

2019

Job hunting

Key terms

Payments

New to the unemployment benefit system?

Guide to the most
important aspects



A-kassen for
humanister og scient.er

tænk større

Dear member,

In this booklet we present the subjects – and answer the questions – that our members are typically uncertain or curious about.

Over 30,000 pages of employment legislation can lead to a lot of uncertainty – *have I understood this correctly – will some rule or other have financial consequences for me?* If you start by reading the next few pages, you will be on firmer ground.

Many of the terms used are quite specific, and we have therefore also used the Danish word in cases where we think you need to be aware of the Danish terms used. For example, “unemployment benefit” is called *dagpenge* in Danish.



Kind regards,

Marianne Rossander

Vice Director

January 2019

PS: Most of the website and our brochures are in Danish only and have not been translated into English. The links in this booklet, including references to brochures, are to the Danish texts.

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When do I need to attend meet

When you have registered as unemployed at jobnet.dk, MA will ask you to attend a Welcome Meeting (“velkomstmøde”), at which you will be introduced to the unemployment benefit system (“dagpengesystemet”). More details on the website ▶ [Velkomstmøde](#)

During the first half-year you must attend meetings at the jobcenter/ secondary operator (“anden aktør”) every month. The first meeting is a joint meeting – in some cases MA will take part with the jobcenter. You will also have to attend an availability evaluation

	1st month	2nd month	3rd month	4th month
MA	Welcome meeting		Availability evaluation	
Jobcenter		Interview	Interview	Interview
MA/ jobcenter	Joint meeting			
			Activation (aged below 30/ over 50)	

ings?

("rådgighedssamtale") at MA after three and six months, respectively
- you will be kept informed directly about this. More details on the website ▶ [Rådighedssamtale](#) + ▶ [Samtaleforløb](#)

After the first half-year you must attend meetings at the jobcenter/secondary operator ("anden aktør") approximately every three months, and a "rådgighedssamtale" (availability evaluation) at MA as required.

5th month	6th month	7th-24th month
	Availability evaluation	Availability evaluation as required
Interview	Interview	Interviews around every 3rd month
Joint meeting after 4-6 months' unemployment		Joint meeting after 16 months' unemployment - intensified efforts
	Activation (aged 30-49)	

The self-service section: “Selvbetjeningen”

“Selvbetjeningen” (the self-service section) is your main channel of digital communication with MA (we do not use e-Boks) – and for security reasons you must log in using NemID. This is where you complete your unemployment benefit card (“ydelseskort (dagpengekort)”), find forms and keep your joblog (pages 10-11) updated. This is also where you can find your letters from and to MA – all letters and messages are sent digitally.

You have your own inbox and sent mail, so that you can always (re)view mail to and from us. Please make sure that your e-mail address at “Selvbetjeningen” is correct (Post, Indstillinger) – then you will get an automatic e-mail advice when there is mail from MA for you. You can also register your mobile phone number and get text message alerts. Section on the website ▶ [Selvbetjening](#)



 Forside

 Post **2**

 Status

 Udbetalingskalender

Post

Indbakke

Sendt post

Skriv besked

Indstillinger

 Sendt som brev



Dato	Emne	Beskrivelse
02-06-2017	Dagpenge	Dit frivillige arb



Key terms

MA's availability assessment ("rådigheidsvurdering")

To be able to receive unemployment benefit, you must be aktivt jobsøgende (actively looking for a job), which e.g. means that you must apply for several jobs per week. You must be realistic and apply for jobs within your professional area, but you must also be professionally and geographically mobile. More details on the website, include what exactly counts as "jobsøgning" (job hunting).

Only MA - not the jobcenter - can approve your availability ("rådigheid"). You must be available for employment in order to fulfil one of the central insurance conditions in the system, and thereby be entitled to receive unemployment benefit.

More details on the website ▶ [Kort om dagpenge](#)

▶ [Sådan står du til rådigheid](#)

Activation (“aktivering” through the jobcenter)

You have the right and obligation to accept one activation offer (e.g. a company internship or a wage subsidy job), which must be for a combined period of at least two weeks. You can take the initiative for activation yourself, and also in several instances. If you are aged under 30 or over 50, you must be activated after 13 weeks' unemployment at the latest. If you are aged 30-49, you must be activated after 26 weeks' unemployment at the latest. More details on the website ▶ [Aktivering](#)

My plan (“Min plan”, through the jobcenter)

“Min plan” is an agreement concerning e.g. activation which you must write in collaboration with your jobcenter or your secondary operator (“anden aktør”). It must be in line with the employment market's requirements and your own wishes, and must be approved by your jobcenter. You have an obligation to comply with “Min plan” in order to stay entitled to unemployment benefit.

