

Important
Always remember to
bring your NemID (key
card) when you visit
your 3F branch

Worth knowing about ...

... unemployment benefit card ... CV courses
... working abroad ... job-seeking ... job centre
... job activation ... education ... and much more



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Dear members,

In this leaflet, you can find the answers to the most common questions to 3F's unemployment insurance fund about being a member and about being unemployed.

You can also find many laws and rules as briefly and precisely described as possible.

However, the rules for unemployed are constantly changed. If in doubt, please contact your local 3F branch.

The local 3F branches and the head office of the unemployment insurance fund have composed this leaflet together.

Membership of 3F's unemployment insurance fund and trade union

Contact your union representative or your local 3F branch about becoming a member of 3F. You can also find information about becoming a member at www.3f.dk.

You can become a member of 3F's unemployment insurance fund if you

- are employed in 3F's industrial area;
- are currently enrolled in, or have finished, education in a field covered by 3F; or
- are otherwise affiliated to 3F's industrial area.

You must have turned 18 on the day you become a member and there must be at least two years until you are eligible to receive state pension. You can choose to be either full-time or part-time insured.

If you are part-time insured and get a full-time job, you must change to full-time insurance.

The unemployment insurance fund will automatically transfer you from part-time to full-time insurance when you meet the hour requirement. Full-time is more than 360 hours in 12 weeks if you are paid weekly. If you are paid monthly, the number is 390 hours in three months.

If you are full-time insured and get a part-time job, you may be eligible to receive supplementary unemployment benefits for up to 30 weeks. You can continue to be full-time insured or you can choose to become part-time insured, both before and after the end of the 30-week period.

3F will contact you by email

3F uses digital post. It is therefore important that we always have correct email and telephone number for you. On "Min profil" (My profile) at 3f.dk/Mit3F you can check if we have the correct information.

More information

Please contact your local 3F branch for more information.

Pay on time

If you do not pay your membership fee on time, you risk being deleted as a member of the unemployment fund and losing your unemployment benefits. You may also lose the right to early retirement.

If you choose part-time insurance, you will only be eligible to receive unemployment benefits as part-time insured. You cannot be forced to change from full-time to part-time insurance.

Free unemployment insurance fund

In some cases, you can be exempt from paying your membership fee and thus have “free unemployment insurance fund”. This applies for example if you are

- under the age of 30 and enrolled in an education that entitles to membership of an unemployment insurance fund.
- over the age of 30 and enrolled in an education that entitles to membership of an unemployment insurance fund and are paying early retirement contributions.
- in prison or otherwise detained for more than 30 days.

Normally, you cannot become a free member until the date that the unemployment insurance fund has received your application.

Wage subsidies

All employment with public wage subsidies – except for flex jobs – will qualify for membership of the unemployment fund. However, it does not qualify in itself for changing from part-time to full-time insurance.

No right to unemployment benefits

If you are unemployed and your right to unemployment benefits has expired, you may be entitled to free unemployment fund membership. In order to achieve this, you must, for example, be registered at the job centre. You must not be receiving cash benefits, state education grants or other maintenance support.

Unemployment insurance fund under education

If you are enrolled in vocational education with a duration of more than 18 months, you will often be eligible for free membership of the unemployment fund.

You must meet some requirements in order to become a free member. Please contact your local 3F branch for further information.

Additional advantage: If you are a member of the unemployment fund while enrolled in an education, you may be eligible for unemployment benefits if you stop the education or lose your apprenticeship. If you are unemployed after having completed your education or apprenticeship, you may be eligible for unemployment benefits from the first day of unemployment.

Senior membership

Members who have reached the retirement age are now entitled to a special senior unemployment fund membership. However, this membership does not qualify for entitlement to unemployment benefits, but is a possibility of receiving help and sparring for job-seeking, a continued connection to the trade and relevant offers.

Unemployment benefits as newly educated/qualified

You must apply for membership two weeks at the latest after you have completed your education. You will then be entitled to unemployment benefits after one month. The entire education must last at least 18 months and it must be within a field covered by 3F. If you have been a member of the unemployment insurance fund during your education, it may be an advantage for you to use your right as a “graduate”. Please contact your local 3F branch for advice.

If you complete an education that lasts 18 months – in a shorter time than the 18 months – you will also be eligible for unemployment benefits as newly educated/qualified, but not until after 18 months from the start of the education.

Rates for newly educated/qualified

How much you can receive in unemployment benefits as newly educated/qualified depends on whether or not you have dependent children under the age of 18. If you have dependent children, you will receive 82 per cent of the maximum monthly rate. If you do not have dependent children, you will receive 71.5 per cent of the maximum monthly rate.

New address

If you move, please inform your new address to your 3F branch, also if you are not unemployed.

Important: If you are registered as unemployed, you must immediately inform the job centre of your new address. It is not sufficient just to write to the national register.

If you stop working, please inform your branch – also if you are not registering as unemployed.

Renewed membership

If you have been deleted from the unemployment fund because you have not paid your fee, you will be informed about this in a letter. Four weeks at the latest after having received the letter, you will be able to become a member again without applying for it. You just have to pay the entire outstanding fee.

Right to unemployment benefits

You are not entitled to unemployment benefits until you have been a member for one year and when, as full-time insured, you have had an income of at least DKK 246,924. A maximum amount of DKK 20,577 per month can be included.

If you are part-time insured, you must have had an income of at least DKK 164,616. A maximum amount of DKK 13,718 per month can be included.

