

# A SECURE PERIOD WITH UNEMPLOYMENT BENEFITS

**INFORMATION  
ON IMPORTANT  
RULES WHEN  
YOU ARE  
UNEMPLOYED**

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In fact-boxes you will find information about the rules in the legislation we refer to.



We have compiled the most important things to do or pay attention to in check-boxes.



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

# UNEMPLOYMENT BENEFITS

When you become unemployed, there are many rules you need to know. Right from the start you 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 booklet.

To receive unemployment benefits, you must be available to the labour market. Therefore, from your first day, there are some expectations to you. That is why it is important that you read the booklet now.

## YOU GET YOUR LETTERS DIGITALLY

HK unemployment fund, send all letters to your personal inbox at Mit HK. At Mit HK you will find your letters under "Letters from HK" (Breve fra HK). It is your own responsibility to check daily for any new post for you. We have a message service where you are notified about new post, but please check on a daily basis regardless. The jobcentre also send your letters digitally. They will be sent to your e-Boks.



The contents of the booklet are taken from the legislation and it is important information that we have to give you.

We are ready to help and guide you through the rules. Contact us, if you have any questions.

# WHAT DOES IT MEAN TO BE AVAILABLE TO THE LABOUR MARKET?

When you receive unemployment benefits, you should be at the labour market's disposal. In short, this means that you must actively seek work and also accept relevant job offers. Read about the requirements you must meet in order to be at the labour market's disposal. We have made [5 checklists](#).

You are regularly called in for meetings either at the job centre or with us.

At the first meeting with your HK adviser, you make a plan together to achieve your job goal. The plan will be based on your information in 'My plan', which you must complete before the meeting. The starting point for the conversation are your ambitions and plans about jobs and perhaps education and job searching.

## JOB SEARCH

### You must:

- / continually apply for jobs for which you have the experience and qualifications.
- / apply in a manner that is normal for the profession, for example, in writing, by telephone or in person.
- / apply to other professions you can do if you cannot get a job within your own profession.
- / accept work that is geographically outside the agreed area of your job search.



## REGISTRATION

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

- / be registered on jobnet.dk as unemployed from the first day.
- / create a relevant and comprehensive CV on jobnet.dk within 2 weeks of registering as unemployed.
- / submit a statement of unemployment (Ledighedserklæring) at hka.dk.



## OFFERS AND ACTIVITIES

### You must:

- / accept jobs offered by the job centre and HK unemployment insurance fund.
- / attend meetings and activities that the job centre, the unemployment insurance fund and other players invite you to.
- / accept offers the job centre and others offer you.



## JOBLOG

### Each week you must:

- / register your job search for that week in joblog at jobnet.dk.

### Each month you must:

- / add at least 1 written application in joblog at jobnet.dk.



## SELF-BOOKING OF MEETINGS WITH US, THE JOBCENTRE AND OTHERS

There will be meetings you must book yourself. You will receive a letter when you must book a meeting. Notice! If you pass the deadline for the time to book your meeting, you will automatically be unregistered as unemployed at jobnet.dk.



# IN WHAT SITUATIONS ARE YOU NOT AVAILABLE TO THE LABOUR MARKET?

Just as there are rules for what is required to receive unemployment benefits, there are also rules for when you cannot receive unemployment benefits

## **THIS APPLIES, FOR EXAMPLE, IF YOU:**

- / are staying abroad.
- / do not have daycare for your child.
- / for no valid reason quit your job or reject a job offered to you by the job centre.
- / fail to attend an activation offer or courses/ training.
- / fail to attend a meeting with the unemployment insurance fund or the job centre without cancelling beforehand.
- / have not informed the unemployment insurance fund about a change of address.
- / do not follow the job search agreements described in My Plan.
- / have had a suspension of unemployment benefits because of no registration of jobs in your joblog.



In the law, it states that it is your unemployment insurance fund that assesses whether you are at the labour market's disposal. You will, of course, always have a say before we make a decision. However, if we come to the conclusion that you are not at the labour market's disposal, you will lose the right to unemployment benefits.