More details on the website ▶ [Min plan](#)



☰ Min oversigt

✉ Post

🔒 Status

📅 Udbetalingskalender

🔒 Log ud

👤 Kasper Mølgaard

< Opret joblog

Jobøgning

Status

Ikke søgt

Søgt

Samtale

Afslag

Fik jobbet

Ansøgningsdato *

01-06-2016

Stilling *

Kommunikationsmedarbejder



Jobnet URL

www.fake-url.dk



Timer *



Fuldtid



Deltid

Hvordan fandt du jobbet? *



Uopfordret



Opslået stilling



Gennem netværk

Your “joblog”

On a weekly basis, you must register all of your job searches in your digital joblog. You can find it in MA’s “selvbetjening” and on your personal page at jobnet.dk. Any changes will be made on both portals, so you only need to make the changes once.

Both MA and the jobcenter/secondary operator (“anden aktør”) have access to view your joblog. You must upload an application to joblog at least once a month.

Offers for MA's members

Use us from the very first day, so that you quickly find a job.

At MA we offer you

- ✓ Access to a wide range of workshops, theme days, events, sector events, open feedback ("åben feedback"), company visits, etc.
See the website ▶ [Kurser og møder](#)
- ✓ Access to individual career interviews ("karrieresamtaler")
- book via the website ▶ [Karrieresamtale](#)
- ✓ Access to insurance advisers who know all about Danish unemployment benefit legislation.
- ✓ Get targeted inspiration (see above page).

Get targeted inspiration

We would like to send you targeted newsletters with knowledge and inspiration to help you to find a new job more quickly.

For this purpose, at the end of 2018, MA has launched a new digital communication system.

So please take a few minutes to update your profile using the links at the end of our newsletters:

Nyhedsbreve efter dit hoved

Du læser lige nu et af de første nyhedsbreve, som er afsendt fra vores nye system. Ambitionen er at give dig relevant og aktuelt indhold bl.a. tilpasset dine interesser. **Skriv venligst**, hvis noget virker ulogisk - og opdater/tilføj gerne i forhold til kontaktoplysninger og interesser - tak!

Email/tlf: peter@petersen.dk og 40457621

RET

Anfør dine interesser (hvis du vil have mere relevant viden):

RET



Your benefits overview

You can keep a close eye on your use of unemployment benefit when you log into “Selvbetjeningen” (the self-service section) or into jobnet.dk (see opposite page). Your unemployment benefit entitlement is for 3,848 hours (equivalent to two years). This is equivalent to 160.33 hours per month.

You only “spend” the hours for which you receive unemployment benefit – so that if you e.g. work three days in one week, and receive unemployment benefit for two days, you will only “spend” 14.8 hours of the month’s 160.33 hours. The rules for work supplemented with unemployment benefit are described on pages 16-17.

Flexible extension (“fleksibel forlængelse”):

For every hour that you work, and are paid a salary, you can extend your unemployment benefit entitlement by two hours. An example: You have had 30 hours of paid work while receiving unemployment benefit. You can “exchange” these hours for 60 hours’ unemployment benefit, if your entitlement to unemployment benefit is about to expire.

Dagpengetællere

PRØV AT TILFØJE TIDER →

1 års

Følg med i d

Karens

0 Start

Sævelse data 1 dag


 Du kan
periode
1 arbej

Velkommen Tharon

Her kan du følge med i dine opsparede arbejdstimer og dit dagpengeforbrug, samt forventet udbetalt af din dagpenge.

Vælgningen tager udgangspunkt i den dato, du blev indplaceret på dagpenge 10. aug. 2015 - og frem til dit dagpengeforbrug senest er opgjort.

Vær opmærksom på

Data indberettes af din a-kasse løbende og mindst én gang om måneden. Data indberettes, før når der er udbetalt dagpenge eller når din arbejdsgiver har indberettet dine arbejdstimer til SKAT senest den 11. i måneden efter, at du har arbejdet.

På Jobnet.dk viser vi kun hele tal. Din a-kasse kan have indberettet med decimaler/kommatil. Du kan finde de præcise decimaler/kommatil, når du klikker på informations-ikonerne, der er markeret med I.