The income must be earned in a three-year membership period. The rates apply for 2022.

The unemployment fund will use your A income and B income and earnings as self-employed, as reported to the Danish Tax and Customs Administration, to calculate your right to unemployment benefits and to calculate how much you are entitled to receive in unemployment benefits.

Information about you

You can check what your employer has informed about you, for example the number of hours you have worked. Please log on to www.borger.dk/Min side with your NemID.

Save your salary statements

The branch may need them later if discrepancies should arise between your salary statements and what your employer has reported to the Income Register.

Register as unemployed immediately

You must register as unemployed on your first day of unemployment. You can do this at www.jobnet.dk, your job centre or your 3F branch.

Unemployment benefit counters – check your data

When you become unemployed, you can go to www.3f.dk/Mit3F and www.jobnet.dk to see

- the number of working hours reported by your employer to the Danish Tax and Customs Administration
- the unemployment benefits you have used
- the expected expiry of your entitlement to unemployment benefits
- a statement of working hours in the four-month waiting period
- how many weeks you have received supplementary benefits.

The unemployment fund will update your data once a month as long as you are unemployed.

Your obligations as a member

You must inform your local union branch and your unemployment insurance fund when matters occur that affect your entitlement to membership or unemployment benefits.

Inform about retirement
Inform your 3F branch if you have applied for retirement benefits.

Your obligations when you become unemployed

(also due to shortage of materials or weather conditions)

Registered as unemployed

On your first day of unemployment, you must register at www.jobnet.dk, your job centre or your local 3F branch. When you are registered as unemployed at www.jobnet.dk, you will get your own page: “Min side” (My page).

On “Min side” at jobnet.dk, you must

- give notice if you become sick
- inform about holidays at least 14 days in advance
- book meetings with the job centre
- check if the job centre invites you to a meeting
- check for job vacancies that match the skills you have stated in your CV
- deregister as unemployed if you start a 37-hour job – or a 30-hour job as part-time insured.

Contact your 3F branch as quickly as possible

Register as unemployed and apply for unemployment benefits at www.3f.dk/logon to Mit3F or contact your local 3F branch.

Create/update your CV at jobnet.dk

You must have created and approved your CV two weeks at the latest after having registered as unemployed. You must also attend a meeting at the unemployment fund about your CV.

Your unemployment insurance fund must check your hours

Each month, your employer must report your pay and how many hours you have worked to the Danish Tax and Customs Administration.

Your unemployment fund can see this information. Therefore, you normally do not have to submit your salary statements to the branch. However, your 3F branch may need to see them.

Your employer's information about your pay and your hours will each month be compared to the information on your unemployment benefit card or other benefit cards. For this purpose, the unemployment fund correlates registers.

EEA countries (the EU, the Nordic countries and Switzerland)

If you wish to seek employment in another EEA country, you have to contact your 3F branch first.

If you get a job in another EEA country, you must also contact your 3F branch before leaving for the new job. Special rules apply for transfer from one unemployment fund to another in other Nordic countries or EEA countries.

If you fail to contact your 3F branch before leaving, you risk losing your right to unemployment benefits when you return to Denmark.

Commercial drivers

Special rules apply for commercial drivers with respect to the country where they must register with an unemployment insurance fund. In some cases, this will be in another EEA country than Denmark.

Self-employed business

If you wish to start your own business as a secondary or principal occupation, please contact your 3F branch first. This also applies if you wish to work in your spouse's business or in a business owned by your spouse or a close relative.

If you cease being self-employed as a principal occupation, there will be a waiting period where you are not entitled to unemployment benefits. You can get more information by contacting your 3F branch. If you have been self-employed and wish to start up again, please contact your 3F branch.

See the section about "Supplementary unemployment benefits", if you are unemployed and wish to start self-employed business as a secondary occupation.

Where to be a member

Udbetaling Danmark decides where a commercial driver is to be a member. Please see www.udbetaling-danmark.dk for further information.

Before you make any changes

Please inform your 3F branch before you start self-employed business, a secondary occupation, courses etc.

If you are self-employed

If you have self-employed business, please ask your 3F branch for the brochure "The labour market of the future".

Disbursement of your unemployment benefits

Once a month, you have to submit your unemployment benefit card to 3F online. See the periods at www.3f.dk

You can submit the card up to one month and 10 days after the expiry of a period for disbursement of benefits. If not, you risk losing the right to benefits for the relevant period. Your unemployment benefits will be deposited in your NemKonto on the last banking day of the month.

Waiting day every four months

Every four months, unemployment benefits for one day will be deducted. You can avoid the waiting day if you have been employed for more than 148 hours in this four-month period.

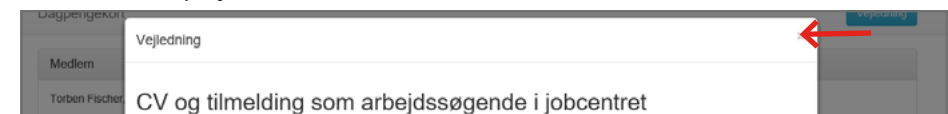
Fill in and send your unemployment benefit card

When you submit the benefit card before the end of the month, you must fill in the remaining month with your expected hours paid, holidays etc.

On the following pages you can see how to submit the benefit card. The instructions can also be found at www.3f.dk/Mit3F or you can get them from your local 3F branch.

You will need NemID
You have to use NemID to log on to Mit3F and at Jobnet.

