

## **Collective agreements concerning employment at Jönköping University – short facts in English.**

As an employee at any of the schools/companies within Jönköping University (JU), you are covered by the central collective agreements "Villkorsavtalen" from the Swedish Agency for Government Employers (our central employers' organization). In addition, JU has several "local additional collective agreements". Below is a summary of some of the terms in these agreements. The collective agreements, in full-text, are available in Swedish on the JU website.

### **Salary**

Employees at Jönköping University have individual salaries except for PhD Candidates whose salaries are set according to a negotiated salary ladder. Salaries are paid with a certain amount per month, fixed monthly salary, or a certain amount per day, daily salary.

### **Working Hours**

Teaching staff (including PhD Candidates) have annual working hours in accordance to the working hours agreement for teachers. The working hours during one calendar year are decided according to age:

- As of 29 years: 1,756 hours
- From 30 years: 1,732 hours
- From 40 years: 1,700 hours

Other staff than teachers can have regulated working hours (flextime). Ordinary working hours for a full-time employee is 40 hours per week. Ordinary working hours are scheduled for Monday-Friday 8.00 a.m. - 4.30 p.m. (including 30 minutes lunch break).

Other staff than teachers can have confidence working hours in accordance with the working hours agreement for other staff than teachers.

### **Leave of Absence**

For many of the absences regulated by Swedish law, for example parental leave and illness, JU give additional benefits according to collective agreements, for example, additional parental salary and sickness benefit supplement.

### **Vacation/Holidays**

Already during your first year at JU, employees have the right to paid vacation.

To receive full vacation time, you need to have been employed during the entire year. Your age decides how many vacation days you get.

- 28 days up until the year you turn 29
- 31 days from the year you turn 30
- 35 days from the year you turn 40

During the vacation you will receive, other than your normal salary, a vacation supplement.

**Sideline occupation**

Employees can have sideline occupations unless they are detrimental to public confidence, obstruct the work or compete with the activities of the employer. All sideline occupations must be reported and approved by the employer.

**Business travel**

During business travel, the employee is covered by a travel insurance and may be entitled to compensation for travel expenses and travelling time.

**Pension**

All employees are covered by occupational pension which includes retirement pension, disability pension and survivor's pension.

**Insurances**

All employees are covered by Group Life Insurance and Personal injury insurance.

**Benefits**

Health and wellness benefit applies to all employees with monthly employment for at least one month in a row. Employees also get reimbursement for medical treatment/medication and are also entitled to occupational health care for work-related issues.

Employees may be entitled to leave with pay in certain cases, for example regarding more serious illness, relocation, doctor or dentist appointment for emergencies, maternity clinic as well as for blood-donation.

**Certificate of Employment**

The employee has the right to obtain a certificate of employment on the last day of employment.

**Termination**

The length of the term of notice of termination depends on the duration of the employment. For the employee, the term of notice is one month if employed less than one year, and two months if employed one year or more. For the employer, the notice period is one month if the employment is less than one year, and three months if the duration is one year or longer. If the employment is terminated due to lack of work, the employee may receive an extended notice period.