



---

# WHAT YOU NEED TO KNOW AND DO

—when you're out  
of work.

---

---

# CONTENTS

|  |    |  |    |
|--|----|--|----|
| What you need to know and do<br>—when you're out of work .....         | 4  | Young people under the age of 25<br>—education requirement ..... | 12 |
| Unemployed—what now? .....   | 4  | If you get a job—while on a placement .....                      | 12 |
| The a-kasse and the municipality communicate<br>digitally .....        | 4  | Guidance and upskilling .....                                    | 13 |
| Correct email and phone number .....                                   | 4  | Work experience traineeship .....                                | 13 |
| What does being available mean? .....                                  | 4  | Employment with subsidised wages .....                           | 13 |
| Be an active job seeker .....  | 5  | Mileage allowance .....  | 13 |
| Apply for jobs in a wide geographical area .....                       | 5  | Quarantine for self-inflicted unemployment .....                 | 14 |
| Be intentional and realistic .....                                     | 5  | Did you resign or were you dismissed? .....                      | 14 |
| Applying for a job while on a placement .....                          | 5  | Refusing and terminating placements .....                        | 14 |
| Job log .....  | 6  | Quarantine .....   | 14 |
| Status .....   | 6  | Absence from a placement .....                                   | 14 |
| Upload applications .....  | 6  | Unavailability or two quarantines .....                          | 15 |
| Smiley faces .....   | 6  | Childcare arrangements .....                                     | 15 |
| Metal jobservice—quick and easy .....                                  | 7  | If you fall ill .....  | 15 |
| No job log or not uploading applications .....                         | 7  | Unemployment benefit .....                                       | 15 |
| Exempt from self-booking .....   | 7  | Sick pay .....   | 15 |
| Support period in the a-kasse .....                                    | 7  | Sick and working fixed working hours .....                       | 16 |
| Support period in the municipality .....                               | 7  | When you get well .....  | 16 |
| Job consultations .....  | 9  | Holiday leave .....  | 16 |
| The job consultation can cover .....                                   | 9  | Unemployment benefit account .....                               | 16 |
| General information about self-booking<br>your job consultations ..... | 9  | Job-oriented training .....                                      | 16 |
| Exempt from self-booking .....   | 9  | Education and courses .....                                      | 17 |
| Your cv must be on jobnet.dk .....                                     | 9  | Unemployment benefit card .....                                  | 18 |
| The first job consultation .....                                       | 11 | Restriction of benefit .....                                     | 18 |
| Job seeking requirements .....   | 11 | Reduction of unemployment benefit .....                          | 18 |
| Less intensive action .....  | 11 | Part-time work and supplementary<br>unemployment benefit .....   | 18 |
| If you miss a consultation or activity .....                           | 12 | With or without notice .....                                     | 18 |
| My plan .....  | 12 | Part-time insured .....  | 19 |
|  |    | When you get a job .....   | 19 |





FIND YOUR NEXT JOB  
WITH **THE DANISH  
METALWORKERS' UNION  
JOB SERVICE**

—OR LET THE JOB FIND  
YOU

**REASONS TO USE THE DANISH  
METALWORKERS' JOB SERVICE:**

- ▶ You get a complete overview of all current job vacancies in Denmark —every day.
- ▶ You can apply for just the jobs that are relevant to you.
- ▶ You will be notified when there are jobs that match what you want.
- ▶ It's easy to use.
- ▶ It's easy to transfer job postings from Metal JobService to your job log.

Find Metal JobService at  
[danskmetal.dk/jobservice](https://danskmetal.dk/jobservice)  
where you log in with MitID.



## WHAT YOU NEED TO KNOW AND DO —WHEN YOU'RE OUT OF WORK

Here is an overview of what you need to know and do when you have become unemployed. It is important to keep yourself informed and ensure that you adhere to deadlines and agreements. Otherwise, this may affect your entitlement to unemployment benefit.

### UNEMPLOYED—WHAT NOW?

Here's what you need to do as soon as you become unemployed:

- ▶ Sign up at [jobnet.dk](http://jobnet.dk) as unemployment beneficiary on your first day of unemployment.
- ▶ Create a CV at [jobnet.dk](http://jobnet.dk).
- ▶ Fill in the unemployment declaration at [danskmetal.dk/dp](http://danskmetal.dk/dp).

### THE A-KASSE AND THE MUNICIPALITY COMMUNICATE DIGITALLY

Both the a-kasse (unemployment insurance fund) and the municipality communicate digitally. Most of your communication with the municipality takes place at [jobnet.dk](http://jobnet.dk). Some of the things you can do here are:

- ▶ register as unemployed
- ▶ book your job consultations with the municipality
- ▶ report holidays and illness
- ▶ view **My Plan**
- ▶ view messages from the municipality.