1 The unemployment benefit card starts with the instructions



Read the instructions and click on the cross.

2 Choose the period in which you wish to apply for unemployment benefits. Click on "Start".



3 Provider/extension/supplementary insurance

Forsørgerstatus	Er ikke forsørger
Ny forsørgerstatus	<input type="radio"/> Uændret <input type="radio"/> Jeg har fået forsørgerpligt pr. <input type="text"/>

If you are on graduate rate/newly educated/qualified rate, you must answer the questions about provider status.

Forlængelse af dagpengeperioden	
Nuværende valg:	Ja ←
Nyt valg:	←
<input type="radio"/> Ja, jeg ønsker at søge om forlængelse <input type="radio"/> Nej, jeg ønsker ikke at søge om forlængelse	←
<small>Du kan søge om at få forlænget din dagpengeperiode, hvis du har opbrugt din ordinære dagpengeperiode og ikke har optjent ret til en ny 2-årig dagpengeperiode. Det kræver, at du har haft løntimer siden din seneste start på dagpengeperioden.</small>	

When your unemployment benefit period is close to expiring, you must answer the questions about an extension of the unemployment benefit period.

Tillægsforsikring	
Har du i perioden fået udbetalinger fra en privat tillægsforsikring?	
<input type="radio"/> Ja <input type="radio"/> Nej ←	←
<small>Privat tillægsforsikring er en forsikring, hvor man får dækning under ledighed, eksempelvis lønsikring.</small>	
Aktiviteter	
Har du i perioden haft arbejde eller indtægter, holdt ferie, været syg, eller har der været andre forhold, som kan have betydning for din ret til dagpenge?	
<input type="radio"/> Ja <input type="radio"/> Nej ←	←

Have you been unemployed during the entire period, and not received disbursement from a supplementary insurance? Then click “No” and “No” and submit the card. Activities on the benefit card.

Uge:31	↓	↓	↓
on 01	Lønarbejde	7,40	
	↓		
	↓		
to 02	↓		

FUGATO A/S FUGATO A/S
 ECCO SEAFOOD A/S ECCO SEAFOOD A/S
 ECCOLET PORTUGAL APS ECCOLET PORTUGAL ApS
 GDR TORBEN NIELSEN GDR TORBEN NIELSEN
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 Faglig Fælles Akasse Faglig Fælles A-kasse Dagg.
 SOGNEGÅRDENS BØRNEHAVE HVIDOVRE KOMMUNE
 Hammel Neurocenter Region Midtjylland

You do not have to fill out days where you are not employed at all. You must fill out days with activities. When you have chosen an activity, the fields to be filled out will turn red, for example “Paid work”. Here, you then have to fill out “Hours” and “Employer”.

4 Add/search for employer – click on the red magnifier

Aktivitet	Timer	Indtægt	Arbejdsgiver
Uge:31			
on 01	Lønarbejde	7,40	↓ +
	↓		<small>Kræves udfyldt:</small> ↓ -
	↓		↓ -

Søg efter arbejdsgiver

Navn

Postnr. By

CVR/P-nummer Telefon

Søg

Eller indtast navnet som fritekst herunder, hvis du ikke kan finde din arbejdsgiver:

Arbejdsgivernavn (fritekst)

Tilføj

If you want to search for an employer/a company, start by searching for one single field, for example “Telephone”, “Name” or “CVR number” – Click on **Search** and the employer will be displayed. Choose the employer and click on **Add**.

5 Number of hours on activities

ma 06	Sygdom	7,40		
ti 07	Ferie	7,40		
on 08	Fri for egen re	7,40		

Some activities automatically create a proposal for number of hours in the “Hours” field, for example Sickness, Holiday, Entire or Half G day (employers’ compensation). **You cannot change the number of hours suggested by the form.**

6 Confirm your entries and submit

Underskrift

Jeg erklærer, at oplysningerne er rigtige, og at jeg har læst vejledningen

Ja

Nej

Indsend

You have to confirm your entries at the bottom of the screen. Once you have confirmed, you can submit the card. This is done by:

1. Clicking **Yes** in the field opposite the above top arrow.
2. Submitting the card by clicking on the “**Submit**” button.

Dagpengekort

Vejledning

Indsendelse er gennemført.

When you submit the card, your information is saved and a receipt is created and sent to “Min Post” (My Post). It may take some time before the receipt is created and sent.

Six weeks job-related education for unemployed

You are entitled to education after 185 hours of unemployment if you

- are an unskilled worker
- are a skilled worker
- have a short tertiary education + vocational training.

You are not allowed to give notice to your job in order to participate in education. You are exempt from being available for work during the period of education.

Your unemployment insurance fund must approve the course before you start.

The unemployment insurance fund may also help find relevant, job-related education programmes based on your wishes.

You can see the educations at 3f.dk and amu.kurs.dk

You can also find them on this page:

<https://star.dk/indsatser-og-ordninger/jobrettet-voksen-og-efteruddannelse-veu/uddannelser-for-ledige/ordninger-jobrettet-veu/>

Holiday pay

Holiday pay is payment that you qualify for through benefits from the unemployment fund or through childcare benefits just as when you earn holiday pay through your job. As unemployed, you are also entitled to holiday.

Unemployment benefits during education

As unemployed you are entitled to unemployment benefits on an individual rate if you participate in job-related education.

