



EARNINGS-RELATED ALLOWANCE APPLICATION

For unemployment fund

See instructions on pages 3-4. Send the application to your own unemployment fund.

1 Applicant	So. Sec. No. <input style="width: 100%;" type="text"/>		<input type="checkbox"/> First application	<input type="checkbox"/> Cont. application
	Last and first names (include previous last name)			
	Street address			
	Post code	Post office		
	Tel. number (including area code)		Mobile number	
	E-mail address			
2 Bank reference	Complete account number <input style="width: 100%;" type="text"/>			
3 Member details	Name of unemployment fund		Representative district (department/association/member union)	
	Membership fee <input type="checkbox"/> ded. from pay <input type="checkbox"/> paid separate		Earlier membership in other unemployment fund <input type="checkbox"/> No <input type="checkbox"/> Yes, Name of fund	
4 Information for applying for child allowance See instruction	Children under 18 in legal custody Children's birth dates			
5 Information for time preceding unemployment See instruction AFFECTS ONLY WAGE-EARNERS' FUND MEMBERS	<input type="checkbox"/> Employed a minimum of 43 calendar weeks during the previous 28 months. Affects persons who are applying for earnings-related allowance for the first time or have not received earnings-related allowance or basic unemployment allowance for 1997 or the time thereafter. Employer/Employers for the 43 calendar weeks preceding the unemployment. Enclose pay statement(s) with the application.			
	<input type="checkbox"/> Employed a minimum of 34 calendar weeks during the previous 24 months. Affects persons who received earnings-related allowance or basic unemployment allowance for 1997 or the time thereafter. Employer/Employers for the 34 calendar weeks preceding the unemployment. Enclose pay statement(s) with the application.			
	I have worked the notice period <input type="checkbox"/> No <input type="checkbox"/> Yes	I have received in addition to the notice period pay or in place of it another type of compensation. Attach a contract and/or compensation certificate to the application. <input type="checkbox"/> No <input type="checkbox"/> Yes		
	The termination or layoff was in dispute <input type="checkbox"/> No <input type="checkbox"/> Yes	I have applied for or received wage security . Attach wage security decision. <input type="checkbox"/> No <input type="checkbox"/> Yes		
	The position has been fixed-term <input type="checkbox"/> No <input type="checkbox"/> Yes, during	I participate(d) in the work time bank system <input type="checkbox"/> No <input type="checkbox"/> Yes		
	I've received part-time pension <input type="checkbox"/> No <input type="checkbox"/> Yes, during	I've received part-time disability pension <input type="checkbox"/> No <input type="checkbox"/> Yes, during		
	<input type="checkbox"/> Entrepreneur, during _____ Attach an explanation of the business operations, e.g. partner list, trade registry record. An entrepreneur that has operated over 6 months must also attach a pension insurance certificate.			
	<input type="checkbox"/> Not employed, during _____ reason _____ For this time, a dependable explanation must be provided, e.g. a decision from the Social Insurance Institution of Finland regarding maternity, paternity, or parental allowance or an educational transcript of time studying.			
6 Increased earnings-related allowance	I am seeking increased earnings-related allowance (see conditions on instruction page) <input type="checkbox"/> No <input type="checkbox"/> Yes		I have received funds from the Education Fund during the past five years <input type="checkbox"/> No <input type="checkbox"/> Yes	
7 Re-employment programme supplement	I am seeking re-employment programme supplement (see conditions on instruction page). Attach job certificates for the past three years. <input type="checkbox"/> No <input type="checkbox"/> Yes			
8 Business activity See instruction AFFECTS ONLY ENTREPRENEURS' FUND MEMBERS	<input type="checkbox"/> Entrepreneur for a max. of 18 months Enclose a pension insurance certificate and an itemisation of pension insurance payments with the application.			
	<input type="checkbox"/> Entrepreneur for 18-24 months Enclose a pension insurance certificate, an itemisation of pension insurance payments, and profit calculation.			
	<input type="checkbox"/> Entrepreneur for over 24 months Enclose a pension insurance certificate, an itemisation of pension insurance payments, and profit calculation.			
	Previous wage-earners' fund			

9 Other business activity

In addition to regular employment I am / have been engaged during the past two years as a

partner and/or board member in a company member of a co-operative
 independent entrepreneur or professional (sole proprietor, Ky, Ay) owner of a farm or forestry holding
 I do not have / have not had additional business activity

Enclose the latest confirmed tax assessment, trade registry record, and partner list. If you do not have the tax assessment, income must be itemised using dependable accounting records. The records must be presented even if no income was generated or if the operations resulted at a loss.

