

# A SECURE PERIOD WITH UNEMPLOYMENT BENEFITS



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In fact boxes we tell you in short about the most important things you must do or be aware of.



Deadlines are about areas where there are some important deadlines you need to meet.



In the pink boxes, you will find information about the rules in the legislation we refer to, and which we must inform you about.

You can read more about what impact these rules have on your unemployment benefits in the section 'Impact on your unemployment benefits'.

# A SECURE PERIOD WITH UNEMPLOYMENT BENEFITS

When you become unemployed, there are many rules you need to know. From the beginning, you will receive a lot of new information, and it can be difficult to remember it all. Therefore, we have collected the most important information in this brochure.

There are expectations to you from your first day as unemployed, and it is therefore important that you read the brochure to get off to a good start.

## YOU WILL RECEIVE YOUR LETTERS DIGITALLY

We send all letters to your personal inbox online at Mit HK. At Mit HK, you find your letters under "Letters from HK".

It is your own responsibility to check for new letters – both physically and digitally. We have made it easier for you to keep an eye on your digital inbox.

You can sign up for a message service, where you get notified about new digital letters, but still check daily.

The municipality also sends you letters digitally. This happens in your [e-Boks](#) or at [borger.dk](#). Here, you also need to be aware that you read your letters every day. In special cases, you can be exempted from digital mail.

## WE ARE HERE FOR YOU

We are ready to help and guide you through the rules. Contact us at 7010 6789 or our [contact page](#), if you have any questions.

# GET OFF TO A GOOD START

When you register as unemployed and apply for unemployment benefits, there are several things you both need to do and be aware of. You must submit a declaration of unemployment so that we can assess your eligibility for unemployment benefits.

Part of being unemployed also means that you must be available for the labour market to be entitled to receive unemployment benefits.

Being available means that you actively search for jobs from your first day as unemployed, accept relevant jobs offered to you, and attend scheduled meetings, activities, and offers. You must also have a residence and be in Denmark. You can read more about all this in the brochure.

Within the first 14 days after you have registered as unemployed at jobnet.dk, you will be invited to your first meeting with us. In the first 3 months of your unemployment, you must participate in 3\* mandatory meetings with us. If you are unemployed for a longer period, you will also be invited to or asked to book meetings at the municipality or another collaborator.

At the first meeting with your counsellor, you both make a plan together. A plan that describes how to achieve your job goals. This is done, among other things, based on your information in 'My Plan', which you must fill out before the meeting.

The basis for the meeting is your ambitions and plans for jobsearch. You can always ask your counsellor if you are in doubt about how to meet the requirements and rules set for you.

## YOU BENEFIT FROM OUR PROFESSIONAL KNOWLEDGE

Our task in the unemployment fund is to assist you in finding a job. We do this by offering you an individual and targeted employment-oriented effort based on a professional assessment of your situation and needs.

The assessment is recorded by your advisor during your first meeting. In this way, we support your job search in the best possible way throughout your entire journey with us.

\*From 1 July 2026, you must attend two compulsory meetings within the first three months. However, you may always request a meeting with us.



## REGISTER AS UNEMPLOYED

**When you register as unemployed, you must:**

- be registered at jobnet.dk as an unemployment benefit recipient from the first day.
- submit a [declaration of unemployment](#) at hka.dk.
- create a relevant and comprehensive cv at jobnet.dk, within 2 weeks from when you have registered as unemployed, and you must ensure that it is searchable for employers.



## SELFBOOKING OF MEETINGS

**When you receive a letter about booking a meeting, you should:**

- pay attention to the deadline in the letter.
- book your meeting as described in the letter.

In special cases, you can be exempted from selfbooking.



If your cv is not created and approved within 2 weeks, it can affect your unemployment benefits.

If you do not meet the deadline for self-booking, you will automatically be deregistered as unemployed. Read more in the section 'Impact on your unemployment benefits'.