In order to be eligible for holiday pay, you must have taken your own holidays first. In addition, you must meet these conditions to be eligible for holiday pay:

- Be employed or be unemployed.
- Be entitled to holiday pay in the event of unemployment.
- If you are unemployed, you must inform the unemployment fund of the holiday on the first holiday at the latest.
- You must be resident in Denmark at the time of the holiday. However, this does not apply if you are a frontier worker and are employed by a Danish employer.

Holiday pay is earned on an ongoing basis and each month of the holiday year that runs from 1 September to 31 August (12 months). This means that the holidays earned in one month can be taken in the following month.

Each month, you qualify for 2.08 days with holiday pay if you are full-time insured and have received benefits for an entire month. If you do not receive benefits for an entire month, a proportional calculation of the qualified number of days with holiday pay is made.

You can qualify for a maximum of 25 days with holiday pay.

You can choose to set aside the days, but you have to take them during the holiday period that runs from 1 September to 31 December (16 months). You cannot transfer days qualifying for holiday pay from one holiday year to another.

If you have qualified for holidays from an employer, such holidays must be taken before you can receive holiday pay.

Holiday pay rate

The holiday pay rate is the same as if you are unemployed and receive unemployment benefits. However, this only applies if you have a current unemployment benefit period. If you do not have a current unemployment benefit period, you will receive 82 per cent of the maximum unemployment benefits (for full-time insured, the amount is DKK 15,868 (2022)).

Are you unemployed when on holiday?

Remember to inform the job centre about your holiday 14 days at the latest before the first holiday. If there is less than 14 days to the holiday, the job centre can approve the holiday provided no meetings or activities have been planned for the holiday period.

How many holidays have you earned?

You can see your qualified holiday pay by logging on to Mit3F.

How to apply for holiday pay

You can apply for holiday pay by submitting the application form found at Mit3F. If we have received your application at least four weeks before the start of the holiday, we can disburse the holiday pay one week before the first day of the holiday. You have to apply by 31 January after the end of the holiday period.

If you are dismissed or give notice

If you are dismissed, you must contact your local 3F branch immediately.

If you give notice or otherwise leave your job without just cause according to the rules, you will get an "effective quarantine" of 111 hours. You are not eligible for unemployment benefits or other benefits during your quarantine period.

If you stop working abroad, you will in some case also be quarantined when you arrive in Denmark.

There may be just causes to give notice at work
Please contact your 3F branch before you give notice at work in order to check if you can avoid quarantine.

Employer's compensation = G days

If you are dismissed or laid off by your employer, the employer must pay a compensation for the first two days of unemployment if you have worked for 74 hours in the last four weeks for the same employer.

Days with compensation from the employer are called G days.

If you are working as a temporary worker/on-call worker, you are entitled to G days from your employer if you have worked for 74 hours in four weeks. Please contact your local 3F branch for further information.

If you are unemployed for four hours or less, G days are paid at half rate, and at unemployment for over four hours, you are entitled to payment for an entire day.

Your employer may ask you to fill in a declaration that you are unemployed on the G days. The declaration must be returned to the employer before 14 days; otherwise, you will lose the right to G days.

The employer must pay for 16 G days per year at the same employer.

Important: You must check yourself that your employer has paid your G days. If necessary, you can ask your 3F branch for help.

Unemployment benefits when you are sick

On the first sick day you must call your job centre or enter the start day of your period of sickness at www.jobnet.dk/Min side.

When you report sick on "Min side" (My page) at www.jobnet.dk, your 3F branch will be informed of your first sick day and you will be deregistered as unemployed at the job centre.

You will receive a letter from the 3F branch. In the letter you can see if unemployment benefits during sickness will be disbursed from the union branch or if you will receive sickness benefits from the municipality. It is very important that you read the letter.

When you are fit to resume work

When you no longer need sickness benefits, you must follow the instructions to this effect on "Min side" at www.jobnet.dk or call your job centre.

When you report fit to resume work on "Min side" at www.jobnet.dk, you will be registered as unemployed again. If you are no longer unemployed, you must deregister on "Min side" at www.jobnet.dk

Childcare leave

Do not register childcare leave at www.jobnet.dk. Please contact the job centre and your 3F branch.

Report sick on your first sick day

Are you participating in job activation as unemployed? Then you need to inform the place of activation immediately if you become sick. If you are employed by an employer, you must inform your employer according to the rules of the company. You must **also** contact the job centre, either by telephone or by entering the start date of your period of sickness at www.jobnet.dk/Min side.

Rates for unemployment benefits in 2022

Unemployment benefits constitute 90 per cent of your average pay for the best 12 months in the last 24-month period; however, limited to the maximum rate.

As full-time insured, you are entitled to a maximum of DKK 19,351 in unemployment benefits per month (part-time insured DKK 12,901).

Newly qualified persons (graduates) will receive a benefit rate called graduate rate.

As a graduate **with dependent children**, you are entitled to a maximum of DKK 15,844 per month as full-time insured.

As a graduate **without dependent children**, you are entitled to a maximum of DKK 13,815 per month as full-time insured.

How long can you receive unemployment benefits?

You are entitled to receive unemployment benefits for 3,848 hours (two years) during a 36-month period.

Reduction of the benefit period

If you have been unemployed for a long time, you risk having your benefit period reduced by one month. This will be the case if you have received unemployment benefits for four years (7,696 hours) in an eight-year period (96 months).

The possibility of extending your benefit period

Once your entitlement to unemployment benefit expires, you can extend your entitlement to benefits if you have been in employment.

If you have been in employment during your benefit period, you will become eligible for two hours of unemployment benefits for each hour paid.

