



WORKING IN FINLAND

KNOW YOUR RIGHTS!



Pakolaisrahasto
Pakolaisten auttamiseksi

The Finnish Immigration Service
National Assistance System for Victims of Trafficking
www.humantrafficking.fi
0295 463 177

Asylum seeker's right to work

If you hold a valid travel document that entitles you to cross borders, you gain the right to work in Finland without a residence permit 3 months after submitting your asylum application.

Without a valid travel document, you gain the right to work in Finland without a residence permit 6 months after submitting your asylum application.

You will be allowed to start work after this time has passed. There will not be a notification and you will not need to apply for any permit.

Your right to work as an asylum seeker will continue until you get a decision on your application.

BE AWARE of an employer who is willing to hire people without a right to work! This act carries a punishment in Finnish law.

Certificate of the right to work

Employers must make sure that their foreign employees have the required residence permit for an employed person or that they do not need a residence permit.

If you are an asylum seeker, you do not need a certificate of your right to work.

Your employer can call the Finnish Immigration Service service number to find out if you have the right to work. To do this, your employer needs your Finnish Immigration Service customer number.

Your rights at the workplace

The same terms apply to all people working in Finland. Migrants and Finnish people must be treated the same.

You have the right:

- to written terms of employment
- to a safe working environment
- to the pay, working hours, and annual leave according to the terms of the Collective Agreement and contract
- to occupational health services and to a sick leave
- to unionise and to union membership

Your responsibilities at the workplace

You have the responsibility to comply with the employer's instructions relating to your work, to complete your tasks carefully, and to observe your working hours.

- Come to work and leave your work place on time
- Inform your employer if you are ill or otherwise unable to come to work
- No one else can work your shift unless formally agreed with the employer
- Follow instructions and complete your work well

It is your responsibility to respect your employer and the confidentiality of their business secrets.

You must not work without a right to work.

Contract

Request a written contract. Bring this to your social worker. Do not sign a contract unless you know what is written on it. The contract must include:

- Employer's and employee's home address or the place of business
- The date for the start of employment
- The length of and the reason for a fixed-term contract
- The length of the trial period (if one is agreed)
- Main duties and the place of work (or the principles according to which the employee works at different sites)
- Collective Agreement that is applied
- The principles for determining the pay and the period of pay
- Regular hours and how the annual leave is determined
- Period of notice and the principle for calculating it

Collective agreement

In Finland, the minimum wage and other minimum conditions are determined in the Collective Agreement for the sector. Find out which Collective Agreement applies to your work place. If the sector does not have a Collective Agreement, labour law still applies.

If the contract has worse terms than agreed in the Collective Agreement or determined in law, these sections of the contract are not valid.

Working hours

Your hours are agreed on your contract.

Keep a record of your hours and the breaks.

If you work over 6 hours within a 24-hour day, you have a right to the minimum of one hour's break within the shift. The employee can agree with the employer to shorten the daily rest period to half an hour.

Overtime, working during church holidays or on Sundays will accrue extra pay.

Work will accrue paid annual leave or holiday compensation. In addition to holiday pay you may be entitled to a holiday bonus. The minimum terms are on the Collective Agreement.

Pay

You must always receive pay for regular work. If you are a student, an unpaid internship can be an official part of your studies. Internships are also organized through the Employment and Economic Development Centre.

Your pay is determined in your employment contract. It has to be at least as high as agreed on the sector's Collective Agreement.

You will get paid at least once a month. You have to get paid either in cash or on the bank account you have notified to the employer.

You must receive a calculation at the time of getting paid detailing the amount of the pay and how it has been determined.

Deductions from pay

The employer will deduct tax, pension, and unemployment insurance payments from your gross pay. These are legal deductions and are detailed on your pay slip. Tax is deducted according to the tax card you have provided.

Any other deductions have to be agreed with you beforehand; or be based on law.

Tax

Everyone in employment in Finland has to pay tax. The tax is deducted from your pay. When you start work you have to pick up a tax card from the local tax office. This will state how much tax is deducted. You can get instructions for picking up the tax card from your reception centre.

Occupational health and safety

All employees must arrange occupational health service for their staff, which is preventative health care.

The employer is responsible for the health and safety of all employees in the work place. The site and the work must be safe. You are responsible for reporting any hazards or risks in working conditions, machinery, equipment and work methods. The Occupational Safety and Health Act also gives you the duty to remedy immediately any faults and defects which cause danger, where possible. You must report to the employer that you have done so.

Falling ill

The employee must inform the employer, if he or she cannot come to work as agreed.

According to the Finnish law, you will get paid for a period of sick leave if you are unable to perform your work due to an illness or an accident. The pay period continues from the day when you fall ill and up to nine working days thereafter. Often the pay period is longer than this as agreed on the Collective Agreement. With employment relationship having lasted over one month, you will receive full pay. Otherwise you will receive half your wages.

Ending a contract of employment

The employer must end your contract formally, and follow the rules governing the period of notice. The minimum period of notice is determined in the Collective Agreement. If you are dismissed due to serious breach, or neglect, the employer must give you a warning, and an opportunity to amend your conduct.

During the trial period agreed beforehand (maximum of 4 months), the contract can be terminated immediately, but the reasons for terminating the contract cannot be inappropriate.

Discrimination

The Finnish law prohibits discrimination and requires equal treatment for all.

The employer cannot without appropriate justification treat employees differently on the basis of age, health, disability, national or ethnic origin, nationality, sexual orientation, language, religion, opinion, belief, family ties, trade union activity, political activity, or any other comparable circumstance.

The employer must observe the prohibition of discrimination also during recruitment.

The labour union

You have the right to belong to a labour union. The union can help you with problems at the work place, advise you about your rights and support you in disputes. If you, for example, do not get paid, or are discriminated against, the labour union may be able to help. Most Finnish workers belong to a union.

Problems at work

If you have a problem at your work place, talk with your employer and/or employee representative (shop steward/luottamusmies). First, try and solve your problem at the work place. Ask your colleagues who your representative is.

If you belong to a labour union, the union can advise you on your rights at the work place and represent you.

If you do not get paid because your employer is bankrupt, you can submit a claim through Pay Security at the Employment and Economic Development Centre within a limited time period.

In certain situations, you may be able to make claims and seek compensation at a later date.

Discrimination and human trafficking are crimes. You can also report such offences to the police. There is an assistance system for victims of trafficking at Joutseno Reception Centre.

You may also contact your social worker if you do not know what to do.

Contacts

Labour unions under SAK

0800 179 279

www.liitot.fi

Labour unions under AKAVA

www.akava.fi

Labour unions under STTK

www.sttk.fi

Finnish law

www.finlex.fi

Employment and Economic
Development Offices

www.mol.fi

Occupational Safety and Health

www.tyosuojelu.fi

Assistance for victims of trafficking

0295 463 177

www.humantrafficking.fi

Police Net Tip

www.poliisi.fi/nettivinkki



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RIGHTS
IN FINLAND

**Know your rights
and responsibilities!**