# WE HELP YOU MOVE ON TO YOUR NEXT JOB

In HK's Unemployment Insurance Fund, we are experts in your HK education and your labour market.

This means that you can get professional sparring and advice from competent counsellors who know your local labour market.

We also offer a range of digital solutions that can help you move on to your first or next job.



## DOWNLOAD HK JOB APP AND GET MATCHED WITH YOUR NEW JOB

The app contains Denmark's largest database of job postings, so you can limit yourself to reading job ads in one place.

The more you use the app, the smarter it becomes about your job search. This way, you automatically get shown the most relevant jobs.

In the app, you also get access to individual guidance and feedback on your job search, relevant courses, and lots of job search guides.

Easy and straightforward.



## OUR SKILLED RECRUITMENT CONSULTANTS ARE READY TO HELP YOU

As a member of HK's Unemployment Insurance Fund, you get free access to HK's Job Exchange, where our recruitment consultants match members with vacant positions.

Our goal is to find the right match – both for you and the company. Through HK Job Exchange, you can get to the top of the application pile when companies are recruiting new employees.



## WHAT YOU GET WITH HK JOB EXCHANGE (JOBØRS)

- Your CV is automatically transferred from jobnet.dk to HK Job Exchange. Therefore, it's important that you fill out your information, qualifications, and job preferences in the jobnet cv.
- When a company needs a new employee, we search for the best possible match for the position. We look at both the requirements of the position and your job wishes and qualifications.
- If you could be a relevant match, we contact you, and you assess whether the position is right for you. Here, you also learn more about the application process itself.
- Some positions are only advertised through HK Job Exchange.
- HK Job Exchange is an offer – you are not obligated to proceed with the position we contact you about

# YOUR JOBSEARCH

To be available for the labour market, as previously mentioned, you must, among other things, be actively job seeking. This means that you need to start looking for work as soon as you become unemployed, and that you must search for work throughout the period you are applying for unemployment benefits.

You must apply for jobs every week. If you are unsure whether you are eligible for the job, you can contact the employer before applying for the job. In your 'My Plan' under 'Requirements for Job Seeking' (Krav til jobsøgning), you can always see the latest agreements about your job-seeking activities.



## JOBSEEKING

### You must:

- Continuously apply for jobs that match your experiences and qualifications.
- Primarily apply for advertised positions.
- Apply in the manner that is normal within your profession, for example in writing, by telephone, or in person.
- Look for jobs in other fields you can work in if you cannot find a job within your own area of expertise.
- Accept work that is geographically located outside the agreed area for your job search.
- Primarily look for full-time jobs if you are insured for full-time employment.
- Apply realistically and seriously.



## JOBLOG

### Every week you must:

- Register the jobs you have applied for during the week at HK Jobportal. This includes applications made through JobApp.

### You must continuously:

- Add the number of written applications agreed upon in 'My Plan'.



## YOUR AGREEMENTS

### You must:

- Adhere to the job-seeking agreements you have made with us, the municipality, or another collaborator.
- Be aware that you may be required to apply for a specific job.



If you are not actively seeking employment and fail to adhere to the agreements made, you risk losing your entitlement to unemployment benefits.

Read more in the section 'Impact on Your Unemployment Benefits'.

# MEETINGS, ACTIVITIES AND OFFERS

## MEETINGS

While you are unemployed, you must participate in scheduled meetings both with us, the municipality, and with other collaborators. You should be able to attend with a day notice for meetings, activities, and offers. The purpose of these meetings is to assist you in advancing your job search.

The meetings can also be used to determine if you need education/training or other offers to bring you closer to your next job. After the first three months of unemployment, your meetings will be with the municipality. We would like to participate with you in the first meeting at the municipality, so we can articulate the agreements we have made during your initial period of unemployment.