All mail from Metal A-kasse is sent electronically to your digital mailbox at [danskmetal.dk](http://danskmetal.dk).

That's why it's important that you log on daily to check your mailbox.

At [danskmetal.dk/a-kasse](http://danskmetal.dk/a-kasse) you can

- ▶ fill in your unemployment benefit card
- ▶ book your consultations with Metal A-kasse
- ▶ fill in your job log
- ▶ apply for holiday pay
- ▶ see all mail from Metal A-kasse.

### CORRECT EMAIL AND PHONE NUMBER

If you have entered your mobile number and your email in your digital mailbox, we will send you text and email notification when there is new message for you.

Log on to [danskmetal.dk](http://danskmetal.dk) to check if your email and mobile number are correct. Then you can rest assured that you will be notified when there is new mail.

It is your responsibility to meet all the deadlines—even if our text or email should not arrive.

### WHAT DOES BEING AVAILABLE MEAN?

In order to be available to the labour market and eligible for unemployment benefit, you must:

- ▶ be registered as unemployed at [jobnet.dk](http://jobnet.dk)
- ▶ have your residence and be in Denmark
- ▶ be healthy and ready to take up a job
- ▶ actively seek work
- ▶ be intentional and realistic in your job search

## CONTACT US

You are always welcome to contact your Danish Metalworkers' Union branch with questions.

Give us a ring on **3363 2000** or find your local branch at [danskmetal.dk/findinafdeling](http://danskmetal.dk/findinafdeling)

- ▶ be able to take up a reasonable job offer at 1 day's notice
- ▶ read your mail every day in your digital mail at [danskmetal.dk](https://danskmetal.dk) and at [jobnet.dk](https://jobnet.dk).
- ▶ post your CV to [jobnet.dk](https://jobnet.dk) no later than 2 weeks after registering with [jobnet.dk](https://jobnet.dk) as unemployed
- ▶ personally book your consultations with the a-kasse and the municipality or another provider when you are invited
- ▶ attend meetings and participate when the a-kasse, the municipality or another provider invites you to consultations, meetings, activities or courses
- ▶ immediately notify the a-kasse and the municipality if you move to a different address, even if only temporarily
- ▶ have childcare arrangements in place for your children.

## BE AN ACTIVE JOB SEEKER

You must start applying for jobs from your first day of unemployment. It is important that you apply every week for all the jobs you could do—both in your own field and in other fields where there are job opportunities. If there are no jobs advertised that match your skill sets and qualifications, then send unsolicited applications. It is important that you apply for jobs throughout your period of unemployment.

[danskmetal.dk/joblog](https://danskmetal.dk/joblog) provides you with a job log where you have to list the jobs you are applying for.

Read more about it in the **Job log** section of this pamphlet.

## Apply for jobs in a wide geographical area

You have a better chance of getting a job if your applications cover a wide geographical area. For the first 3 months of unemployment, you must apply for jobs within a geographical area with a total commute of up to 3 hours each day by public transport.

After 3 months, you must be willing to spend more than 3 hours commuting.

## Be intentional and realistic

When you apply for a job, you need to be intentional and realistic. You have to demonstrate that you actually want the job. In addition, you should have the necessary qualifications, experience and health to cope with the job.

Feel free to apply for a job that you could do after a short training session or course.

You can apply in writing, by telephone or by personally visiting the employer's premises—apply in whichever way is normal in the industry you are looking for.

## Applying for a job while on a placement

Remember that you must also apply for jobs while you're participating in an activity or on a placement according to your **My Plan**. Likewise, you must accept a job to which you are referred unless the municipality has informed you in writing that you should not make yourself available.

If you are exempt from being an active job seeker and from being available for referred work, you will be notified by letter by the municipality.

You have a job log with the a-kasse and a job log at [jobnet.dk](https://jobnet.dk).

The two job logs automatically exchange data, so you only need to fill in your job log at [danskmetal.dk/joblog](https://danskmetal.dk/joblog)

---

Remember to check your digital mail from the municipality. Read more in the **My Plan** section of this pamphlet.

## JOB LOG

[danskmetal.dk](https://danskmetal.dk) provides you with a job log where, each week, you must list the jobs that you have applied for. At least once a month, you must upload to your job log the number of written job applications that the a-kasse has asked you for. The number is shown in the job search requirements ("Krav til jobsøgning"). The job log is an active tool in your job search that helps you to keep track of the jobs that you have applied for and the jobs that you are considering applying for. You can create tasks for yourself and be notified as the deadline approaches. You can ask the a-kasse for coaching on a specific job application.

