



WORK IN DENMARK

Know your rights and obligations when working in Denmark

Wages and employment terms on the Danish labour market are usually regulated by collective labour agreements made by trade unions and employer associations. That is why there is no statutory minimum wage in Denmark.

Work contract

Always obtain a work contract from your prospective employer – whether you work for a Danish company or a foreign employer. The contract should as a minimum contain the following information:

1. The name and address of the employer and employee.
2. Location of the employment, or in the absence of a fixed place of work, the place where the work is primarily carried out or a statement that the employee is employed at various different locations.
3. A description of the job, or the employee's title, position or job category.
4. The commencement date of the employment.
5. The expected duration of employment, unless it is a permanent position.
6. The period of notice, notice of termination from employee and from the employer, and any provisions concerning this.
7. The agreed salary, bonuses, supplemental pay for e.g. night work or working inconvenient hours, overtime pay, etc. In addition, information is to be provided about payment dates.
8. The employee's rights to paid holidays, pension contributions, any food and lodging in Denmark, sick pay, reimbursement for driving one's own car, etc.

9. The normal daily or weekly working hours.

Always save a copy of your employment agreement/work contract. If you have doubts about the content, ask your employer. The work contract is important as it describes your rights and responsibilities related to your employment.

Work Permit and Residence Permit

Check to see if you need a work and residence permit in order to work in Denmark.

- Nordic citizens do not need a work permit or residence permit to work in Denmark.
- EU/EEA citizens can freely travel to Denmark for work. If you work in Denmark for less than 3 months, you do not need to have a work permit and residence permit, but you will need a tax card. If you work more than 3 months, you must have a registration certificate when you start working. Further information on www.statsforvaltningen.dk
- If you are not a citizen of an EU or EEA member state, you will need to apply for and obtain a work and residence permit before you start working in Denmark - Further information is available at www.newtodenmark.dk.

Health and safety

All employees working in Denmark must comply with the Danish Working Environment Act. The Act aims at preventing accidents and illnesses at the workplace. It is the responsibility of the employer to ensure that working conditions are safe and sound. The employer has a variety of responsi-

bilities e.g. to ensure that the employees receive work instructions. You must participate in the co-operation on safety and health. Furthermore, you have an obligation to use protective equipment provided by the employer.

Some trades and functions require that you or your employer seek recognition of your professional qualifications e.g. forklift truck and crane drivers, welding, work with asbestos etc. More information: www.arbejdstilsynet.dk (English, Polish, Lithuanian, German).

Insurance

Liability/accident insurance

Employers have a legal obligation to obtain an employer's occupational accident insurance, which protects you in case of accidents during work hours. Make sure that your employer has a valid insurance. Consider a private household insurance policy if you want liability and accident insurance during your spare time (non-working hours). You may be covered by your insurance from your home country – if not, it is recommended to insure yourself in Denmark.

Unemployment insurance

If you lose your job in Denmark you may be entitled to unemployment benefits. Unlike

many other countries, unemployment insurance is voluntary in Denmark. You can take out an unemployment insurance policy from an unemployment insurance fund – known as an "a-kasse". Many unemployment insurance funds are affiliated with a trade union.

Trade unions

You have the right to join a trade union. Your trade union can assist you in case of disputes over pay and working conditions – but only if you are a member. Most employees in Denmark are members of a union. There are different trade unions to choose from. Which union you can join will depend on your job function.

Tax

In most cases you must pay taxes to Denmark irrespective of whether you work for a Danish employer or a foreign employer, or a temporary work agency. As soon as you start working in Denmark you must have a tax card – the tax card is issued by the authorities. Tax rates depend on several factors e.g. your employment conditions, your residence, deductions rights etc. Your tax and deductions will be calculated by the tax authorities. Failure to declare tax on your earnings is a criminal act and there will be placed charges. Part of the penalty will include paying the tax evaded. Further information at www.skat.dk > English.



Driving in Denmark

If you are not resident in Denmark you can use your driving licence from your home country. If you take up residence in Denmark, a driving licence from an EU/EEA country is valid in Denmark. Non-EU Citizens must exchange their driving licence from their home country within 90 days.

Vehicles

If you maintain your residence in another country than Denmark, you are allowed to use your foreign registered vehicle in Denmark if you return to your home country on daily/weekly basis.

Please note: if you work in Denmark for more than 185 days within 12 months, you are considered to be resident in Denmark.

If you take up residence in Denmark, your vehicle must be registered with Danish number plates within 14 days. Contact SKAT for further information.

Remember always to keep your:

Passport/ID card, residence certificate/work permit, work contract, driving licence, diplomas/certificates, insurance papers, birth certificate. Other useful documents: Marriage certificates and children's birth certificates, vehicle ownership and other documents, medical card, rental contract.

Need help:

Hotline on health and safety: +45 70 12 12 88 – press 2

Opening hours: Monday to Thursday

8.00 to 16.00 – Friday 8.00 to 15.00

(Danish Working Environment Authority).

Further information about employment agreements/ contracts of employment, your rights and obligations, at www.workinddenmark.dk

Further information on employment conditions in Denmark is available on www.3f.dk (English, Polish, German, Russian, Turkish)

The Danish Society of Engineers

+45 33 18 48 48, e-mail: ida@ida.dk

Work and residence permit: International Citizen Service (e-mail addresses and phone numbers at www.icitizen.dk)

Hotline on salary and working conditions:

+45 70 300 300, e-mail 3f@3f.dk (Run by the trade union 3F but open to members as well as non-members, free of charge).



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