Tallene, som du kan se på siden 'Dagpengetællere' og på 'Tællere for supplerende dagpenge', kan være præciseret af

Dagpenge-forbrug

med I, hvad du bruger, og hvad du har tilbage af din dagpengeperiode.



du får dagpenge uafbrudt, udløber din dagpengeperiode den No date

FIND JOB →

What are you allowed to do while you are receiving unemployment benefit?

Supplementary benefits (“supplerende dagpenge”)

If you work less than full time, you can receive supplementary benefit, provided that certain conditions are fulfilled. You must still be registered at jobnet.dk, you must be available for full-time employment, and you must be actively looking for a full-time job. You can only receive “supplerende dagpenge” if you can give up your part-time job with immediate effect – otherwise you must obtain a release certificate (“frigørelsesattest”). You can receive “supplerende dagpenge” for 30 weeks in total. If we are to pay out less than 14.8 hours per month, no payment will be made. More details on the website: ▶ [Supplerende dagpenge](#)

Job hunting in an EEA country

You can receive up to three months’ unemployment benefit while looking for a job in an EEA country (EU + Norway, Iceland and Liechtenstein). You can also receive unemployment benefit if you are to attend an employment interview abroad. Contact us before you travel, to make sure that the formalities are observed. More details on the website ▶ [Jobsøgning og samtaler i udlandet](#)



Fee-based work, freelance work and self-employment as a sideline occupation ("selvstændig bibeskæftigelse")

The rules in this area are complicated and cannot be presented in a booklet. The unemployment benefit system has been developed for salaried employees, so that free agents, freelancers and temporary employees can easily lose their way. So make sure that you ask MA! Start with the brochure shown

- ▶ [Aktiviteter imens du er på dagpenge](#) – and also visit the website section
- ▶ [Arbejde på dagpenge](#)



Voluntary, unpaid work ("frivilligt, ulønnet arbejde")

If your leisure activities cannot be compared with paid work in any way, you can continue them without problems. Before you accept voluntary work in e.g. an organisation, you must apply to MA for approval of this while you are receiving unemployment benefit. More details on the website

- ▶ [Frivilligt, ulønnet arbejde](#)

Unemployment benefit card: “Dagpengekort”

Each month, you must submit your ‘dagpengekort’ (also called ‘ydelseskort’). You can do this as from the 6th last banking day of the month. You will be notified by MA when your “dagpengekort” is available in “selvbetjening”.

You will have to guess about the last days of the month when you complete the “dagpengekort”. You will receive benefit for these days on an on-account basis, and we will make the necessary adjustment at the end of the next month, when we have the details from the Danish tax authorities (“SKAT’s eIndkomst”).

NB: You must complete and submit the card by no later than 23.59 on the business day after it becomes available. You will then receive your unemployment benefit on the last banking day of the month, paid into your “Nemkonto”.

If your unemployment benefit card is sent in more than one month and 10 days after the end of the month, it will not later be possible to receive unemployment benefit for the month in question.

**This is where you
can find your
'dagpengekort'
(‘ydelseskort’)**

Click on the
“Dagpenge” tab in
“selvbetjening”.

Select “Indsend
dagpengekort”
– and select month.

Video guide, etc.
on the website:

► [Ydelseskort:
Dagpengekort
og efterlønskort](#)

AR272 - Dagpengekort

Vejledning Gem

Har du i perioden haft arbejde eller indtægter, holdt ferie, været syg eller har der været andre forhold, der kan begrænse din ret til arbejdsløshedsdagpenge?

Ja

Nej

Har du i perioden fået udbetalinger fra en privat tillægssikring?

Ja

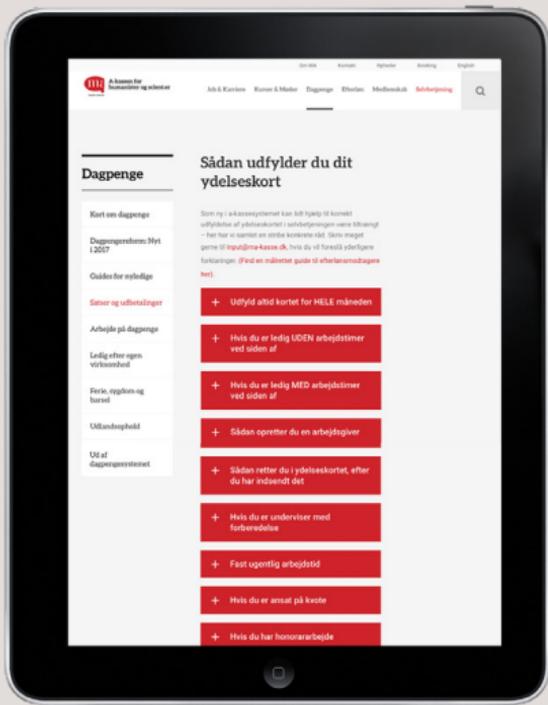
Nej

Næste

1/3

How to complete your 'dagpengekort' ('ydelseskort')

