

### **You can receive supplementary benefits when you work part-time**

I am writing to you, because I have processed your case regarding supplementary unemployment benefits.

You are entitled to receive supplementary unemployment benefits while working part-time.

### **This is how you receive your unemployment benefits**

You have to log on to aka.dk and fill in the benefit card (*ydelseskort*) in order to receive the benefits. This you can do 1 week before the end of the month. Then the money will be in your account on the last weekday of the month.

We automatically receive your tax information from the income register, SKAT.

If we have not received your benefit card within 1 month and 10 days after the last day in the relating period, you will as a rule lose the right to these benefits. On aka.dk you can see exactly when you should fill in the benefit card and when the deadline is.

### **Your working hours are unverifiable and this is how you complete your benefit card (*ydelseskort*)**

When you fill in your benefit card, you must remember to choose the option *Ukontrollabelt arbejde*.

Inform us about your gross pay on the benefit card. Register the wage on the day you have performed the job. If you do not know your salary you can register the working hours instead. Then you can contact us when you receive the salary and we will regulate your benefits.

We convert the salary into hours with a conversion factor. See the Danish letter for exact factor. The hours you have been paid for will be deducted from the monthly payment from us on 160,33 hours.

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You must inform us about the entire wage you receive on the benefit card. This is the case as well, if you are paid for more hours than you actually work. An example of this could be if you have received payment on public holidays or periods where you have taken some days off.

You can fill in the benefit card a week before the end of the month. This means that you have to inform us about your working hours in the last week in advance.

If you should have any changes in your estimated number of working hours you can resubmit your benefit card in the month afterwards.

#### **We compare your information with SKAT**

When the month has ended your information will be compared with the information your employer has registered with SKAT. If we need to regulate your benefits due to this information, we will contact you.

#### **Term of notice, “Frigørelsesattest” and a 5-week deadline**

If you have a term of notice you can still receive supplementary unemployment benefits if your employer signs the form called “Frigørelsesattest”.

We need to receive this form within 5 weeks after you started the job or signed the contract – whichever comes first.

If you already have a part-time job when you apply for unemployment benefits, the 5 week deadline counts from the day you are entitled to receive unemployment benefits.

#### **On the following pages you can read more about:**

- The basis for the decision
- The rules about supplementary benefits
- The rules if you stop working part-time
- The option of prolonging- or earning a new right to benefits
- Your right to complain about the decision

You are welcome to call us if you have any questions. You can also get more information on [aka.dk](http://aka.dk) or you can send us a message after you have logged on.

Kind regards  
Akademikernes A-kasse

## **Details about the decision on supplementary benefits**

### **The basis for the decision**

I have assessed your working hours to be unverifiable because your working hours are not reported to the income register by your employer, only your gross salary.

If your employer starts reporting your working hours to the income register, SKAT, you must let us know, because this might influence the way your income should be deducted from your unemployment benefits.

### **Inform us about your term of notice**

If you do not have a term of notice you must inform us if this changes during your employment. This could be the case if you:

- Go from being paid per hour to receiving a set wage
- Work for more than 8 hours on average per week and your employer then enforces a term of notice
- Sign a new contract of employment.

Remember that we need the release form (*frigørelsesattest*), signed by your employer, within 5 weeks after your contract with a term of notice begins.

### **You can receive supplementary benefits for 30 weeks**

You can receive supplementary benefits for a maximum of 30 weeks within your 2 years of benefits. If you have received supplementary benefits before, please see the Danish letter for a calculation of your remaining weeks.

How we count how many weeks you use of the supplementary benefits

- It is only weeks with supplementary benefits that count as a part of the 30-week period. Weeks where you only receive benefits or salary alone are not deducted from the 30 weeks
- If you work more than 145 hours during a month we cannot pay you any benefits during that month.

Please be aware of the following:

- When your right to supplementary benefits ends you can quit your part-time job without being quarantined. And you can still receive unemployment benefits
- Only after having used up the whole 30-week period you can start earning a new right to supplementary benefits. You can read more about this on [aka.dk](http://aka.dk)
- You can continue working during the whole month in which your right to supplementary benefits runs out.

### **When your employment ends**

When your part-time employment ends you must contact us. Be aware that you might be quarantined if you decide to quit your job before your right to supplementary benefits ends.

**You will receive employer-paid benefit for the first 2 days of unemployment (*g-dage*)**

If you are dismissed or reach the end of a fixed-term employment and you have worked for 74 hours or more within the last 4 weeks, your employer must pay your benefits for the first 2 days of unemployment. Remember to register these 2 days on your benefit card.

If you do not have a term of notice (for instance as an on-call worker) or are a part of a fixed schedule, then you are considered as dismissed at the end of each work day. In this case your employer must pay employer-paid benefits continually. There is a maximum of 16 days of employer-paid days with benefits per year.

**You must be available for the job market**

When you have a part-time job and receive supplementary benefits you still need to be available for the job market in the same way as if you did not work part-time. Read more about availability (*rådighed*) on [aka.dk](http://aka.dk).

**Your working hours can be used to prolong your right to benefits and to earn a new right to benefits**

The hours you work can be used to prolong your current right to benefits. Every hour you work can be exchanged into 2 hours of benefits. We can prolong your right to benefits for maximum 1 year.

If you choose not to use the working hours to prolong your right to benefits, the hours can be used for a new right to benefits. You need 1,924 working hours to have a new period with 2 years of benefits.

On Mit AKA under "Dagpengetællere" you can see how many hours you have "saved" up and how many hours of benefits it gives you.

**You can appeal the decision**

To appeal the decision, you must send your appeal to Akademikernes A-kasse. We must receive your appeal no later than 4 weeks after the date at the top of this letter. We will send your appeal to the Danish Agency for Labour Market and Recruitment, unless we change our decision after a review.

I have made the decision on the basis of §§ 11, 23, 24, 35 and 36 in Regulation no. 405 of 26<sup>th</sup> of April 2017 about supplementary unemployment benefits. You can find the text of the regulation at [retsinfo.dk](http://retsinfo.dk)