



Support in life's transitional phases

Lay-off

This brochure provides information on the services provided by the TE Office for people who have been laid off. If you need to apply for unemployment benefit from an unemployment fund or Kela, you must first register as a jobseeker at the TE Office.

A lay-off means that if certain conditions defined in the Employment Contracts Act are met, your employer can suspend work and wage payment temporarily. Your employment contract is still valid during a lay-off. A lay-off can either be a full lay-off, meaning all work is suspended, or a part time lay-off, which means reducing daily or weekly working time. Lay-offs can last for a predetermined time or be in force indefinitely.

Registering as a jobseeker and unemployment benefit

Register as a jobseeker at the TE Office on your first lay-off day at the latest. You can register as a jobseeker immediately after you receive a notice on the lay-off. This way you will have all the support available that the TE Office offers as soon as possible.

How to register:

1. Register with the TE Offices E-services at www.te-palvelut.fi/te/en. You will need to authenticate your sign-in with your online banking credentials or a mobile ID.
2. Check on the E-services' home page whether you have been asked to complete a service need assessment or to provide an employment plan.

You will receive a message from E-services containing detailed instructions and due dates.

If you cannot register online for some reason, or you are not a citizen of Finland or an EU Member State, you must visit your local TE Office in person to register. Check the opening hours and contact details for your nearest TE Office at www.te-palvelut.fi – Paikalliset TE-palvelut (only in Finnish and Swedish).

If you need more help with registering as a jobseeker, you can visit your local TE Office, call our telephone service or use the chat in E-services. Please note that you cannot register as a jobseeker retrospectively. Please give as detailed information as possible on your situation and plans for the future when registering. You will be asked about your capabilities to apply for full time positions as well. In order to receive unemployment benefit, you must be willing to apply for and accept full time work during a lay-off as well. Some additional criteria must be met as well, so please also provide information on any possible entrepreneurial activities or unfinished studies when registering. Unless otherwise requested, you do not need to send any diplomas or other attachments to the TE Office.

The TE Office will check if you are eligible to receive unemployment benefit during your lay-off and provide a statement on your eligibility for the benefit to the party responsible for paying it. The statement will be delivered electronically to the party responsible for the unemployment benefit in your case. You can access the statement in the E-services on the Omat työttömyysturvatiiedot tab (My employment security information)

Unemployment benefits are paid either by an unemployment fund or Kela. If you are a member of an unemployment fund, please apply for unemployment benefit from that fund. In other cases, apply for the benefit from Kela. For more information on applying for unemployment benefits and receiving it, please contact your unemployment fund or visit Kela's website (<https://www.kela.fi/web/en>) or the website of the Federation of Unemployment Funds (<http://www.tyj.fi/eng/>).

How to inform the TE Office of being laid off

If you are laid off for a fixed term (fully, partly or in instalments), make sure you are registered as a jobseeker until the last day of your lay-off. If you are laid off indefinitely, you should also be registered indefinitely. Inform the TE Office of the expected duration of your lay-off in its entirety and notify the party paying your benefits the realised duration in days.

Examples:

- A lay-off of max. 30 days in several instalments with different lengths during 1 January 2018–31 March 2018 – stay registered until 31 March 2018.
- Shortened work weeks during 1 January 2018–31 August 2018 with 3–4 workdays/week – stay registered until 31 August 2018.
- Laid off indefinitely starting from 1 January 2018 – stay registered indefinitely.

Notify the TE Office of any changes in your situation. For example, notify the TE Office if the duration of your lay-off changes, your fixed-term lay-off becomes an indefinite lay-off or if your employment is terminated during the lay-off.

How to register:

1. Choose *muuta tai katsele työnhakuasi* (change or view your job search data) from E-services and inform us of the changes in your situation.
2. Check on the E-services' home page whether you have been asked to complete a service need assessment or to provide an employment plan.

You will receive a message from the E-services that contains detailed instructions and due dates.

If you cannot use the E-services, please notify us of changes by calling our telephone service.

Support services

When you register as a jobseeker at the TE Office, you can take full advantage of the services the TE Office provides. If you are laid off, you might find these TE Office's services useful:

- information event for employees
- help for job seeking and vacancies
- labour market training
- Guidance for starting your own business and support for new businesses

Contact us

The E-service is at your disposal 24/7 The E-service is the fastest way to handle all notifications to us, among others. The TE Office is in contact with its customers by phone (numbers beginning 0295), SMS or mail. You can also leave us a contact request in the E-service. We will contact you within 5 business days.

You can also call our telephone service, open Mon–Fri 9 am–4:15 pm. Call prices are determined according to your mobile plan. The TE Office does not charge anything extra.

- Personal customers +358 295 020 713