



**Stockholm
University**

Human Resources Office

You & Your Workplace

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

Changes until November 2022

| | |
|---|-----------|
| 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 | 4 |
| 2 WORKING HOURS..... | 4 |
| 2.1 WORKING HOURS FOR TEACHING STAFF..... | 4 |
| 2.2 WORKING HOURS FOR TECHNICAL AND ADMINISTRATIVE STAFF | 4 |
| 2.3 BRIDGE DAY – 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 AVAILABILITY | 6 |
| 3 ILLNESS AND MEDICAL TREATMENT | 6 |
| 3.1 ILLNESS..... | 6 |
| 3.2 MEDICINE | 6 |
| 3.3 MEDICAL TREATMENT WHILE WORKING FOR STOCKHOLM UNIVERSITY ABROAD | 7 |
| 4 LEAVE | 7 |
| 4.1 LEAVE IN GENERAL..... | 7 |
| 4.2 LEAVE WITH SALARY | 7 |
| 4.3 UNPAID LEAVE..... | 8 |
| 4.4 PARENTAL LEAVE..... | 9 |
| 4.5 PARENTAL LEAVE WITHOUT COMPENSATION | 10 |
| 4.6 STUDY LEAVE..... | 10 |
| 4.7 STAFF TRAINING..... | 10 |
| 5 VACATION | 10 |
| 5.1 LENGTH OF VACATION | 10 |
| 5.2 CALCULATION OF NUMBER OF VACATION DAYS | 10 |
| 5.3 HOLIDAY PAY..... | 11 |
| 5.4 SAVING VACATION | 11 |
| 5.5 WHEN TO TAKE VACATION..... | 11 |
| 5.6 EXCHANGING VACATION TIME FOR LEAVE | 11 |
| 5.7 SALARY EXCHANGE..... | 11 |
| 6 INSURANCES | 11 |
| 6.1 STATE PERSONAL INSURANCE | 11 |
| 6.2 STATE GROUP LIFE INSURANCE | 12 |
| 6.3 PENSION..... | 12 |

1 GENERAL RULES

1.1 Employment

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

1.2 Temporary employment

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

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

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

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

1.4 Notice periods

Termination by the employer: The notice periods vary when *the employer* terminates the employment and depends on the employee's total length of employment within the public sector. The regulation is found in the Employment Protection Act, *Villkorsavtal/Villkorsavtal-T* and the Job Security Agreement for Government Employees (*Sw. Avtal om omställning*). The notice period is 1–12 months.

Resignation: The notice period when *the employee* resigns is two months in case the employment has exceeded one year and one month if the employment has lasted less than one year.

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

A temporary position ends automatically on the last day of the stated period of employment. If the employment is not extended and the employee has been employed for more than twelve months during the last three years – or if the employment is a specific fixed term employment, more than nine months during the last three years – the employer will send a notification to the local trade union and a written notice to the employee that the temporary employment will not continue. This notification is provided to the union and the employee no later than one month before the employment expires. The written notice contains information on whether or not the employee has a preferential right to re-employment. The right to re-employment applies from the day when the written notice was given to the employee and for a period of nine months after the employment expired. Employees wishing to claim re-employment must submit a written claim to the employer.

An employee that has held a temporary employment for more than two coinciding years is to a certain degree covered by the Job Security Agreement for Government Employees if the employment is terminated due to redundancy.

1.6 Termination of a permanent position

Just cause for terminating a permanent employment is either redundancy or personal reasons. The employee is covered by the Job Security Agreement for Government Employees if a permanent employment is terminated due to redundancy. According to this collective agreement the notice period is extended, depending on how long the employee has been employed.

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 the duties assigned to teaching staff may comprise educational responsibilities or research and also administrative tasks. Teachers are also responsible for keeping abreast of developments within their own field of study and developments in the wider community that are significant for their teaching roles in higher education.

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 documented.

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 Monday–Friday, except when public holidays occur (see below for details regarding public holidays),
- 4 hours and 30 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.

Non-working 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 and 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.

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

2.3 Bridge day – A working day between a holiday and a weekend

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

2.4 Overtime work

If your employer finds that there is a special need for it you can be ordered to work overtime. Overtime work has to be ordered in advance by your employer or in exceptional cases 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 time 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 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 Availability

Some employees at the university are required to be in availability. This means that they, during their free time, have to be available so that they can be contacted and if necessary, come to the workplace in order to solve a problem that has occurred. In some cases such work can be carried out by telephone or computer and presence at the workplace is not necessary. If presence at the workplace is necessary, they have to come to the workplace as soon as possible and within two hours. If presence at the workplace is required they will be entitled to overtime compensation. For the hours in availability 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 amount deducted from your salary for the first 5 working days is your monthly salary multiplied by 4,6 %. The first sick day deduction (karensdag) has been replaced by a qualifying deduction. That means that you will receive sick pay from the first sick day regardless of if you are able to work a few hours that day or not. The sick pay is 80 % of the sick leave deduction for the first two weeks of your sick leave. In addition there is also the qualifying deduction from the sick pay that consists of your monthly salary multiplied by 3,68 %. 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.

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 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 receipt 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 while you are on holiday abroad.