10 Social benefits

I receive or have applied for pension for the unemployment period (does not include family pension), a sickness or partial sickness allowance, maternity, special maternity, paternity, parent, or special care allowance in accordance with the Sickness Insurance Act, or an allowance in accordance with the Military Injuries Act, Accident Insurance Act, or Motor Liability Insurance Act, or another allowance, student grant, or benefit. Affects also benefits being paid from abroad. Attach the latest decision and payment receipt. A decision does not need to be included for KELA benefits.

I don't I do I've applied _____ effective I've appealed the benefit decision

Benefit name _____ Benefit provider _____

I receive or have applied for child home care allowance
 No Yes I've applied

My spouse or partner receives/has applied for child home care allowance
 No Yes Has applied

Attach a decision of the child home care allowance. Who is caring for the child: _____

11 Information regarding unemployment

I have been an unemployed job seeker at the unemployment office since _____ / _____ 20 _____

Nature of unemployment

fully unemployed fully laid off laid off for shortened work weeks or shortened workday
 working part-time job contract made part-time received a full-time job with a max. duration of two weeks during unemployment
 My unemployment is ending, as I'm starting a full time job exceeding 2 weeks in duration effective _____ / _____ 20 _____

If you have obtained employment or continue employment previously started, write the employer name here. Enclose a pay certificate for the time you are seeking allowance for with the application.

I have received basic unemployment allowance from KELA. No Yes, year _____

I have received labour market subsidy from KELA. No Yes, year _____

Attach the decision and/or payment certificate for unemployment allowance of labour market subsidy.

12 Itemisation for the time subject to unemployment allowance
 Enter for every day (incl. Saturday and Sunday), if you have been unemployed. Also indicate if you have been working, sick, travelling, or unable to receive work for another reason. Work time is also the time where an employer pays compensation e.g. paid leave. The work hour amount is indicated in the work time column. (E.g. in the education industry, 45 min. can be 1 h.).

Date	Details	Work time		Date	Details	Work time		Date	Details	Work time	
		h	min			h	min			h	min
Mon /				Mon /				Mon /			
Tue /				Tue /				Tue /			
Wed /	1			Wed /	3			Wed /	5		
Thu /				Thu /				Thu /			
Fri /				Fri /				Fri /			
Sat /				Sat /				Sat /			
Sun /				Sun /				Sun /			

Date	Details	Work time		Date	Details	Work time		Example, completing itemisation			
		h	min			h	min	Date	Details	h	min
Mon /				Mon /				Mon 16 / 5	Unemployed		
Tue /				Tue /				Tue 17 / 5	Sick		
Wed /	2			Wed /	4			Wed 18 / 5	Working	5	45
Thu /				Thu /				Thu 19 / 5	Unemployed		
Fri /				Fri /				Fri 20 / 5	-"		
Sat /				Sat /				Sat 21 / 5	Working	10	
Sun /				Sun /				Sun 22 / 5	Unemployed		

Remember to sign and date the application.
 The signature and mailing date cannot be earlier than the last day you are applying unemployment allowance for.
 Additional information using a separate attachment if necessary.

I assure that all the information provided in this application and its attachments is accurate.

Location _____ Date _____ / _____ 20 _____ Signature _____



INSTRUCTIONS

Keep this section for yourself.

The unemployment allowance application must be at the unemployment fund within **three (3) months** from the beginning date from which the allowance is sought. The job application must be kept active using the method specified by the unemployment agency.

Section 4 There is a right for a child increase for minors under 18 years old in legal custody:

- for own or adopted children regardless of living location
- for spouse's or partner's children that live in the same household with you
- foster children or other children under your custody and which are not your spouse's/partner's own or adopted children.

Enclose a Social Issues Board certificate for children like this with the application.
Enter the children's date of births to the application form.