## ACTIVITIES AND OFFERS

It is the municipality or another collaborator who can approve activities and offers that you must follow – we can help guide you. Activities and offers can include, for example:

- Shorter or longer courses or education.
- Internships with an employer.
- Employment with wage subsidies with an employer.

If you have contact with an employer where you might be able to start an internship or employment with wage subsidies, you should contact the municipality.

The municipality can exempt you from being actively job-seeking and from participating in some meetings while you are participating in an offer. Talk to the municipality about your opportunities in relation to this.



## OFFERS AND ACTIVITIES

### You must:

- Accept the offers given to you by the municipality or another collaborator.
- Participate in the meetings, activities, and offers that we, the municipality, or another collaborator summon you to.
- Be actively job-seeking while participating in offers and activities unless you have been exempted.

## ARE YOU UNDER 25 YEARS OLD?

If you are under 25 years old, without an education, and without children living at home whom you are obliged to support, the municipality will offer you a study or vocational qualifying education when you become unemployed. You will have a say in deciding which education you want to pursue.



If you do not participate in a planned meeting, activity, or offer, it may affect your entitlement to unemployment benefits. The municipality and/or another collaborator must notify us if this occurs.

Read more in the section 'Impact on Your Unemployment Benefits'.

# ABSENCE

If you cannot attend scheduled meetings, activities, or offers on a day-to-day basis, it is important that you notify us. This applies even if you are not currently summoned to anything with us, the municipality, or another collaborator.

## ILLNES

If you become ill, you can receive unemployment benefits for the first 14 days you are sick. If you are in a part time employment with a notice period, you should receive sickness benefits from your first day of illness. If you are sick for more than 14 days, you will in any case need to receive sickness benefits from the municipality.

If you are sick due to pregnancy, you are not entitled to unemployment benefits during illness. Instead, we will notify Udbetaling Danmark that you should receive sickness benefits from your first day of illness.



## ILLNESS

You can receive unemployment benefits due to illness from the date you have reported yourself sick.

## SICKNESS BENEFITS FROM THE MUNICIPALITY

When you are to receive sickness benefits from the municipality, they will send you a letter, which you must respond to within 8 days. You may also need to fill out an information form.

If you are sick for more than 14 days and have not received a letter from the municipality within 3 weeks of your first sick day, you must report your illness yourself on borger.dk under 'Mit sygefravær'.

Read more on our website about [reporting sickness](#) and important deadlines.



## ILLNESS

### You must:

- Report your sickness on 'Min side' on jobnet.dk immediately if you are sick and you assess that you would not be able to participate in a meeting, activity, or an offer – you can also contact the municipality or us.
- Contact us if you are working reduced hours, as special rules apply.
- Also report your sickness to the educational institution or employer on your first sick day and before the scheduled meeting time if you are participating in an activity or an offer.

The same applies if you are summoned to a meeting.

- Also report when you are no longer ill on jobnet.dk. Pay attention to the date when you report yourself no longer ill, and that you have been reregistered as unemployed.

## HOLIDAY

If you want to take a holiday, you must notify your holiday on jobnet.dk at least 14 days before your first day of holiday. If there are less than 14 days until your holiday, you must contact us or the municipality.

If you have already been summoned to a meeting, an activity, or an offer, you may expect that your holiday cannot be approved.



If you have not notified your absence in due time, it can affect your entitlement to unemployment benefits.

Read more in the section 'Impact on your unemployment benefits'.

# CANCELLATIONS

As a rule of thumb, you are not entitled to unemployment benefits if you are prevented from participating in a meeting, activity, or an offer.



## NOTIFY BEFORE THE MEETING TIME

If you cannot participate in a meeting, activity, or an offer, you must follow the guidance provided in the summons so that you notify the right place in due time.



## IT IS OK TO CANCEL

### If at the time of the meeting:

- You must work.
- You are participating in an offer, another activity, or meeting at either the municipality, another collaborator, or with us.
- You have a job interview for a vacant position you have applied for.
- You are on vacation, and you have informed about your holiday before you received the summons.
- You are sick, and you have notified of your illness on jobnet.dk before the meeting time.
- It has been recorded that you have no childcare or care options for either children or other household members who require care.