You have a job log at [danskmetal.dk/joblog](https://danskmetal.dk/joblog) and a job log at [jobnet.dk](https://jobnet.dk). The two job logs automatically synchronise data, so you only need to fill in your job log at [danskmetal.dk](https://danskmetal.dk).

## Status

The 'Status' section gives you an overview of how far you have come in the process with each job.

## Upload applications

In your job log, every month, you need to upload the number of written applications that you have agreed with the a-kasse. The number is shown in the **job search requirements** ("Krav til jobsøgning").

## SMILEY FACES

In order to receive unemployment benefit, you must be active in your job search. The smiley faces in your job log show whether you are being active enough.

### GREEN SMILEY

The green smiley says that you are being active in your job search.

You are remembering to update your job log, apply for jobs regularly and upload applications.



### YELLOW SMILEY

You will see a yellow smiley if you need to be more active with your job log. For example, check whether you have remembered to update your job log, to apply for more jobs, to upload your applications or to keep to the agreements you have made with the a-kasse.



### RED SMILEY

You will get a red smiley if you have not been active enough in your job search or you have not updated your job log.

You will be invited to a meeting with the a-kasse to talk about your job searches and use of your job log.



---

### **Metal JobService—quick and easy**

Find available jobs in Metal JobService and have them transferred to your job log with a single click.

When you have found a job that you want to apply for in Metal JobService, click the small Metal icon in the job listing.



All the data about the job will then be transferred to your job log. In the job log, the job status will be set to 'draft'. Once you have actually applied for the job, you must change the status to 'applied for the job'.

### **No job log or not uploading applications**

The a-kasse must regularly check that you have been actively searching for work and that you have uploaded the agreed number of job applications.

If you haven't logged on, applied for enough jobs, or uploaded your applications, you'll be given a deadline to get this done. If you have not registered or have not completed registration, you will be invited to an availability consultation where the a-kasse will assess your availability.

### **SUPPORT PERIOD IN THE A-KASSE**

For the first 3 months of your total unemployment period, you are in the support period in the a-kasse. This means that you only have to participate in job consultations ("jobsamtaler") and activities in the a-kasse. You must participate in at least 3 job consultations at the a-kasse.

If you need, you can also participate in various workshops, inspiration days or company visits.

Talk to your local branch of the a-kasse about your options.

### **SUPPORT PERIOD IN THE MUNICIPALITY**

After the first 3 months of your total unemployment period, you are in the support period in the municipality. You must participate in at least 3 job consultations at the municipality, when your total unemployment period is between 3 and 6 months. After that, you will have job consultations as needed. In the first job consultation at the municipality the a-kasse participates by agreement with you. At 16 months of your total unemployment period, you must also have a job consultation, where the a-kasse can participate.

While you are in the support period at the municipality, the a-kasse will continue to help you to get a job. The a-kasse will keep in touch with you, provide you with job suggestions and invite you to consultations and offer you to participate in for example workshops, inspiration days and company visits.



---

## JOB CONSULTATIONS

At the job consultations at the a-kasse, we will focus on your job opportunities and the way to your next job, including whether you need upskilling, courses or education.

### The job consultation can cover:

- ▶ clarification of competencies and job opportunities
- ▶ job search strategy
- ▶ help with job search and use of the job log
- ▶ specific courses or education, that are relevant for you
- ▶ presentation of concrete job opportunities
- ▶ mediation of jobs
- ▶ relevant activation placements.

### General information about self-booking your job consultations

You are responsible for booking your job consultations with the a-kasse and your job consultations with the municipality.

Therefore, be sure always to keep yourself informed about the booking deadlines that the a-kasse and the municipality give you.

Check your digital mail at [danskmatal.dk](mailto:danskmatal.dk) and at [jobnet.dk](http://jobnet.dk).

If you do not book a job consultation by the deadline as unemployed at [jobnet.dk](http://jobnet.dk), you will no longer be signed on as unemployed, and this will happen without a reminder. And then you will not be eligible for unemployment benefit.

If you are unable to find a suitable appointment time before the deadline, please contact the a-kasse or the municipality.