► Sådan udfylder du dit ydelseskort



Illness, holiday and maternity/paternity leave

Illness

Report your first day of illness at jobnet.dk. MA will be notified automatically. You must also report that you are ready for work again at jobnet.dk. When you are ill, your unemployment benefit becomes sickness benefit ("sygedagpenge"). You do not have to apply for jobs and attend meetings while you are ill. More details on the website ▶ [Sygedagpenge](#)

Holiday

Holiday must be registered no later than 14 days before starting the holiday, at jobnet.dk. If there are less than 14 days until your holiday, contact your jobcenter or secondary operator ("anden aktør") – but you cannot be certain that it will be approved! You must apply for holiday benefit ("feriedagpenge") at MA's "selvbetjening" (self-service centre) – you will not receive it automatically. More details on the website ▶ [Ferie](#)

Maternity/paternity leave

If you are unemployed, you must notify us of your maternity/paternity leave around one week in advance. You must deregister from jobnet.dk when your maternity/paternity leave begins. We will notify Udbetaling Danmark that you have applied for maternity/paternity benefit ("barselsdagpenge") – and they will pay out your "barselsdagpenge". If you are unemployed after your maternity/paternity leave, you must register at jobnet.dk again. More details on the website ▶ [Barsel](#)

Payment of unemployment benefit

You will receive unemployment benefit for 160.33 hours if you are entitled to benefit for the full month without deductions for work or anything else. The payment is the same, irrespective of the number of days in the month. The money will be credited to your “Nemkonto” on the last banking day of the month.

You can receive a maximum of DKK 18,866 before tax per month in 2019. We calculate your unemployment benefit rate on the basis of your best 12 months with A and B income and any profit from your self-employment within the last 24 months. You will retain your unemployment benefit rate throughout your period of unemployment. A new unemployment benefit rate will not be calculated for you until you have earned new entitlement to two years' unemployment benefit.

Especially for new graduates

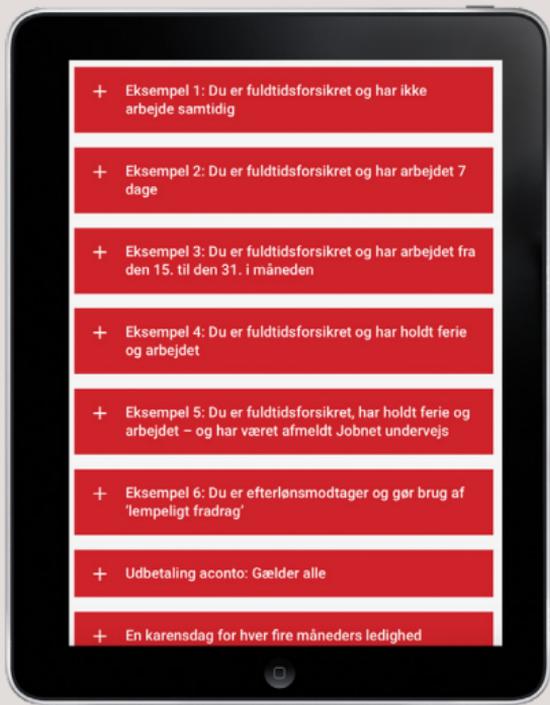
If you are a graduate without dependants, you can receive maximum DKK 13,449 before tax per month. If you are a graduate with dependants, you can receive maximum DKK 15,470 before tax per month. A new, higher graduate rate can be calculated after six months, if the graduate has had at least three months' paid work since graduating, and this income is high enough to give entitlement to unemployment benefit.

How to read your payment specification

As a general rule, you will receive a payment specification in self-service on the day before the last banking day of the month.