## CANCELLATION OF OFFERS

While participating in an offer agreed upon in 'My Plan', there are several types of cancellations that can be approved. This means you have the option to cancel if you:

- Have your child's first sick day.
- Have an appointment with a specialist.
- Need to attend the funeral of a close family member.
- Are scheduled for visitation with a child who has been forcibly removed or placed in care.

You must be able to document the reason for your cancellation, and it is only while you are participating in an offer that you have received from the municipality or another collaborator that you have these options for cancellation.



## CANCELLATION OF OFFERS

You must notify the offer organizer either in advance or in direct connection with the meeting time.

If you notify later, it will not be considered an approved cancellation, but rather an absence.



If you have not cancelled in due time and with a valid reason, it may affect your entitlement to unemployment benefits.

Read more in the section 'Impact on your unemployment benefits.'

# IF YOU WISH TO QUIT YOUR JOB, OR IF YOU HAVE NOT ATTENDED AN OFFER

There could be many good reasons why you might need to leave your job, not show up for an offer, or stop participating in an offer. Regardless of the reason, it must be one of the valid reasons according to the law to avoid affecting your entitlement to unemployment benefits.

Therefore, it is always a good idea to contact us if you are considering quitting your job or not attending an offer.

## QUARANTINE

- / If you resign, or do not show up for an offer without a valid reason, you will receive a quarantine for self-inflicted unemployment. The quarantine corresponds to 3 weeks of unemployment benefits, and it will be deducted from your unemployment benefit payment.

The quarantine rules also apply if:

- You accept a too short notice period from your employer.
- You say no to work that the municipality has referred you to.



The valid reasons are listed in the Ministry of Employment's Announcement on Self-Inflicted Unemployment.

Read more about valid reasons and quarantines in detail [here](#).

You can also read more in the section 'Impact on your unemployment benefits'.



## THE VALID REASONS

Here you can read about some of the valid reasons:

- **Health** – As a rule, you must have spoken to a doctor and have a medical certificate (AR 275) before you resign or stop, and you should have attempted to be reassigned in your job.
- **Transport** – Significant changes must have occurred, for example, changes in public transportation or relocation of the workplace.
- **Release Certificate** – If the employer will not sign a release certificate, and you have not accepted to continue in the job regardless.
- **Supplementary Unemployment Benefits** – If you have used up your entitlement to supplementary unemployment benefits, you must resign from your job at the end of the month in which your entitlement to supplementary benefits is exhausted.
- **Taking over work, etc.** – If you have obtained work of more than 5 weeks' duration, if you are to start an education of at least 1 year's duration, or if you start as selfemployed more than temporarily, and equivalent to at least 30 hours.

If you participate in an offer, part-time work can also be acceptable if it is at least 4 hours a day, or 20 hours a week.

# HOW TO APPLY FOR SUPPLEMENTARY UNEMPLOYMENT BENEFITS

Part-time work is a good opportunity to maintain your qualifications and increase your chances of finding a new job. If you get part-time work, you may apply for supplementary unemployment benefits for up to 30 weeks. If you have a notice period with your employer, it's important that you get a release certificate signed to qualify for supplementary unemployment benefits – check your employment contract.

Remember, you must always report your working hours on your payment form. If you have working hours after you have submitted your payment form for the month, you must send a regulation form where you report the additional working hours.



## IMPORTANT DEADLINE WHEN APPLYING FOR SUPPLEMENTARY UNEMPLOYMENT BENEFITS

We must receive the release certificate no later than 5 weeks after your first employment day, as stated in your employment contract. If we receive it later, you are only entitled to receive supplementary unemployment benefits from the day we receive the certificate.