### Exempt from self-booking

The a-kasse and the municipality may, in special cases, relieve you of the obligation to book consultations yourself if:

- ▶ you lack IT skills
- ▶ you have significant language barriers
- ▶ you have significant physical, cognitive or mental impairment

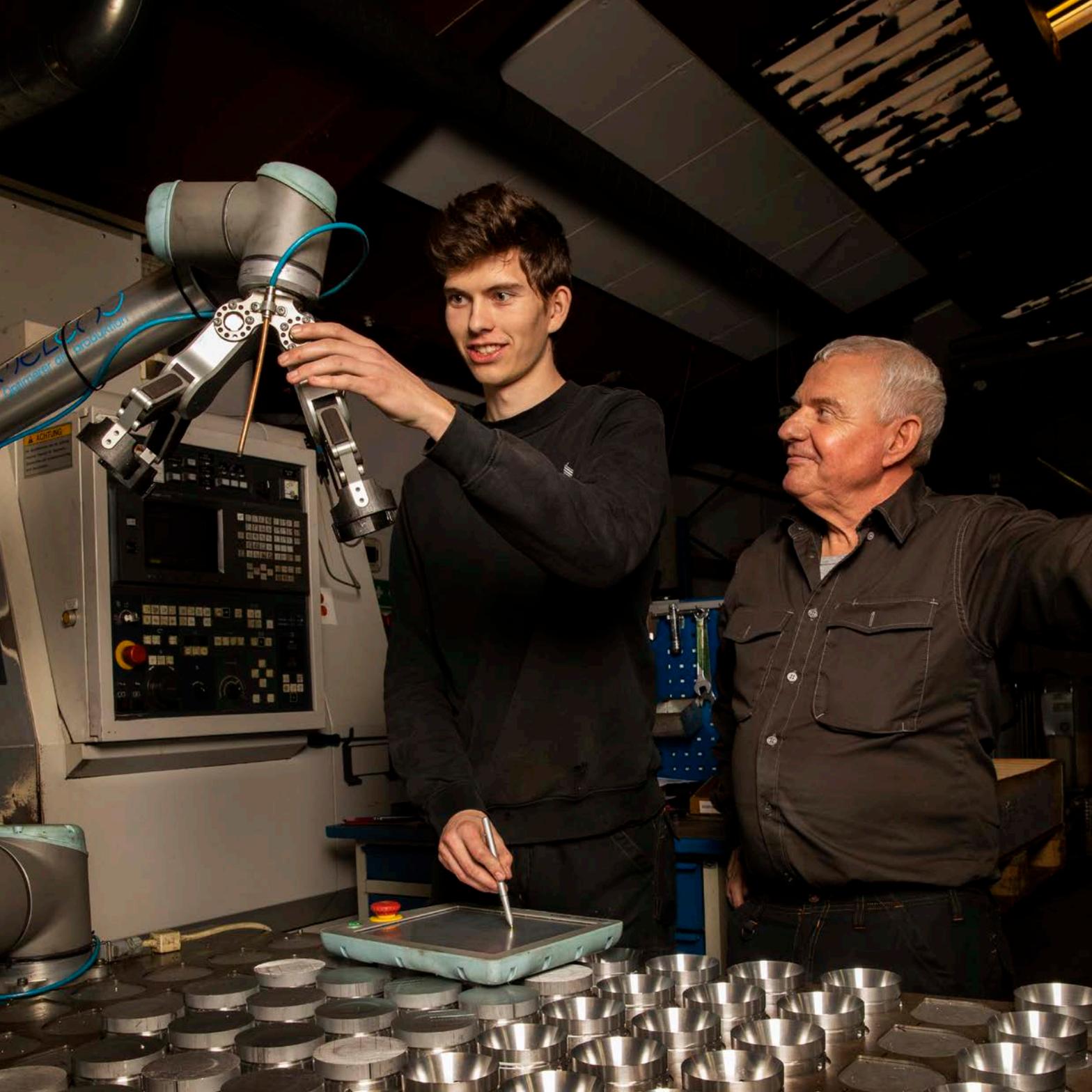
If you wish to be exempt, you must contact both the a-kasse and the municipality.

### YOUR CV MUST BE ON JOBNET.DK

As soon as possible, and no later than 2 weeks after registering, you must complete your CV at [jobnet.dk](http://jobnet.dk).

A CV is a description of your education and previous employment, your qualifications and other factors that are important for you to get a job. It is important that you describe your work experience and skills as fully as possible and that you continually update the information in your CV so that the information about you is as accurate as possible. This gives you the best opportunities to get into a job quickly.

In order for you to receive unemployment benefit, your CV must be approved by the a-kasse and available at [jobnet.dk](http://jobnet.dk) no later than 2 weeks after you register as unemployed.



## THE FIRST JOB CONSULTATION

Within 2 weeks of being registered as unemployed, you must attend the first job consultation at the a-kasse. The a-kasse will invite you to the consultation. It is important that you check your mail at [danskmatal.dk](mailto:danskmatal.dk).