You can only extend your benefit period by a maximum of 962 hours paid that entitle to unemployment benefits for a further 1,924 hours (one year).

Recover your right to unemployment benefits

If you have hours in your employment account when your unemployment benefit period expires because you have had paid work during your benefit period, you may become eligible for a new benefit period if you meet a requirement for 1,924 hours of work within a three-year period.

If you have no hours in your employment account when you lose the entitlement to unemployment benefits, you can enter the system again in the same way as the first time you qualified for unemployment benefits. This means that you must have had an income of DKK 246,924 (2022) within a three-year period.

Please note that you cannot use hours paid by which you have extended the benefit period to requalify for a new two-year benefit period. You must also choose whether to use your saved hours paid in the benefit period as “extended entitlement to unemployment benefit” or as qualification for an entirely new benefit period of two years.

Supplementary unemployment benefits

Supplementary unemployment benefits are unemployment benefits that are paid in a month where you work at reduced hours and/or are self-employed as a secondary occupation.

You may receive supplementary unemployment benefits for a period of 30 weeks within a 104-week period.

If you work at reduced hours and if you have a notice period to your employer, you are only entitled to supplementary unemployment benefits if your employer signs a certificate of release.

Reduced hours
Please contact your 3F branch if you are employed at reduced hours.

Your 3F branch must receive the certificate five weeks at the latest after your notice period.

Weeks working at reduced hours will reduce your entitlement to supplementary unemployment benefits.

If you are self-employed, all weeks of the month will reduce your entitlement to supplementary unemployment benefits whether or not you have worked as self-employed.

You are not using supplementary weeks if you

- do not receive unemployment benefits in the month
- are working at least 37 hours per week
- have been sick or have taken holiday the entire week
- have worked at reduced hours due to being laid off or because of work-sharing
- are working as a part-time firefighter.

If you have been employed for more than 145.53 hours in the month, you are not eligible for supplementary benefits for full-time insured.

Ongoing re-qualification of renewed right to 30 weeks of supplementary unemployment benefits

You are able to continuously re-qualify for the right to a new period of 30 weeks of supplementary unemployment benefits if you have had reported hours paid in a consecutive period of 12 months or if you have been self-employed to some extent.

Contact your 3F branch if in doubt. You can also get the brochure about supplementary unemployment benefits from your branch.

The possibility of extending the 30 weeks

When your entitlement to supplementary unemployment benefits has expired it can be extended for up to 12 weeks if you have had reported hours paid in the last 12 months or if you have been self-employed to some extent.

Education on unemployment benefits

As unemployed, you can participate in education and courses when you receive unemployment benefits. This applies for example for:

- general adult training (8th to 10th form)
- higher preparation single subject courses (under 20 hours per week) with day tuition
- courses at an adult education association
- courses provided by e.g. 3F and with a duration of maximum two weeks
- education at night and in weekends
- guidance courses with a duration of maximum two weeks.

Please contact your local 3F branch before you start.

You must apply for jobs

As unemployed, you have a duty to be actively job-seeking in your entire unemployment period. Your job-seeking must be realistic and serious. If you have difficulties in finding a job by only looking for work in your own field, you must also apply for jobs in other fields.

More ways of applying for work

You must start applying for work as soon as you become unemployed. In order to be eligible for unemployment benefits, you must be actively job-seeking.

You can apply for work in more ways

- Written application, by telephone, in person
- Contact employers that do not have job vacancies posted (uninvited).

Proposals for where you may look for job vacancies

- At jobnet.dk or other sites online
- At 3f.dk/Mit3F under Min jobsøgning/3F Jobformidling (My job-seeking/3F Job placement service). Here, you can create a job agent and receive relevant job vacancies.

When you apply for a job

It is important that you show an interest in the job by writing to or setting up meetings with potential employers.

It is important that you apply for jobs in a way that is normal within the area where you are applying for a job. The work you apply for must correspond to your qualifications and your educational background and any courses you have attended.

You must apply for several jobs every week and you must not omit applying for jobs even if you believe that you will not get the job due to your age, gender, nationality or similar.

You are under an obligation to accept a job offer provided by the unemployment insurance fund/ the job centre and another operator – also if you are participating in an activity based on your “Min Plan”

Register your job-seeking in job log

You must register all your job-seeking activities in job log. The job log can be found at www.3f.dk/Mit3F. Provide details for each job you apply for: Employer, contact person, telephone number, place, which job, number of hours per week etc.

(My Plan). The more jobs you apply for, the greater chance of course of finding a job. You cannot expect the job centre or another operator to find a job for you.

Job log

You have to apply for all jobs that match your field etc., and each week you have to register your job-seeking activities in your job log.

You can use the job log at jobnet or Mit3F. If you have applied in writing for the job you register in your job log, you must attach a copy of the application in the job log.

Job-seeking requirements

Together with your branch you must make an agreement concerning your job-seeking. This will describe in which job areas you have to apply for work, the geographical area and how many jobs you, as a rule, have to register in your job log.

Your 3F branch will help you as much as possible to find a job but your own effort is important

You must apply for jobs even though you have a future agreement about starting a job or if you are starting job activation, for example a job with wage subsidies, education or courses.

If you do not apply for and register jobs each week during the entire period of unemployment, you risk losing your unemployment benefits. If you are not able to find a job in your normal field of work, you must apply for jobs in other fields.

As unemployed, you must be prepared to accept a job with a total daily transport of up to three hours by bus, train etc.