If you become unemployed and have a part-time job, for example, a student job that you continue with, it is important that you also pay attention to the 5-week deadline. In this case, the 5-week period is calculated from the first day you are unemployed.



A release certificate means that the employer agrees to waive your notice period if you are offered a job with a higher weekly number of hours. An employer is not obligated to sign, so it is a good idea to ask the employer before you say 'yes' to the job.

You can download the release certificate from [HKA.DK](https://www.hka.dk) - under 'Selvbetjening' - 'Find blanketter'.

Read more about the rules for supplementary unemployment benefits at [HKA.DK](https://www.hka.dk).



If you do not meet the 5-week deadline, it may affect your entitlement to unemployment benefits.

Read more in the section 'Impact on your unemployment benefits'.

# 6 WEEKS OF JOBORIENTED TRAINING - SOMETHING FOR YOU?

Joboriented training is a free offer for the unemployed to gain skills in areas where there are good job opportunities. You can get job-oriented training if you are entitled to unemployment benefits, have used a total of 5 weeks of your unemployment benefit period – and you meet the educational level requirement.

If you have already started joboriented training during your notice period, you can continue with the planned courses.

You are always welcome to ask your local HK counsellor about your options for taking courses and education while you are unemployed.

## EDUCATIONAL LEVEL

You may participate in joboriented training if you belong to one of the following groups:

- **Unskilled** – You have completed at most basic school (primary and lower secondary education) and possibly a secondary education.
- **Skilled** – You have a vocational education such as graphic designer, sales assistant, office assistant, or similar.
- **Skilled + short higher education** – You have a short higher education (1-2 years) and a vocational education.



## WHEN CAN YOU PARTICIPATE IN JOBORIENTED TRAINING

**You can participate in joboriented training:**

- If you are not working reduced hours.
- Once you have had benefits for 185 hours or 150 hours of your entitlement to unemployment benefits, depending on whether you are full-time or part-time insured.

If you are 25 years or older, you must use your right to 6 weeks of joboriented training within the first 9 months of unemployment.

If you are under 25 years old, it must be within the first 6 months of unemployment.

The right to 6 weeks of job-oriented training is calculated in hours.

If you are:

- Insured for full-time, you are entitled to 222 hours.
- Insured for part-time, you are entitled to 180 hours.

# IMPACT ON YOUR UNEMPLOYMENT BENEFITS (1)

To be eligible of unemployment benefits, it is important that you meet the requirements and rules set for you.

## You must:

- Have an active and searchable CV at jobnet.dk.
- Be actively job seeking every week and register your job search at jobnet.dk. Remember to upload your applications.
- Adhere to the booking deadlines stated in the letters to you.
- Participate in meetings, activities, and offers to which you are summoned.
- Generally, be considered available for the Danish labour market.

If you cannot comply with the rules, it may mean that you are not entitled to unemployment benefits for a period, or that you lose the right to unemployment benefits altogether and must find work before you can be eligible for unemployment benefits again.

You will, of course, always be heard before we decide, and you are always welcome to contact us.

## TEMPORARY SUSPENSION OF UNEMPLOYMENT BENEFITS

Your unemployment benefit payments can be suspended for a period if you:

- Do not meet the booking deadlines and are thereby deregistered at jobnet.dk. If you still wish to receive unemployment benefits, you must re-register yourself at jobnet.dk.
- Are not registered as unemployed at jobnet.dk, as you are only entitled to receive unemployment benefits for days when you are registered as a recipient of unemployment benefits at jobnet.dk.
- Cancel or fail to show up for a meeting without a valid reason.

You are only eligible for unemployment benefits again from the time you either contact those who had summoned you or book a new meeting at the same place.

If you cancel without a valid reason before the time of the meeting, you will lose the right to receive unemployment benefits for that day.

## LACK OF AVAILABILITY AND REQUIREMENT OF EMPLOYMENT

You may temporarily lose your right to unemployment benefit payments if you are not available to the Danish labour market. This may also mean that you must perform work before you can be eligible for unemployment benefit payments again.