At the consultation, you will be advised on the special conditions that you need to be aware of as an unemployed person, and we will quality assure your CV. The consultation has a special focus on how you can quickly get a job and what education opportunities you have.

We will talk about the requirements for your job search, and the a-kasse will prepare your **My Plan** at [danskmatal.dk/plan](https://danskmatal.dk/plan), which describes your job goals and the way to achieve them.

Read more in the section **My Plan** in this pamphlet.

### Job seeking requirements

Job seeking requirements ("Krav til jobsøgning") are an agreement between you and the a-kasse on how to get you into work as soon as possible. Job seeking requirements are the focal point of the consultations that you will attend at the a-kasse and form the basis of the a-kasse's assessment of your availability.

You must specify:

- ▶ which professional fields and job titles you want to apply for a job
- ▶ in which geographical area you want to apply for a job
- ▶ how you want to apply for a job
- ▶ what you are able and willing to do to get a job.

## LESS INTENSIVE ACTION

Contact the a-kasse if you are in the support period of the a-kasse, and otherwise the municipality, if you within the next 6 weeks will start on

- ▶ a regular full-time job
- ▶ maternity leave ("barsel")
- ▶ early retirement ("efterløn")
- ▶ flexible benefit ("fleksydelse")
- ▶ state pension ("folkepension"), early pension ("tidlig pension") or senior pension
- ▶ full-time study in the form of a vocational education ("erhvervsuddannelse") or higher education.

Then you can be eligible for the less intensive action ("Mindre intensiv indsats") and in that way avoid having to be actively job seeking and participate in job consultations at the a-kasse, municipality and another actor or participate in placement offers or courses. You must still accept relevant referred work and have an active CV on [jobnet.dk](https://jobnet.dk), even though you are eligible for less intensive action.

You are also eligible for less intensive action, if you are on work sharing ("arbejdsfordeling"), or you can document that you are sent home due to weather or material shortage.

---

## IF YOU MISS A CONSULTATION OR ACTIVITY

If you miss a consultation or activity to which the a-kasse, the municipality or another provider has invited you, you may be excluded from entitlement to unemployment benefit until you contact the organisation who invited you.

## MY PLAN

**My Plan** contains all the agreements about your forward-looking efforts and gives you a comprehensive overview of the agreements you make with the a-kasse and the municipality, including your

- ▶ job and training goals
- ▶ plans
- ▶ agreed courses
- ▶ tests (e.g. literacy or writing test)
- ▶ other activities.

**My Plan** can be found at [jobnet.dk](http://jobnet.dk). Remember to familiarise yourself with offers of placement in **My Plan** at [jobnet.dk](http://jobnet.dk) and in the digital letter that you receive from the municipality regarding placements.

The municipality can offer the following types of placement:

- ▶ Guidance and upskilling
- ▶ Company internships
- ▶ Employment with subsidised wages

You will receive an offer of activation placement from the municipality no later than after a total of 6 months of

unemployment. But you may receive an offer of placement sooner. The a-kasse can help you apply for a placement.

## Young people under the age of 25—education requirement

If you are under 25 years old, without dependent children living at home and without a vocational qualification, you will be placed in the support period of the municipality from the beginning of your unemployment.

The municipality may ask you to enroll in an education program as an education requirement ("uddannelsespålæg").

The part of the program that is within the first 26 weeks of your unemployment is offered to you, where you can receive unemployment benefits from the a-kasse. For the rest of the program, you will have to apply for SU (the state education subsidy).

## If you get a job—while on a placement

If you find a job yourself while on a placement provided by the municipality or other provider, please be aware that you can only stop participating in the placement the day before your employment begins. Otherwise, you risk being quarantined for three weeks for self-inflicted unemployment.

If your employment is for less than 5 weeks, you must be working at least 4 hours a day. If your employment is for more than 5 weeks, there is no requirement regarding the number of hours.

Remember that you must inform the municipality and the a-kasse that you have left a placement or an activity according to **My Plan**.

## GUIDANCE AND UPSKILLING

You can participate in guidance and upskilling courses for up to 6 weeks. This may consist of vocational study programs or training and courses in the form of:

- ▶ guidance and clarification processes
- ▶ specially designed projects and education programs
- ▶ courses of study to learn Danish.

When you participate in a guidance and upskilling course, you will receive unemployment benefit and you can apply for a mileage allowance.

## WORK EXPERIENCE TRAINEESHIP

You can get a work experience traineeship in a private or public company for up to 4 weeks. This gives you the opportunity to test-drive your skills in a new field and to gain a foothold in the labour market.