Your 3F branch can advise you about job-seeking.

Apply for jobs every week

It is very important that you apply for jobs every week while being unemployed.

Important: Remember to enter your job applications in your job log every week!

You must be prepared to accept work or start job activation from the job centre or another operator the day after the job centre has informed you of the job or the offer for activation.

Meetings at your 3F branch

When you are unemployed, your 3F branch must arrange meetings with you.

Before each meeting, you will receive an email or text message about the subject of the meeting.

Examples of subjects are

- guidance about your rights and obligations as unemployed
- your possibilities of participating in education
- help in preparing your CV and applying for jobs.

Important: You must book the meeting yourself before the deadline; otherwise, your local branch must deregister you at jobnet.

You will not be eligible for unemployment benefits again until you have re-registered.

Check for emails or text messages every day

Remember to check your mailbox/emails and e-Boks every day!

Get advice from 3F

Your 3F branch may give you advice about how to apply for jobs.

Other reasons for meetings at your branch

Your 3F branch may need to talk to you about your entitlement to unemployment benefits.

This may be if you

- do not attend meetings, turn down or stay away from activities
- have been sick for a long time
- have been sick twice in connection with job offers/activation
- only work/want to work at a certain employer's workplace/field
- have applied for pension or other benefits.

Temporary ceasing of unemployment benefits

The local branch cannot pay unemployment benefits to you in the following cases.

If you

- do not book a meeting or attend meetings at your 3F branch, the job centre or another operator
- participate in an activity and receive unemployment benefits and take time off without just cause
- do not accept employment to a normal extent
- are in prison or otherwise detained – or stay away from imprisonment
- are not able to have childcare for your children, or find care for other family members **in the opening hours of the institutions**
- are leaving the country

- do not have an active and maintained CV
- are otherwise prevented from accepting a job from one day to the next.

You may be eligible for unemployment benefits again once you have documented that your situation has changed.

Quarantine – a period without unemployment benefits

In this context quarantine means that you will lose your unemployment benefits for three weeks.

You will be quarantined if you

- say no to a job offer
- give notice yourself or are dismissed without just cause
- say no to job activation due to lacking childcare for children/family members outside the opening hours of the institutions (unless you have informed the job centre of this problem when you became unemployed).

If you lack childcare for your children or care for family members who need special care outside the opening hours of the institutions, you have an obligation to inform the job centre.

When offering you a job or activation, the job centre must take this into consideration. If you do not register any lacking childcare, you risk losing your unemployment benefits.

You only eliminate quarantine if you are unemployed, submit your benefit cards and are available for work.

If you have lost the right to unemployment benefits

According to the law you are not available on the job market if you

- are quarantined twice within a 12-month period
- are sick or otherwise unable to work
- are assessed as not being available for work due to non-registration of job-seeking in the job log.

You may re-qualify for unemployment benefits when you

- **are full-time insured** and your employer has reported 300 hours paid to the Income Register within three consecutive months (monthly reporting) or 276 hours paid within 12 consecutive weeks (weekly or 14 days reporting).
- **are part-time insured** and your employer has reported 150 hours paid or 138 hours, respectively.

The job must not receive public funding.

Be available for work

You can only receive unemployment benefits if you are prepared to take on a job. This means that you must be available for work.

An extra possibility – in particular self-employed

You must have completed the income year where you lost your entitlement to unemployment benefits. In addition, you must have had an income of at least DKK 246,924 as full-time insured in one income year (2022).

Letters through e-Boks

Have you once asked the municipality to send letters to you via e-Boks? Then you will only receive invitations for meetings at the job centre through e-Boks.

If you do not attend a meeting because you have not changed your address or because you do not make it possible for the postman to deliver your post, you will lose your unemployment benefits.

Invitations on “Min side” at www.jobnet.dk

You can be invited to a meeting on “Min side” at jobnet.dk. You may also be asked to book a meeting yourself. You must attend the meeting as otherwise, you may lose your unemployment benefits.

The possibility of receiving financial support for repatriation

If you are a refugee, immigrant or has Danish dual citizenship, you may be eligible for financial support to go back to or establish yourself in your original home country (repatriation).

If you wish to hear more about this possibility, please contact the Danish Refugee Council for further information. You may also contact your municipality that will decide whether you are eligible for financial support.

Important: Check every day if you have received any letters. If you do not attend meetings, you may lose unemployment benefits.

Meetings at the job centre and other operators

It is important that you attend the meetings at the job centre or at other operators.

Invitations by post

You must check your post each day and you must ensure that the job centre and the other operator have a correct postal address for you and that your letter box has your name on it.

Job activation offers

Job activation offers are:

- Guidance and upgrading of qualifications
- Work placement
- Employment with wage subsidies.

Guidance and upgrading of qualifications

As unemployed, you can get an offer for guidance and upgrading of qualifications from the job centre or another operator.

Grants for books etc.

You may be entitled to grants for e.g. materials if you are in job activation with for example guidance, education or other updating of qualifications. It is also possible to “buy” an employee so that the person may guide you. Some unemployed may also receive payment of transport. Please contact your job centre.

This may be in the form of a short course, for example to identify your strengths. It may also be in the form of special projects and education programmes. These may, for example, be in the form of work placement, Danish courses or focus on your field of work.

The reason why you get such offer(s). The purpose of upgrading your qualifications and providing you with guidance is to identify or develop your professional, social or language skills in order to make it easier for you to get a job.