You are not available to the labour market if, for example, you:

- Cannot attend summoned meetings, activities, or offers with a day's notice (from day to day).
- Do not have an approved and searchable CV that meets the current rules.
- Do not follow the job search agreements described in your 'My Plan'.
- Do not live or stay in Denmark.
- Do not have childcare or care for others in the household who need it.
- Have not informed us that you have moved (change of address).
- Have health limitations that go beyond what can normally be accommodated in the ordinary labour market.
- Are subject to a notice period, and you have not submitted a release certificate within the deadline. If you receive a work requirement, you must meet the requirement for the insurance status you have when applying for unemployment benefits again. We assess the requirement based on the salary information your employer has reported to the Income Register (SKAT).

### Full-Time Insured:

As a full-time insured individual, you must:

- Work 300 hours within a period of 3 months if you are paid monthly.
- Work 276 hours within a period of 12 weeks if you are paid bi-weekly.

### Part-Time Insured:

As a part-time insured individual, you must:

- Work 150 hours within a period of 3 months if you are paid monthly.
- Work 138 hours within a period of 12 weeks if you are paid bi-weekly.

There must not be any public supplement included in the salary.

# IMPACT ON YOUR UNEMPLOYMENT BENEFITS (2)

You can also meet the work requirement if you have run your own business. You should have a completed income year where you have received unemployment benefits. After this, you should have an income year where you meet the income requirement for eligibility for unemployment benefits for the year, based on income from your self-employed business.

We are happy to advise you on the amount.

## SELF-INFLICTED UNEMPLOYMENT AND QUARANTINE

You may be considered unemployed by self-infliction in several different contexts, for example, if you:

- Resign from your job without a valid reason.
- Either do not show up for an activity or an offer, or you stop participating in an activity or an offer without a valid reason.
- Turn down a job that the job centre has referred you to.
- Are not employed in a referred job for reasons attributable to you.

If you are assessed self-inflicted unemployed, you will receive a quarantine that is offset (deducted) from your unemployment benefit payments. The quarantine is calculated in hours, just like your unemployment benefits.

The quarantine is:

- 111 hours if you are full-time insured.
- 90 hours if you are part-time insured.

You can only offset quarantine in periods where you would normally be entitled to unemployment benefits.

For example, you cannot offset quarantine in weeks where you are not registered with the municipality as unemployed or are taking vacation with your own funds.

Therefore, you should always remember to register with the municipality on the first day of unemployment, even if you know you will have a quarantine.

If you have resigned from your job or have stopped participating in an activity or an offer, the quarantine starts the day after you stopped.

If you did not show up on the first day of an activity or an offer, the quarantine starts from the first day you should have attended.

You can also offset the quarantine by working. The work must be performed under normal wage and employment conditions.

Be aware that you lose your entitlement to unemployment benefits if you have self-inflicted unemployment all together twice within 12 months.

If you are self-inflicted unemployed for the second time within 12 months, you must meet a work requirement, as previously described, before you can again be eligible for unemployment benefit payments.

Therefore, it is important that you contact us if you either do not show up for an activity or an offer, or are considering resigning from your job

# YOUR RIGHTS WILL BE AFFECTED IN THESE SITUATIONS (1)

Even if you meet all the requirements of the rules, your finances will be negatively impacted under certain circumstances.

## REDUCTION OF YOUR UNEMPLOYMENT BENEFIT PERIOD

Your unemployment benefit period will be shortened if you have made extensive use of the unemployment benefit system.

### Full-time insured

If you have used 7,696 hours of your unemployment benefit period within the past 8 years, it will be reduced by 160.33 hours. If you have less than 160.33 hours remaining at the time you reach 7,696 hours, the deduction will first apply when you are granted a new unemployment benefit period. We will inform you if your period of entitlement to unemployment benefits is shortened.