The work experience traineeship is agreed between you, the employer and the municipality and will be in **My Plan**. When you are on a work experience traineeship, you receive unemployment benefit and you can apply for a mileage allowance.

If you refuse an offer of a work experience traineeship or terminate a work experience traineeship without a valid reason, this is regarded as self-inflicted unemployment.

See the section 'Refusing and terminating placements' in this pamphlet.

## EMPLOYMENT WITH SUBSIDISED WAGES

You can get a job with a wage subsidy from a private or public sector employer for up to 6 months where you can boost your professional, social or linguistic skills or acquire new ones. This could be the route to a permanent position.

Employment with a wage subsidy is agreed between you, the municipality and the employer and is on collective salary and working conditions, and the placement is registered in your **My Plan**. The employer will receive a subsidy for your salary. The hours cannot therefore be used to accrue a new period of unemployment benefit.

When you are on subsidised wages with a public sector employer, you can apply for a mileage allowance.

If you refuse an offer of work on subsidised wages or terminate work on subsidised wages without a valid reason, this is regarded as self-inflicted unemployment. See the section 'Refusing and terminating placements' in this pamphlet.

## MILEAGE ALLOWANCE

You can receive a mileage allowance when you participate in a guidance and upskilling course, work experience traineeship or public sector job with subsidised wages, or when participating in job-oriented training.

Your daily transport between your home and the place where the placement or study program takes place must be more than 24 kilometres in total. Mileage can only be paid for kilometres in excess of the first 24 kilometres.

## PLEASE ...

notify the A-kasse when you take up a job or if you take up a part time job.

[danskmetal.dk/besked](http://danskmetal.dk/besked)

---

## QUARANTINE FOR SELF- INFLECTED UNEMPLOYMENT

If you are unemployed through your own fault, you will be quarantined for 3 weeks for self-inflicted unemployment.

### Did you resign or were you dismissed?

Your unemployment is deemed self-inflicted if:

- ▶ you resign without a valid reason
- ▶ you are dismissed for a reason that is mainly due to you
- ▶ you accepted notice of termination from the employer that is shorter than the notice in the collective agreement or according to your employment contract.

### Refusing and terminating placements

You are deemed self-inflicted unemployed if, without a valid reason:

- ▶ you refuse a referred job
- ▶ you decline to participate in preparing or revising **My Plan**
- ▶ you refuse, fail to start, or terminate a scheme or placement provided by a municipality or other provider
- ▶ you refuse to cooperate or follow up on required training or education program
- ▶ you do not attend, refuse or discontinue a study proposal that is based on a required training or education program.

See valid reasons for unemployment at [danskmetal.dk/akasse](https://danskmetal.dk/akasse)

## Quarantine

You can only settle a quarantine for self-inflicted unemployment during periods where you would otherwise be entitled to unemployment benefit or other benefits paid out by the a-kasse.

Basically, this means quarantine can only happen during periods when you are unemployed, registered as a job seeker at the municipality and otherwise available to the labour market.

If the quarantine has not been completed 3 months after a refusal or cessation, the quarantine will be deemed completed. You must not have received benefits or subsidies from the public or unemployment benefit from the a-kasse during the period.

The quarantine may be considered completed for a full-time insured member when, from the day the quarantine takes effect, you have at least 185 paid hours wages registered in the Danish Tax Agency's income register. The same applies to a part-time insured member who has at least 150 paid hours wages registered in the Danish Tax Agency's income register. Reported paid hours relating to periods subsequent to the effective date of the quarantine may be included in the calculation of the paid hours requirement.

## ABSENCE FROM A PLACEMENT

If you miss one or more days from a placement that you have started on, you will not be able to receive unemployment benefit for the days when you are absent.

However, this does not apply if it is due to your child's first day of illness, or you are going to see a medical consultant and you have notified your placement site.

---

## UNAVAILABILITY OR TWO QUARANTINES

If in the opinion of the a-kasse you are not available to the labour market, or if you have been given two quarantines for self-inflicted unemployment within 12 months, you will not be eligible for unemployment benefit.

As a full-time insured member, you can resume receiving unemployment benefit when you have completed 300 paid hours during a continuous 3-month period as a salaried worker, or 276 hours within a continuous 12 week period as a weekly or fortnightly paid worker.

As a part-time insured member, you can resume receiving unemployment benefit when you have completed 150 paid hours during a continuous 3-month period as a salaried worker, or 138 hours within a continuous 12 week period as a weekly or fortnightly paid worker.

It is a requirement that the paid hours have been reported to the Danish Tax Agency's income register, that the work was offered under normal pay and working conditions, and that no public wage subsidies were granted for the work.