3.3 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, parental leave, to provide care to a person with whom you have a close relationship and who is so severely ill that his/her life is in danger, urgent family circumstances and if you have a position abroad. Other leaves of absence can be granted if it does not cause any inconvenience to the work.

If you are permanently employed at the university, you are entitled to leave if you are offered another temporary position in a governmental agency. This leave cannot exceed two years. The right is only valid for a full-time leave. For part-time leave, you and your direct supervisor must come to an understanding.

About the decision

According to the procedural rules, the Head of Department decides about leave. The vice chancellor makes decisions on professorial leaves lasting longer than one year.

4.2 Leave with salary

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

Medical visits and emergency dental visits

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

- Medical visits, examinations or treatments by a doctor, physical therapist, occupational therapist, outpatient care, blood donation, or if you are pregnant maternity care.
- Emergency dental visits or examinations/treatments with a dentist's referral.

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

Other types of leave

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

- Matters within the family (life-threatening, see clarification below) for time needed, but no more than 10 workdays per year.
- Moving to registered address, one workday.
- Moving, if transfer removal is permitted, no more than three days per year.
- Central union representative duties, no more than 10 workdays per year.
- Exams (during workhours), no more than five workdays per year.

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

Clarification of “Matters within the family”

Employees of Stockholm University can receive paid leave for matters within the family for a maximum ten days per year, travel included.

The basic principle for paid leave at Stockholm University is that one day is granted for each of the events described below. Necessary travel time during workhours should also be taken into consideration. In practice, this means one day for the event itself and two travel days (there and back) for travel outside of the Stockholm area.

- Cases of serious illness. More serious cases of illness are defined as illnesses of a life-threatening nature or an acute illness. For other reasons that affect the relatives' illness, such as the care of the sick person, you need to apply for vacation or leave without salary. One day when the employee's immediate presence is required such as an acute illness or injury (that could not be predicted or planned for), or at a deathbed.
- Funeral and burial. One day for the funeral, one day for the burial.
- Probate and inheritance. One day to sign for the estate or inheritance.
- Death. One day in connection with the death.

Definition of “family” under this regulation

- Spouse, partner or registered partner
- Children or partner's children
- Grandchildren
- Parents, stepparents or parents-in-law
- Grandparents
- Siblings, step-siblings, half-siblings, nieces and nephews
- Aunts and uncles
- Daughter- or son-in-law
- Sister- or brother-in-law.

4.3 Unpaid Leave

There are many other circumstances in which an employee might want leave and for which leave can be granted, but either as unpaid leave or as vacation time, flex time, or as compensatory leave for overtime.

Examples of reasons to take unpaid leave:

- Grieving a death
- Close friend's funeral
- Executing an estate
- Preparation for burial
- Emptying a residence
- Moving a loved one
- Visiting a loved one to help with housing or medical issues
- Accompanying a loved one on doctor visits
- Birthday celebration

There is also something called “care of loved ones”/“compensation for loved ones”. In these cases, Försäkringskassan makes the decision about compensation and pays it. The employer takes a full salary deduction. The employee has the right to leave to the extent and for the time over which Försäkringskassan pays compensation. Read more at [Försäkringskassan](#).

For leaves up to 5 days, 4.6 % is deducted from your fixed salary for every workday. For leaves of six days or more, 3.3 % is deducted from your fixed salary for every calendar day. Leave without pay is not counted toward holiday compensation.

4.4 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. Leave can be taken as 75 %, 50 %, 25 % or 12.5 %.
4. Reduction in working hours by 25 % until the child turns 8 years old. A one-quarter reduction of work hours applies to full-time employees only.
5. Absence to temporarily take care of a child. Leave can be taken as 75 %, 50 %, 25 % or 12.5 %.

Partial parental leave in addition to the Parental Leave Act

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

Decision regarding parental leave

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

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

Application for parental leave

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

University salary supplement

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

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

- Salary supplement is paid for a maximum of 36 months
- Salary supplement starts at 10 % of daily wages up to the amount of the maximum basic amount. For the portion of the wages over the maximum basic amount, it is calculated at 90 % of daily wages.

- Salary supplement is paid monthly according to the nature of the leave for a maximum of 360 days regardless of the scope.
- Leave with salary supplement accrues holiday leave according to the Annual Leave Act.

4.5 Parental Leave without compensation

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

4.6 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. However the employer has the right to postpone the time when you are granted leave until a later time than you have requested.

4.7 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 30 vacation days. There is a transition rule for employees who had more than 30 saved vacation days on 1st of January 2018. They can save their days until 31st of December 2022.

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").

5.7 Salary exchange

Employees at Stockholm University can exchange their salary for extra payments to the pension fund that is managed by Kåpan Valbar. The lower limit for salary exchange is 500 SEK. You have to be 23 years or older and you should have a salary that is higher than 44 892 (2020) to be able to make a salary exchange. The deduction is made from your gross salary and reduces your tax.

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 employees 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 68 years according to the Employment Protection Act.

An employee wishing to retire with age pension, whether it be at 65 or later, will be contacted by SPV (The National Government Employee Pensions Board) 7 months before he/she turns 65. SPV will ask the employee when he/she plans to retire. Information and a retirement form will be sent to the employee from SPV before the decided date of retirement.

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.