### Part-time insured

If you have used 6,240 hours of your unemployment benefit period within the past 8 years, it will be reduced by 130 hours. If you have less than 130 hours remaining at the time you reach 6,240 hours, the deduction will first apply when you are granted a new unemployment benefit period. We will inform you if your period of entitlement to unemployment benefits is shortened.

## WAITING DAY (Karens)

Every 4 months, we are required to review how many hours you have worked. If you have been unemployed for 4 months and have not worked more than 148 hours during that period, one day of your unemployment benefits will be deducted from your payment.

This is called a waiting period or "waiting day." Only paid hours reported to the Danish Tax Agency (SKAT) count. Hours from, for example, wage subsidy jobs, company internships, job rotation, or other positions with wage subsidies do not count.

You will not be subject to deductions due to the waiting period if a potential employer within those 4 months has reported more than 148 hours of paid work (97 hours if you are insured part-time) to the tax authorities (SKAT).

If you are subject to deductions due to the waiting period, it will be stated on your payment specification, and shortly afterward you will receive a letter from us.

## YOUR UNEMPLOYMENT BENEFIT RATE WHEN YOU ARE UNDER 25

When you are under 25 and do not have a qualifying education, special rules apply to the amount of your unemployment benefit rate once you have been unemployed for a period.

### Full-time insured

When you have received unemployment benefits for 962 hours, your benefit rate will be reduced to 50% of the highest unemployment benefit rate for full-time insured individuals.

The reduction does not apply if you have worked at least 3,848 hours within 3 years while also being a member of an unemployment insurance fund. Your employer must have reported the hours to the Income Register, and the work must have been carried out under normal wage and employment conditions and without public subsidies.

### Part-time insured

When you have received unemployment benefits for 780 hours, your benefit rate will be reduced to 50% of the highest unemployment benefit rate for part-time insured individuals.

The reduction does not apply if you have worked at least 2,565 hours within 3 years while also being a member of an unemployment insurance fund. Your employer must have reported the hours to the Income Register, and the work must have been carried out under normal wage and employment conditions and without public subsidies.

# YOUR RIGHTS WILL BE AFFECTED IN THESE SITUATIONS (2)

## Maximum 50% during guidance or upskilling programmes

Even if you meet the hourly requirement, your unemployment benefit rate can be no more than 50% of the highest benefit rate when you participate in guidance or upskilling programmes lasting more than 4 weeks.

## Under 25 with an education

Even if you have an education and are entitled to an individually calculated benefit rate, special rules apply when you participate in guidance or upskilling programmes lasting more than 4 weeks.

During these periods, you are entitled to the rate for newly qualified graduates that you would have been entitled to if you had not received an individually calculated rate.

## Timing of rate changes

When your rate changes, it applies from the 1st of the following month.

When the rate is to be changed after a period of guidance or upskilling programmes, or if you turn 25, the new rate applies from the month after the activity ends or from the month after you turn 25.

# WHO TO CONTACT



## IF YOU HAVE QUESTIONS ABOUT:

- Unemployment benefits, early retirement pay or holiday pay.
- Job searching in other EEA countries while getting unemployment benefits.

CALL US AT 7010 **6789** OR USE OUR [CONTACT PAGE](#) AT HKA.DK

## IF YOU HAVE QUESTIONS ABOUT:

- Membership payments and membership.
- Employment terms and contracts.
- Meetings with your local counsellor.
- Job placement through the HK Job Exchange.
- Professional advice on your CV on jobnet.dk.
- Help with job searching.
- Being available and actively job seeking.
- The right to 6 weeks of job-oriented training.

CALL YOUR LOCAL HK BRANCH AT 7011 **4545** OR USE OUR [CONTACT PAGE](#) AT HK.DK



## IF YOU WANT TO SPEAK TO US FACE TO FACE?

Call us or use our [contact page](#) at HK.DK to make an appointment if you want a talk or need our assistance.