## CHILDCARE ARRANGEMENTS

You must notify the municipality if you do not have childcare arrangements during the opening hours of the childcare institutions, or if your children fall ill and you cannot have the children looked after by family, for example, within the opening hours of the childcare institution.

Once you have notified the municipality, you must not take or begin a referred job or placement.

## IF YOU FALL ILL

You must report sick on the first day of illness, otherwise your right to unemployment benefit and sick pay while you are ill may be affected.

To report sick, visit [jobnet.dk](http://jobnet.dk) or contact the municipality or the a-kasse. Once you have called in sick at [jobnet.dk](http://jobnet.dk), the a-kasse will be notified automatically.

If you are employed in a job with subsidised wages, you need only inform your employer that you are sick.

Once you have been reported sick at the municipality, you will be deregistered as unemployed.

## Unemployment benefit

For the first 14 days you are ill, you will be paid unemployment benefit from the a-kasse. However, the earliest you may receive unemployment benefit is from the day on which you reported sick to the a-kasse.

## Sick pay

When you have been on sick leave for more than 14 days, you will receive sick pay from your municipality ("kommune").

The a-kasse informs your municipality that you are to receive sick pay. Then your municipality will send you a letter, which you must sign and return to the municipality within 8 days.

If by some mistake you do not receive a letter from your municipality, you must contact the municipality within 3 weeks of the a-kasse ceasing to pay unemployment benefit during illness.

---

If you fail to meet the 8-day or 3-week deadline, this may impact your entitlement to sick pay.

| PAYMENT          |              |
|------------------|--------------|
| 1st and 2nd week | A-kasse      |
| 3rd and 4th week | Municipality |

### Sick and working fixed working hours

If you work part time, you will receive sick pay from your municipality from the first day of illness.

### When you get well

You report yourself fit for work at [jobnet.dk](http://jobnet.dk). Once you have reported yourself fit for work, you will be paid unemployment benefit from the a-kasse.

If you do not wish to receive unemployment benefit after you have reported yourself fit for work, be sure to deregister as unemployed at [jobnet.dk](http://jobnet.dk).

### HOLIDAY LEAVE

When you want to take holiday leave, you must report this at [jobnet.dk](http://jobnet.dk) no later than 14 days before the first day of the holiday.

When you have done that, the a-kasse will be notified of your holiday.

If you have not notified the municipality of your holiday in time, you have a duty to attend an interview or activity, or to start a mediated job or a placement during your holiday, if the municipality asks you to do so. Otherwise, you risk losing your unemployment benefit.

Remember to update your holiday on your unemployment benefit card ("dagpengekort").

If you have accrued holiday pay entitlement from the a-kasse, you can apply for holiday pay at [danskmatal.dk/feriedagdagpenge](http://danskmatal.dk/feriedagdagpenge).

### UNEMPLOYMENT BENEFIT ACCOUNT

At [danskmatal.dk/dagpengetaeller](http://danskmatal.dk/dagpengetaeller) you can view your employment account. Here you can keep track of your paid hours, savings and consumption of unemployment benefit and waiting days.

This gives you an overview of your unemployment benefit situation and your options for extending your unemployment benefit period.

All your paid hours are recorded in the employment account. One paid hour entitles you to a two-hour extension of your entitlement to unemployment benefit. The paid hours that you use to extend entitlement to unemployment benefit cannot be used to accrue further entitlement to another unemployment benefit period.

You have the option to extend your unemployment benefit period for up to 1 year within 1.5 years on the basis of paid hours in your employment account.

### JOB-ORIENTED TRAINING

Whether you are unskilled or skilled, or you have undergone a short advanced study program and a vocational training program, you can participate in a job-oriented training of up to 6 weeks' duration.

---

The study program may consist of a job-oriented course or an approved course listed by the Danish Ministry of Employment. See the approved list at [danskmetal.dk/jobrettetuddannelse](https://danskmetal.dk/jobrettetuddannelse).

Job-oriented training can give you new qualifications and develop your skills so that you increase your chances of getting a job.

When you participate in job-oriented training, you will receive unemployment benefit and you can apply for a mileage allowance.

The study program must be completed before you have been unemployed for 9 months. If you are under the age of 25, the 6 weeks of job-oriented training must be completed before you have been unemployed for 6 months.

You must have been unemployed for a total of 5 weeks before you can start job-oriented training.

However, if you have started job-oriented training during your notice period, you can continue right away with the training for up to 6 weeks while you are unemployed.