Section 5 The employment condition is filled, if you have engaged in **paid employment**, where the **work time** for one or more jobs has been a minimum of **18 hours per calendar week** and **compensation was in accordance with the collective bargaining agreement for 43 calendar weeks** during the **28 months** (evaluation period) immediately preceding the unemployment. If the industry does not have a collective agreement, the full-time job compensation must be a minimum of EUR 940 monthly during 2007 and EUR 961 monthly during 2008 (adjusted annually). The weekly work time requirement can be subject to exception in certain industries (e.g. education, work-from-home employees, and periodic work).

If you have received earnings-related allowance or basic allowance during 1997 or thereafter, your employment condition is filled when you have been employed **for 34 weeks** during the **24 months** (evaluation period) immediately preceding the unemployment according to the requirements stated above. If you have worked as an entrepreneur for over 16 months, but for a maximum of 18 months, the aforementioned evaluation period is 26 immediately preceding months.

The evaluation period can be extended if you are prevented from remaining on the labour market due to illness, in-patient health care, rehabilitation, military duty, alternative non-military service, full-time studies, childbirth (maternity, paternity, and parental leave), care of no more than a 3-year old child, or other similar acceptable reason.

The employer **pay certificate** must contain the information for the time-period prior to the application for a minimum of the time to fill the employment condition (43 or 34 paid work weeks). The pay certificate must separately state compensations such as holiday pay, holiday bonus pay, and other similar payments. If you have received a personal **notice of termination or layoff**, enclose a copy of it with the application. By including a copy of your **employment contract**, you will make processing your application easier.

If you have been receiving part-time pension or partial disability pension, enclose a pension decision and a compensation certificate for the time-period preceding the pension start date.

An entrepreneur is considered all YEL and MYEL obliged and leading shareholders (owns a minimum of 15% or 30% together with the family) and all family members that work in the same family company and live in the same household (own or family ownership a minimum of 50%).

If an entrepreneurs' fund member within a month of becoming an employee resigns from the entrepreneurs' fund and joins the wage-earners' fund, a maximum of 11 weeks of work time and insured time is assessed toward employment earnings-related allowance condition fulfilment.

Section 6 The payment of increased earnings-related allowance requires that

- your employment contract must have been terminated for **economic or production reasons** indicated in employment contract law
- you have prior to employment ending been a member of the wage-earners' fund for a minimum of **five years, and**
- you have a work history of a minimum of **20 years** prior to employment ending.

When calculating the work history entitling to increased earnings-related allowance, employment completed to the end of the year 2006 that entitles to pensions in accordance with employment pension law effective on Dec. 31, 2004. Beginning from 2007, employment time is calculated using the earnings intended in 3 § of employee pension law.

When calculating work history, **time considered working** is also the full calendar months where:

- you have been paid maternity, special maternity, paternity, or parenthood allowance or special care allowance in accordance with sickness insurance law
- you have been on care leave based on law or collective bargaining agreement or completing military or non-military civilian service
- you were unable to work receiving a pension or rehabilitation allowance in accordance with the laws mentioned in 3 § of employee pension law, or an accident pension in accordance with the Accident Insurance Act.

A **maximum of a fourth** of the employment time can be considered time working subject to the conditions above.

The unemployment fund obtains the employment list regarding paid work history from the Finnish Centre for Pensions for private service contracts. If you have worked for the government, municipality, or parish, you need to obtain your own paid employment list from the State Treasury, the Local Government Pensions Institution, or Church Central Fund and enclose it with your application.

The increased earnings-related allowance is paid for a maximum of 150 days.

You are not entitled to increased earnings-related allowance if you have received severance pay based on a terminated employment contract during the past five years.

Section 7 The payment of re-employment programme supplement requires that an **individual employment programme** has been designed for you and:

- that your employment contract has ended due to **economic or production reasons** and you have prior to the conclusion of the notice period been employed a minimum of **three years** with one or several employers, or
- you have at the end of your fixed-term employment contract been employed without interruption for a minimum of three years or that you have been employed by the same employer by fixed-term contracts for a minimum of 36 months during the past 42 months.

The work history required for the re-employment programme supplement is demonstrated with employment certificates or other dependable records.

