at www.jobnet.dk.
- If you have worked largely as a self-employed, you are entitled to unemployment benefit when the company has ceased trading or when you have left the business.
- You apply for a job that AAK, the job centre or another organization request you to apply for.
- Your job search is realistic and serious meaning that you apply for work in Denmark that you are capable of carrying out with respect to transportation and family circumstances.
- You must apply for work that you are capable of carrying out with regard to transportation and family circumstances.

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 sufficient just to seek more working hours in your current place of employment.

**WHAT IS AN AVAILABILITY ASSESSMENT?**
An availability assessment is a specific assessment of whether you are available for work and whether you are committed to finding full time employment. Your joblog gives us a good impression of your availability.

We must assess whether you are available in the following situations:
- Each time you meet with us and at least every third month.
- If the job center informs us that you have not for instance fulfilled your 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.

**STRICHER 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 have to apply for jobs the job center ask you to even if the daily transportation exceeds four hours if this is necessary to fill in vacancies with qualified individuals. Consideration must however be given to family circumstances.
UNEMPLOYMENT BENEFIT RATES

UNEMPLOYMENT BENEFIT RATES FOR SALARIED WORKERS
As a general rule we calculate your unemployment benefit rate on the basis of your salary for the most recent three months’ work – assuming that you have 320 hours over the period reported to e-income (e-indkomst). If your overall earnings for the three months is reported to e-income to be DKK 62,850 as a minimum you are entitled to the highest unemployment rate of DKK 801 per day before tax.

We pay unemployment benefit five days per week. This means you can receive a maximum of DKK 17,355 per month. An unemployment benefit rate can be calculated only once a 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.

TIME LIMIT FOR RECEIVING UNEMPLOYMENT BENEFIT
THE UNEMPLOYMENT BENEFIT PERIOD
You have the right to benefit for a total of 104 weeks i.e. two years.

You use the 104 week period in accordance with a “clip card” system which is valid for three years. If you have not used the 104 clips within three years, they expire.

If you receive unemployment benefit in a week, you use one week of the clip card – even if you receive unemployment benefit for only two days a week and regardless of the amount. This applies also for each week you participate in mandatory work activity scheme (tilbud om aktivering).

You will also use six clips 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 three years the clip card is valid.

**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. Work with public subsidies e.g. job training and employment with salary supplements cannot be included in the 1,924 hours.

**ABOUT G-DAYS AND EXTRA HOURS**

**G-DAYS – EMPLOYER’S ALLOWANCE FOR UNEMPLOYED DAYS**

Your employer has to pay you G-days the first three days you are unemployed. The allowance for one G-day is DKK 788.

If you gave 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.

**SURPLUS HOURS – MORE THAN 37 HOURS PER WEEK**

If you work more than 37 hours per week the 3 months in advance of being unemployed you have surplus hours, and they will be deducted from your unemployment benefit.

We have to include all types of salaried work, vacation money and hours from work as self-employed. Surplus hours that have not been settled five weeks from the day you are entitled to unemployment benefit are cancelled.

**SUPPLEMENTARY UNEMPLOYMENT BENEFIT**

**SUPPLEMENTARY UNEMPLOYMENT BENEFIT IF YOU GET A PART-TIME JOB**

If you get 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.
DISCHARGE CERTIFICATE – FRIGØRELSESATTEST
If you have to give notice to leave your job, you only have the right to supplementary benefits if your employer has to sign a discharge certificate. The certificate says you can leave without notice if you get a job with more working hours.

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.

Time limit – you can receive supplementary unemployment benefit in 30 weeks within 104 weeks. The 30 weeks include weeks where you are working and receiving benefits.

In connection with job rotation and similar employment all weeks are included in the 30 weeks i.e. weeks you work and weeks you do not work.

Minimum payment rule – You can receive unemployment benefit in weeks you are unemployment 7.4 hours or more hours. This means that if you work for more than 29.6 hours in a week, you are not entitled to supplementary unemployment benefit in that week.

QUARANTINES
If you cause your own unemployment you will get quarantine. Examples are:

• You terminate your job without any of the valid reasons mentioned in the legislation regarding self-induced unemployment.
• You are dismissed for reasons that are largely due to yourself.
• You are absent from a mandatory meeting or activity in AAK or the job center/other organizations twice within 12 months.
• You refuse/are absent from work that has been arranged by e.g. the job center.
• You are absent from or pull out of a meeting at the job center concerning the preparation or revision of an action plan
• You refuse/are absent from an offer e.g. job training or education.
• If you stay away from meetings with AAK, the job center or other organizations
• If you fail to turn up to a meeting/activity the job center or AAK has requested you to attend, you will not receive unemployment benefit from the date of the absence until you have contacted the person who invited you and you have explained why you did not attend the meeting/activity.