During periods when you participate in job-oriented training, you are exempt from being actively job-seeking and from participating in consultations, activities, and placement offers from the municipality, the a-kasse, and other actors, as well as from taking referred work. However, you must still have an active CV on jobnet.dk and remain registered as an unemployed recipient of unemployment benefits.

## EDUCATION AND COURSES

While you are unemployed and in receipt of unemployment benefit, you are allowed to participate in certain education programs and courses.

For example, you can participate in:

- ▶ classes of less than 20 hours per week (if the education is provided as full-time training, it must not be eligible for SU (state education subsidy))
- ▶ single subject at upper secondary level less than 20 hours per week, e.g. a higher preparatory course (HF)
- ▶ classes corresponding to the 8th–10th grade of primary and lower secondary school
- ▶ evening classes in an adult education association
- ▶ language tuition or literacy/spelling classes

- 
- ▶ courses lasting up to two weeks offered by the Danish Metalworkers' Union, the a-kasse, the municipality, or another provider with the aim of strengthening your ties with the labour market
  - ▶ education under the Open Education Act and the Universities Act if you have completed vocational training of at least 18 months' duration. The training program must not be part of a new study program for you. The duration of classes must not exceed six hours per week or one-third of a student's full-time equivalent
  - ▶ college courses or day school courses within the first 6 months of overall unemployment if you are under 25 years of age.

You must notify the a-kasse if you sign up for courses or a training or educational program.

### UNEMPLOYMENT BENEFIT CARD

You must fill in your unemployment benefit card ("dagpengekort") at [danskmetal.dk/kort](https://danskmetal.dk/kort) 1 week before the end of the month in order to be able to receive unemployment benefit on the last business day of the month.

The a-kasse must receive your unemployment benefit card no later than 1 month and 10 days after the end of the payout period. Otherwise, you cannot receive unemployment benefit for that month.

The a-kasse has the obligation to cross-check your information on the unemployment benefit card with salary information from your employers in the Danish Tax Agency's income register. The cross-checking can result in adjustment

of your paid unemployment benefits. The adjustment can lead to you having to pay back unemployment benefits that you have received too much, or to you receiving back-paid unemployment benefits if you have received too little.

### RESTRICTION OF BENEFIT

If during the past 4 months you have worked 148 hours or less as a full-time insured member of the a-kasse, or 97 hours or less as a part-time insured member, in the fourth month, you will have an amount deducted equal to one day of unemployment benefit. This is called a waiting day.

### REDUCTION OF UNEMPLOYMENT BENEFIT

As a full-time insured member of the a-kasse, when you have received unemployment benefit for a combined total of 7,696 hours during the past 96 months, the period during which you can receive unemployment benefit is reduced by 160.33 hours.

That is the equivalent of one month of unemployment benefit.

If you are insured as a part-timer, the reduction will be 130 hours when you have received unemployment benefit for a combined total of 6,240 hours in the past 96 months.

## **PART-TIME WORK AND SUPPLEMENTARY UNEMPLOYMENT BENEFIT**

If you get a job with working hours amounting to less than full time, you have the option of receiving supplementary unemployment benefit. You can be paid supplementary unemployment benefit for one month when you are entitled to unemployment benefit in respect of at least 14.8 hours.

You can receive supplementary unemployment benefit for a maximum of 30 weeks within a period of 104 weeks.

Weeks where you have a reduced number of hours or work part-time are included in the 30-week limit. Weeks where you are engaged in self-employment as a secondary occupation also count.

If you do not work full-time and you receive supplementary unemployment benefit, you must continue to apply for a full-time job.

Remember to notify the a-kasse if you are running or considering starting self-employed business.

### **With or without notice**

It must be a job where you can stop overnight if you are offered a job with more working hours, or full-time.

If you are required to give your employer notice, your employer must sign a release form so that you can stop from one day to the next.

The release form must be received by the a-kasse within 5 weeks of the start of your employment.

### **Part-time insured**

As someone insured for part-time hours, you can receive unemployment benefit in respect of 130 hours in one month. You can be paid supplementary unemployment benefit if you are entitled to unemployment benefit in respect of at least 12 hours in one month.

If you are insured for part-time hours, please note that you will automatically be transferred to full-time insurance if, within 3 months/12 weeks, you work more than:

- ▶ 390 hours (as monthly paid)
- ▶ 360 hours (as weekly or fortnightly paid)

### **WHEN YOU GET A JOB**

When you get a full-time job, you must deregister from the municipality. You can do this at [jobnet.dk](http://jobnet.dk) or by contacting the municipality.



**METAL A-KASSE**  
metalakasse@danskmetal.dk  
danskmetal.dk