Your financial situation during such offers. You will normally receive your usual benefits, for example unemployment benefits, during the offer for guidance and upgrading of qualifications.

What to do. Please contact the job centre to hear about your options.

Work placement

As unemployed, you have the possibility of being offered a work placement in a company according to agreement with the job centre or another operator.

You will typically be offered work placement if you need to find out what you are good at and what kind of job you want to focus on. You may also be offered work placement if you lack professional, social or language skills in order to get a job.

The work placement may last for up to four weeks. You can be offered work placement in the public sector or in a private sector company.

The job centre and the company agree what your work placement is to entail. You may be asked to perform tasks that would otherwise be performed as normal paid work.

Apply for jobs EVERY week

You must also apply for work while participating in job activation.

Important: Before you stop job activation, please contact your 3F branch, the job centre or the person responsible for your contact course.

Grants for trainees

If you are in work placement, you may also receive grants for aids and tools. It is also possible to “buy” an employee to be your mentor. You may also have your transport paid to and from the place of your work placement.

The purpose. The purpose of work placement is to find out what you can and want and to upgrade your skills so that it will be easier for you to find a job.

Your financial situation during work placement. You will not be employed by the company during the work placement. You will not receive pay but your usual unemployment benefits.

What to do. Please contact the job centre to inquire about your options.

Employment with wage subsidies

There are two types of wage subsidies:

Wage subsidies in private sector companies. The pay and conditions of employment applicable for the company also apply to you even though you are employed with wage subsidies.

Wage subsidies in the public sector. At public sector employers, the pay must correspond to the pay stipulated by collective agreements. You cannot earn more than what you can receive in unemployment benefits. Therefore, your working hours will be calculated before the activation starts.

Employment with wage subsidies can be a shortcut to a permanent job on ordinary terms. You will be able to update or strengthen your skills. You may also use new knowledge from courses or try a completely different type of job.

The employer will employ you as unemployed and will receive subsidies to your pay. You, the job centre and the company will decide the terms of employment.

You must continue to apply for jobs

If you are employed in a job with wage subsidies, you must remain registered at the job centre. You must also continue to apply actively for an ordinary job. The main purpose of the job activation is for it to lead to an ordinary job – however, not at the employer where you are employed with wage subsidies.

Important: Apply for jobs when you are participating in job activation. You are not guaranteed employment on normal terms at the place of your wage subsidies.

In the public sector, almost none are allowed to continue the employment when the period of wage subsidies expires.

Starting a normal job at another place is just cause to stop job activation.

You cannot stop until the day before you have to start a job at another place. Please contact your 3F branch before you stop a job with wage subsidies.

What to do

Please contact the job centre to hear about your options.

Job rotation

Job rotation is an agreement between the job centre and a company. It means that a company will ask its employees to participate in supplementary training. While the employees attend such supplementary training, unemployed will perform their jobs as temporary workers.

A temporary worker must be paid in accordance with collective agreements and be employed for a minimum of 10 hours per week. The maximum is 52 weeks.

Prior learning assessment – RKV

If you are unemployed, over 30 years of age and unskilled, you are entitled to a prior learning assessment (RKV) where your qualifications will be assessed based on your experience from prior jobs and courses.

This assessment may be used to clarify if you lack training or courses in order to get a skilled education. An education plan will be prepared based on your requirements and wishes.

The assessment is prepared by the institution that provides education programmes in the field of your experience and prior employment.

Get help from 3F

Please contact your 3F branch. They may help you to contact the job centre and the right school.

The job centre allocates

Your job centre must allocate education. Please contact your 3F branch for further information.

When enrolled in education you do not have to apply for jobs or be available for work or for other activation from the job centre.

Skilled worker with unemployment benefits

If you are unemployed and over 30 years of age and an unskilled or skilled worker with an obsolete education, you may become a skilled worker while receiving unemployment benefits.

The unemployment benefit rate

- You will receive unemployment benefits by 110 per cent of your normal unemployment benefit rate if you participate in education in an area with labour shortage.
- You will receive 80 per cent of the maximum unemployment benefit rate in other fields of education. However, you may borrow to reach the rate you have received so far.

Skilled worker as an adult learner

If you have turned 25 and are unskilled or if you have not used your education in the last five years, you can become an adult learner from the beginning of your unemployment period.

If you have used your qualifying education in the last five years, you must have been unemployed for three months first.

In order to become an adult learner, you must make an agreement about education with an employer. If you have relevant experience from employment or courses, you may often complete the education in a shorter time.

The employer will receive wage subsidies during the entire education and must pay you in accordance with the minimum wage for unskilled workers in the relevant field.

Please contact your 3F branch for further information.

Unemployment benefits during activation

If your “Min Plan” states that you must receive an offer for guidance/upgrading of qualifications, you will receive unemployment benefits during job activation.

If you are under 25 years of age and without any education, the unemployment benefits will be your own benefit rate until you have been unemployed

for 26 weeks. After this, the rate will normally be 50 per cent of the highest benefit rate.

However, if you have become a member as a graduate or if you have completed an education entitling you to be a graduate member, you will receive the rate for graduates. This constitutes 82 per cent of the maximum unemployment benefit rate for providers and 71.5 per cent for non-providers. Please contact your 3F branch.

Special rules if you are under 25

You may be required to take an education with state education grants or training allowance.

You may be required to do so if you are both

- under 25;
- without dependent children;
- without an education; and
- suited for taking an education.

The job centre will give you a deadline to propose an education for which you wish to apply. The education must entitle you to training allowance and/or state education grants.