▶ [Sådan beregner vi antal timer til udbetaling](#)

▶ [Beregning af din dagpengesats](#)



+ Eksempel 1: Du er fuldtidsforsikret og har ikke arbejde samtidig

+ Eksempel 2: Du er fuldtidsforsikret og har arbejdet 7 dage

+ Eksempel 3: Du er fuldtidsforsikret og har arbejdet fra den 15. til den 31. i måneden

+ Eksempel 4: Du er fuldtidsforsikret og har holdt ferie og arbejdet

+ Eksempel 5: Du er fuldtidsforsikret, har holdt ferie og arbejdet – og har været afmeldt Jobnet undervejs

+ Eksempel 6: Du er efterlønsmodtager og gør brug af 'temporligt fradrag'

+ Udbetaling aconto: Gælder alle

+ En karensdag for hver fire måneders ledighed

What is comparison of data? (“samkøring”)

If you have had some hours of work while receiving unemployment benefit, your working hours must be set off against your benefit entitlement. One hour's work is set off against one hour's benefit.

The unemployment funds therefore each month compare (“samkører”) your data with your employer's reports to SKAT (the Danish tax authorities).

If there is a difference between the two amounts, you will receive an adjustment letter from MA, with details of what you must do.

More information on the website ▶ [Samkøring – hvad er det?](#)

Job search – hands on!

In this brochure, we have gathered our career advisers' expert advice on looking for a new job. Use the brochure – and use us.

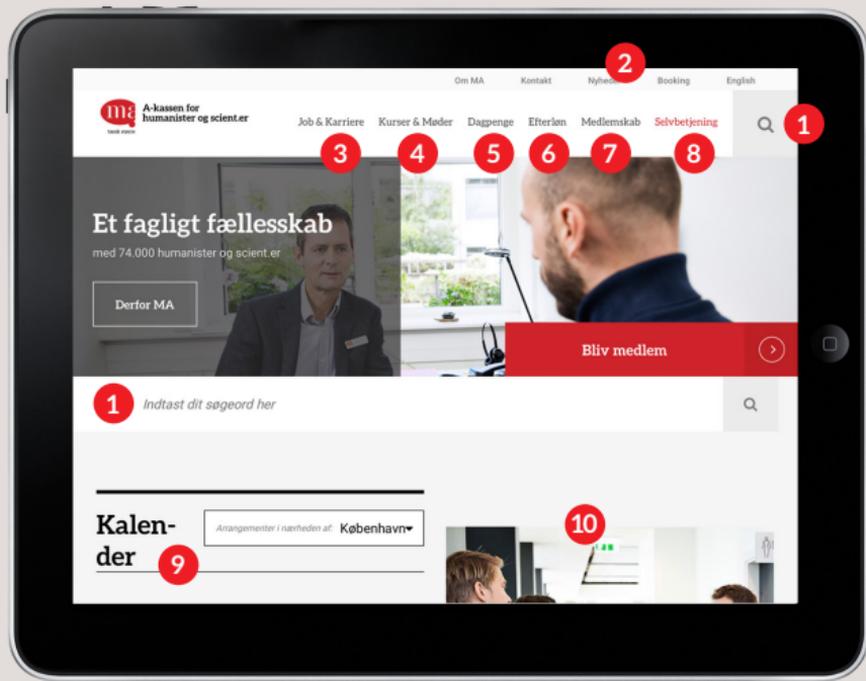
You will receive the brochure at the welcome meeting – and you can always find it on our website ▶ [Brochurer](#)



The website

- 1 Search field at the top of all pages**
- 2 Service menus: About MA, Contact, News, Booking, English**
- 3 Our career advisory services**
(first job, application and CV, job interview, competence review, job databases, etc.)
- 4 Current courses and meetings (events)**
(welcome meeting, personal interviews, workshops, company visits, theme days, etc.)
- 5 Unemployment benefit rules**
(payment rates and calendar, guides for newly unemployed members, work while receiving unemployment benefit, holiday/illness/maternity/paternity leave, abroad, etc.)
- 6 Early retirement rules ("efterlønsreglerne")**
- 7 Membership**
(membership fees, membership advantages, wage insurance ("lønsikring"), etc.)
- 8 Self-service section ("selvbetjening")**
(your main channel of communication with MA)
- 9 Selection of current events.**
- 10 Current topic, changed regularly.**

ma-kasse.dk





Search – and find

There is a search field at the top of every page of the website – try it out! If you cannot find what you are looking for, write to ► input@ma-kasse.dk

So that we can fix this for you.

You are also welcome to suggest new topics for the next edition of this booklet.