



# TE Office supports you in times of change

## Change security

This brochure provides you with information on change security and the TE Office services. Change security applies to you if your employment has been terminated on the basis of economic or production-related reasons. The aim is to provide you with support in finding new employment fast. Change security is a collaborative effort between TE Office, employer and personnel.

## Severance package

In certain situations, the employer can offer the employees a severance package solution. In practice this could mean, for example, an arrangement in which the employer and the employee mutually agree to terminate the employment contract, or the employee resigns on their own. Please note that accepting a severance package affects the employer's obligations and your own rights when your employment ends. A severance package may also affect your unemployment benefits, taxation and accumulation of pension. For more information, please contact your unemployment fund or KELA, your pension insurance company and tax administration.

## Paid employment leave, training provided by the employer and occupational health care

You can take advantage of the paid employment leave during your period of notice, if your employment contract is terminated due to economic or production-related reasons. This paid leave is intended to be used e.g. for independent job search or using services offered by TE Office. You can also take a half day's leave. The practicalities of this leave must be agreed upon with the employer in

advance, and the employer must not be caused significant inconvenience.

The number of paid employment leave days is determined based on the length of your period of notice. If your period of notice is

- no more than 1 month, you have the right to have 5 days of paid employment leave
- over 1 month but no more than 4 months, you have the right to have 10 days of paid employment leave
- over 4 months, you have the right to have 20 days of paid employment leave.

If your employer regularly employs at least 30 people and if your employment with the same employer has lasted for at least five consecutive years, your employer must offer you the opportunity of taking part in coaching or training that promotes employment and is either acquired or arranged by your employer. In addition, your employer must provide you with occupational health care for six months starting from when work duties end.

## Becoming a TE Office customer

Register as an unemployed jobseeker at the TE Office no later than on your first day of unemployment, if you intend to apply for unemployment benefit. Registering in advance during your period of notice is also possible and it allows you to make use our services sooner.

- If you are an EU citizen, you can register online at [www.te-services.fi](http://www.te-services.fi) → E-services. You need online banking codes or a mobile ID. The online registration is available in Finnish or in Swedish. After an online registration, the system produces a document titled *Vastaanottoilmoitus*.

Please read it carefully and follow the instructions and deadlines mentioned in it.

- If you have a residence permit card, or you wish to fill in the registration form in English, you must register as a job seeker by visiting the TE Office in person. Please take your ID and residence permit card with you.

If you need help with registration, please contact a TE Office, TE Telephone services or E-Services chat. Please note that registration cannot be done retroactively. When registering, give a detailed account of your situation and plans. You do not have to provide any certificates or other attachments, unless you are specifically requested to do so.

When your employment ends, TE Office will issue a labour policy statement on your eligibility for unemployment benefit. It is sent to the unemployment fund or KELA, you can view the statements online on E-services in *Omat työttömyysturvatiidot* section (only in Finnish or Swedish). The benefit is paid by the unemployment fund or KELA, and it is claimed retroactively. If you are a member of an unemployment fund, claim the benefit after two weeks of unemployment. Otherwise send your application to KELA. For more information, please contact your own unemployment fund, KELA ([www.kela.fi/web/en](http://www.kela.fi/web/en)) or the Federation of Unemployment Funds in Finland ([www.tyj.fi/eng](http://www.tyj.fi/eng)). Being eligible for unemployment benefit requires, among other things, that you have registered as a jobseeker at TE Office and are willing to search for and accept full-time employment.

## Services to support you

Once you have registered as a job seeker, you can make use of the TE services, such as:

- briefing sessions for employees
- job seeking and recruitment services
- labour market training
- information on becoming an entrepreneur and support for new entrepreneurs.

To boost your job search, you can publish your CV-netti profile on E-Services to share your key competences and interests. CV-netti is an online CV database run by TE Office, used by employers and TE Office experts alike. You can upload your profile before registering as a job seeker.

For more information on our services, go to [www.te-services.fi](http://www.te-services.fi).

## Contact information

Our E-services are available 24/7. If you have registered as a job seeker, you can leave a contact request (*yhteydenotto*) via E-services. We will get back to you within 5 business days.

You can also get in touch with us by phone, TE telephone service hours are from Monday to Friday between 9 AM and 4.15 PM. Operator charges may apply, and TE Office will not charge any additional fees.

- National Telephone Service in English  
**0295 020 713**
- National Telephone Service in Russian  
**0295 020 715**