You will only be entitled to unemployment benefits again if you have over 300 hours of regular paid work for a continuous period of 3 months. For part-time insured members, the requirement is at least 150 hours.

**DID YOU KNOW THAT THE BETTER  
YOU ARE AT TALKING POSITIVELY  
ABOUT YOURSELF, THE BETTER JOB  
OPPORTUNITIES YOU GET?**

# IF YOU ARE PREVENTED FROM ATTENDING A MEETING

When you receive unemployment benefits, you will be regularly called in for meetings. That's all part of being available to the labour market and to help you find your next job as soon as possible.

## IF YOU ARE PREVENTED FROM ATTENDING A MEETING

### Cancellation

In principle, you cannot receive unemployment benefits if you are unable to attend a meeting with us, the job centre or any other relevant authority.

### If you forget to come to a meeting without having cancelled

Then you cannot get unemployment benefits from the day the meeting was supposed to take place and until the time you contact those who have called you in.

To attend meetings is part of being at the labour market's disposal. The law lay down rules for what to do if you either forget or cancel a meeting. You are welcome to read more about the rules [here](#).



### If you become ill

Then you're going to have to call us on your first day of sick leave. For example, you can do this by registering illness on 'My Page' on jobnet.dk or by contacting the job centre or us.



You can receive unemployment benefits during sickness at the earliest from the date you have registered it with us. You should remember to register yourself again on jobnet.dk on your first day where you are no longer ill.

Read more on our [website](#) about sick leave and important deadlines to avoid losing your entitlement to unemployment benefits.

## SITUATIONS WHERE IT IS OK TO CANCEL - IF, AT THE TIME OF THE MEETING, YOU:

- / have to go to a job interview.
- / have to work.
- / have another meeting with either us, the job centre or another relevant authority.
- / have registered as being ill on jobnet.dk.
- / have notified us of your holiday with at least 14 days notice on jobnet.dk.



# HOW TO APPLY FOR SUPPLEMENTARY UNEMPLOYMENT BENEFITS

Part-time work is always an obvious opportunity to keep your skills up to date and to find a new job.

If you can get a part-time job, you have the opportunity to apply for supplementary unemployment benefits for up to 30 weeks. If you are full-time insured, you can apply for supplementary unemployment benefits if you find part-time work for less than 37 hours a week. If you are part-time insured it is less than 30 hours a week.

You must always state your working hours on your payment card (udbetalingskort), but be aware of the special deadline for submitting a release certificate (frigørelsesattest) to the unemployment insurance fund when starting a part-time job.

A release certificate means that the employer must disregard your notice period if you are offered a job with higher weekly hours.



You will find the release certificate at HKA.DK - under "Self-service" (Selvbetjening) - "Find forms" (Find blanketter).

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

**DID YOU KNOW THAT YOUR CV IS ONE OF YOUR TOOLS WHICH WILL HELP YOU LAND A JOB AS QUICKLY AS POSSIBLE?**

## IMPORTANT DEADLINE WHEN YOU APPLY FOR SUPPLEMENTARY UNEMPLOYMENT BENEFITS

If you have a notice period in your employment contract, you may receive supplementary unemployment benefits if the employer signs a release certificate (frigørelsesattest).

We must have the certificate within 5 weeks after you have started the job and apply for supplementary unemployment benefits.

If we receive it later, you can only receive supplementary unemployment benefits from the day we received the certificate.



# IS 6 WEEKS OF JOB ORIENTED EDUCATION SOMETHING FOR YOU?

Job oriented education is a free offer for the unemployed to gain skills within areas with good job opportunities.

You can get job training if you are unemployed, are entitled to unemployment benefits, have been unemployed for a total of 5 weeks\* and meet the requirement for the education level.

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

## REQUIREMENTS FOR YOUR EDUCATIONAL LEVEL:

- / Unskilled - You have completed at most compulsory state education and possibly upper secondary education.
- / Skilled - You are vocationally educated such as a graphic designer, sales assistant, office clerk or a similar vocation.
- / Skilled + short higher education - You have completed short higher education and at the same time vocational education.