• If you have to work or are going to a job interview you will have to call in advance of the meeting to reschedule.

**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 a job, are travelling abroad, planning to be self-employed or taking early retirement.

**QUARANTINE TWO TIMES?**
If you receive two quarantines within 12 months you are not entitled to unemployment benefit because of the repetition effect. The quarantine may be due either to self-induced unemployment or because twice within 12 months you have been absent from an activity at either the job center or AAK. You regain the right to unemployment benefit when you have had more than 300 working hours reported to e-income (e-indkomst).

**HOW CAN QUARANTINE BE SETTLED?**
Quarantine can only be settled during a period you are registered at a job center and are entitled to employment benefit. If you have not settled your quarantine three months after you receiving it, we will regard the quarantine as settled.

You are not quarantined if you stop working and you do not apply for any benefits from the public (e.g. sickness benefit or maternity benefit). If you are self-employed and close the company you are not entitled to benefits the first three weeks after the termination.

**COURSES**
The legislation is strict and you have to apply for permission at AAK in advance of following the course. The tuition fee is paid by you.
You can participate in all types of private courses less than 20 hours per week – although not courses that gives the right to educational grants (SU) if followed as a full time education.

You can also participate in open education up to 6 lessons per week (or one-third student man year) until you are entitled to /obliged to mandatory work activity scheme after nine months of un-employment. The course must be part of your previously education – If it is possible for the course to be part of a new education you do not have the right to benefits.

**SELF SELECTED COURSES FOR UP TO SIX WEEKS**
Within the first nine months of unemployment you have the opportunity to follow a course up to six weeks duration.
You can read more about the opportunity and procedure for applying at aak.dk kurserforledige.com is an overview of courses at various educational centre.

**MANDATORY WORK ACTIVITY SCHEME (TILBUD OM AKTIVERING)**
After 39 weeks of unemployment, you are entitled to - and have a duty to participate in – the mandatory work activity scheme (tilbud om aktivering). If you are under 30 this is after 13 weeks of unemployment and after 26 weeks of unemployment if you are over 60 years old.

**UNPAID WORK**
You can do voluntary work without deduction in the benefit if the work is located in Denmark and it is not linked to any private business activity (non profit) and you are not subject to employment obligations.

If the work is something that is not in general ordinary work you can work as many hours as you wish. This could e.g. be clothing activities in Red Cross.

If you work for a nonprofit organization and you use your education in order to carry out the tasks, you can do this 4 hours per week without deduction in your benefit - e.g. if you work as a social worker in a crisis centre without payment.
Always contact us if you are in doubt about whether your voluntary work will result in deductions to your unemployment benefit.

**SELF-EMPLOYED AS YOUR PRIMARY OCCUPATION**
The main rule is that you are not entitled to benefits or holiday pay from AAK if you are self-employed. This also applies if no work or income is generated by the company.

A new job can mean that you are self-employed if for example you are registered for VAT or if you receive tax deductions for operating expenses. If you work in your spouse’s business – with fewer than 20 employees – you are always a self-employed in relation to receiving benefits - even if you are employed on salaried terms.

**SELF-EMPLOYED AS A SIDELINE ACTIVITY**
The exception from the main rule is if your business is a sideline activity. AAK always has to approve your entitlement to unemployment benefit if you are self-employed as a sideline activity. This is a possibility in 78 weeks.

A sideline activity means that all the work can always be carried out outside normal working hours. You must report all the hours spent on this sideline activity and they will be deducted in your benefits.

You have to be fully available for the job market and attend all mandatory meetings.

You will use 1 week of the 78 weeks each time you receive a contribution from AAKs 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 AAK for guidance in advance of being self-employed.

**JOB SEEKING ABROAD**
You have the opportunity for maintaining unemployment benefit for up to 3 months while living in another EES country looking for a job.
You must meet the conditions for receiving unemployment benefit at the time of your departure and you must have been registered as fully unemployed at the job center for at least four weeks in advance of your departure. You apply by filling in a PD U2 application form. When you have completed the application you need to get the job center to verify it and subsequently deliver it to us yourself or send it to us. You can do this no earlier than 4 weeks in advance of your departure. We issue the PD U2 form you need during your stay abroad. You will receive unemployment benefit from AAK. You must have returned and be registered as unemployed at the job center in Denmark before the expiry of the approved period if you wish to preserve your entitlement to unemployment benefit. Always contact AAK in advance for more details.

LIVING IN AN EES COUNTRY – TRANSFER OF MEMBERSHIP
It is important that you contact AAK if you begin to work or move to another country than Denmark since we have to guide you in respect of the regulations for transferring membership. This is important also in relation to early retirement contribution.

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.