Early retirement benefit

In order to be eligible for early retirement benefit, you must pay early retirement contributions. Typically, you must pay this for 30 years. Normally, you have to start paying contributions by the date you turn 30. There are several transitory measures. Please contact your 3F branch for further information.

The early retirement benefit rate corresponds to the highest unemployment benefit rate.

It is very important that you read the information shown at Mit3F and at jobnet.dk

Resident in an EEA country

You are entitled to take your early retirement benefits with you if you move to Greenland, the Faroe Islands, Great Britain or an EEA country. EEA countries include all EU countries plus Switzerland, Liechtenstein, Iceland and Norway.

If you are born before 1 July 1959

If you are born before 1 July 1959, you may receive early retirement benefits for three and a half to five years. The period depends on your date of birth. Your early retirement benefits cannot exceed 91 per cent of the highest unemployment benefit rate if you take early retirement with more than three years left of your entitlement period. Please contact your local 3F branch for further information.

If you are born on or after 1 July 1959

If you are born on or after 1 July 1959, you may receive early retirement benefits for three years. Your early retirement benefits cannot exceed 100 per cent of the highest unemployment benefit rate.

Setting-off in your pension

Your early retirement rate will typically be reduced in relation to the size and the type of your pension assets. Different rules apply depending on your date of birth. Please contact your local 3F branch for further information.

Early retirement certificate

If you are entitled to early retirement, you will automatically receive an early retirement certificate upon reaching the age of entitlement to early retirement. However, you will not receive an early retirement certificate if you are in fact taking early retirement on the date of your entitlement thereto.

The early retirement certificate ensures that you will be able to take early retirement at a later stage even if you should become sick. You will also be entitled to use the early retirement rate, including adjustments, stated in your early retirement certificate when you take early retirement. However, you still have to comply with certain rules in order to take early retirement at a later stage. Please contact your local 3F branch for further information.

3F will contact you

You are no longer to pay early retirement contributions when you have received your early retirement certificate. 3F will contact you shortly before you reach your early retirement age.

Self-employed business

Please contact your 3F branch if you are self-employed when applying for early retirement or if you contemplate to start a self-employed business after you have taken early retirement.

Tax-free sum

When you have received your early retirement certificate, you may become eligible for a tax-free sum if you choose to take early retirement at a later stage. The rules vary and depend on your date of birth. See the brochure "How to take early retirement".

Have you regretted not making contributions to early retirement?

In some cases you may take early retirement according to special rules (cancellation scheme) even if you have previously decided not to pay contributions to the scheme. Please contact your local 3F branch for further information.

Senior citizens jobs

You are entitled to a senior citizens job in the municipality where you live if you meet these conditions:

- You are entitled to early retirement at your statutory early retirement age.

- Your entitlement to unemployment benefits expires and you are five years or less than five years from reaching the age where you can take early retirement.

A senior citizens job is employment stipulated by collective agreements. You do not qualify for unemployment benefits when in a senior citizens job. However, you will maintain your entitlement to take early retirement at the early retirement age.

The municipality must provide you with a senior citizens job no later than two months after you have applied for such – however, at the earliest when your unemployment benefit period expires. Remember to apply for early retirement before you senior citizens job expires.

How to apply for a senior citizens job

Submit your application to the municipality three months at the earliest before the expiry of your unemployment benefit period or two months at the latest after the expiry of your unemployment benefit period. The municipality must offer you a full-time senior citizens job with working hours stipulated by collective agreements if you are a full-time member of the unemployment insurance fund. For part-time insured members of the unemployment fund, the municipality must offer a part-time job.

How to lodge a complaint

If you wish to lodge a complaint about a decision made by your local 3F branch, you must do so four weeks at the latest after having received the decision.

The decision from your branch will specify that you must lodge a complaint to The Danish Agency for Labour Market and Recruitment.

Irrespective of the destination of your complaint, you must submit it through your unemployment insurance fund.

You can submit your complaint to your local 3F branch or to the head office:

Faglig Fælles Akasse, Kampmannsgade 4, DK-1790 Copenhagen V.

If we receive a complaint from you, we will review the case again. If we maintain our decision, we will forward it to the Agency together with your complaint.

You will receive the result direct from the Agency.

The Agency may change the decision of the branch both to your advantage **and** to your disadvantage.

Disbursement of unemployment benefits 2022

Period	Month	Benefit card cannot be submitted until	Benefit card must be received on
01-01 to 31-01	January	24-01-2022	26-01-2022
01-02 to 28-02	February	21-02-2022	23-02-2022
01-03 to 31-03	March	24-03-2022	28-03-2022
01-04 to 30-04	April	22-04-2022	26-04-2022
01-05 to 31-05	May	20-05-2022	24-05-2022
01-06 to 30-06	June	23-06-2022	27-06-2022
01-07 to 31-07	July	22-07-2022	26-07-2022
01-08 to 31-08	August	24-08-2022	26-08-2022
01-09 to 30-09	September	23-09-2022	27-09-2022
01-10 to 31-10	October	24-10-2022	26-10-2022
01-11 to 30-11	November	23-11-2022	25-11-2022
01-12 to 31-12	December	20-12-2022	27-12-2022

Unemployment benefits are available for payment on the last banking day of each month.

Courses and education

Your chance of finding a job will improve if you learn more and show that you are prepared to improve your skills.

Use the opportunity as unemployed to attend courses or improve your qualifications.

3F

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