You can apply at [star.dk](http://star.dk). Here you can also see which courses you can choose from.



You can read more about the opportunities for training while you are unemployed at [HKA.DK](http://HKA.DK).

You can make use of your right to 6 weeks of job-oriented training throughout your unemployment benefit period. \*This option is a temporary scheme which lasts from September 1, 2021 - December 31, 2022.



Normally, you can only exercise your right to 6 weeks of job-oriented education within the first 9 months of unemployment if you have reached the age of 25, and within the first 6 months of unemployment if you are under 25 years of age.

**The entitlement to the 6 week job training is calculated in hours. If you are:**

- / full-time insured, you are entitled to 222 hours.
- / part-time insured, you are entitled to 180 hours.

# IF YOU QUIT YOUR JOB OR STOP DURING AN ACTIVATION PERIOD

There might be many good reasons to quit your job. These can be due to personal reasons or conditions at the workplace.

Whatever the reason, it may have consequences for your entitlement to unemployment benefits if the reason for quitting is not a valid reason outlined in the law.

Therefore, it is always a good idea to contact us before you quit your job. Then you will know if it will have consequences for your unemployment benefits.

## SUSPENSION

If you quit your job, in principle, your unemployment benefits are suspended for 111 hours (equivalent to 3 weeks). That means that you will not receive any unemployment benefits.

### The suspension rules also apply if:

- / you accept too short a notice from your employer.
- / you say no to a job that you have been referred to by the job centre.
- / you, without a valid reason, refuse or cancel an offer of activation that you have agreed to with the job centre or another relevant authority.

The valid reasons are in the Ministry of Employment's Executive Order on self-inflicted unemployment. You can read more details about valid reasons and suspension [here](#).



## HOW THE SUSPENSION WORKS

Your unemployment benefits can only be suspended during periods where you are usually entitled to unemployment benefits.

For example, you cannot have your benefits suspended in weeks where you are not registered with the job centre as unemployed or on holiday. Therefore, always remember to register at the job centre on the first day of unemployment, regardless of whether you know your benefits are being suspended.

The suspension starts the day after you have stopped at your job and are unemployed.

You can also resolve the suspension by taking up work. The work must be on normal pay and employment terms.

# WHO CAN I CONTACT?

HK has 1 central unemployment insurance fund and 7 local branches that provide services for the payment of benefits and advise you about job searching, etc.

## Contact the **unemployment insurance fund** if you have any questions about:

- / your entitlement to unemployment benefits, early retirement benefits and holiday money.
- / payment of unemployment benefits, early retirement benefits and holiday money.
- / the option of seeking employment in other EEA countries.
- / processing of complaints.
- / supervision by public authorities.

**CALL THE UNEMPLOYMENT INSURANCE FUND AT +45 7010 6789 - OR USE OUR CONTACT FORM AT HKA.DK.**

## Contact **your local branch** if you have questions about:

- / membership and membership fees.
- / meetings about your options as a job seeker.
- / job interviews.
- / local job opportunities.
- / professional coaching on your CV at jobnet.dk.
- / help with job search.
- / being at the labour market's disposal and actively seeking a job.
- / My Plan.
- / offers from the job centre.
- / entitlement to 6 weeks of job training.

**CALL YOUR LOCAL HK BRANCH AT +45 7011 4545**

# HK A-KASSE

**HK NORDJYLLAND**  
HK NORTH JUTLAND

**HK ØSTJYLLAND**  
HK EAST JUTLAND

**HK MIDTVEST**  
HK CENTRA WEST  
JUTLAND

**HK HOVEDSTADEN**  
HK GREATER COPENHAGEN

**HK SYDJYLLAND**  
HK SOUTH JUTLAND

**HK SJÆLLAND**  
HK ZEALAND

**HK MIDT**  
HK CENTRAL