The re-employment programme supplement is paid for the training indicated in the employment programme, manpower policy adult education, work experimentations, and independent job search as mandated in the law for a maximum of a total of **185 days**.

For the time spent for the independent search for employment in the employment program, the re-employment programme supplement is paid for a total of **20 days**. The re-employment programme supplement is paid for a maximum of 20 days without preventing the independent job search time-period to exceed seven calendar days between the training indicated in the employment programme, manpower policy adult education, and work experimentations.

The calculation of the aforementioned 20 and 185 day maximums is started from the beginning when a new employment programme has been created for the job-seeker and the employment contract has ended due to economic or production reasons or the job-seeker has again been in fixed-term contracts without interruption for a minimum of three years or has been employed by the same employer by fixed-term contracts for a minimum of 36 months during the past 42 months.

The re-employment programme supplement is not paid if the job-seeker has the right to additional days in accordance with 9 § in Chapter 6 of the Unemployment Security Act.

Sections 6 and 7 You are seen to have lost your job for economic and production reasons also when you have terminated your employment contract after being laid off continuously for a minimum of 200 days.

If the termination cause is in dispute, the increased earnings-related allowance or re-employment programme supplement is not granted or paid until a final decision is made in the issue.

You are not entitled to the increased earnings-related allowance or re-employment programme supplement if you have been an entrepreneur in excess of 18 months.

Section 8 The entrepreneur employment condition is filled if you have worked a **total of 24 months during the past 48 months** immediately preceding unemployment as an entrepreneur so that the **business activity has been significant in scope**. Each period spent working as an entrepreneur is included only once in the entrepreneur's employment condition. This 48 month period can be extended for an acceptable reason, see section 5. According to the Unemployment Security Act, business activity is significant during the months where the person has had active insurance in accordance with the pension law (YEL, MYEL) for operations, where the defined job income is a minimum of EUR 710 monthly. If the person is insured in accordance with employee pension law (TyEL), the monthly job compensation subject to the law must match the aforementioned sum.

Earnings-related allowance in accordance with the 8 § in Chapter 11 of the Unemployment Security Act can be paid in advance for a specific reason if the earnings information from the employer is not available without delay and waiting for them would result, in the unemployment fund's opinion, in an unreasonable delay in paying the benefit.

OBTAINING AND RELEASING INFORMATION

Chapter 13 in the Unemployment Security Act

The unemployment fund has the right to obtain free of charge the necessary information, without restrictions from confidentiality regulations or other regulations restricting obtaining information, necessary for deciding the processed issue or implementing other procedures under its legislative authority from

- the government and municipality officials and other entities governed by public law
- the Finnish Centre for Pensions, pension and insurance institution, and pension foundation
- the employer, unemployment fund, employer fund, and training service providers and other educational institutions subject to the law regarding public workforce service.

In order to perform its tasks, the unemployment fund has the right to receive free of charge

- a labour policy statement from the employment commission or unemployment agency that binds the unemployment fund regarding the requirements to receive the unemployment benefit
 - information of the start and finish of times served from a correctional facility in accordance with 1 § of the penal institution and dangerous repeated criminal law.
- The penal facility and correctional facility must provide the information immediately when a person is placed into a penal or correctional facility.

The employment fund has the right to release information it has obtained performing its duties, without restrictions from confidentiality regulations or other regulations restricting obtaining information, to the unemployment agency and employment commission that relates to issues affecting obtaining unemployment allowance.

The aforementioned information can be released to corresponding official parties in order to research infringements, resolve crimes, and in order to prosecute without being restricted by confidentiality regulations.

In addition, the unemployment fund has the right to release information, without restriction from the Act of Openness of Government Activities, confidentiality regulations, or other regulations restricting obtaining information, to the Ministry, Tax Administration, to the institution or entity handling the legislated social security system and the benefit subject to the Unemployment Funds Act affects the social security benefit, regarding Unemployment Funds Act benefit recipient's social security number and other identifier information, of paid benefits and payments and other comparable information that are necessary personal information used for resolving crimes and misuses directed to social security and for other one-time control measures, and to police and prosecuting authorities including the aforementioned information required for crime resolution and prosecution. However, information regarding health intended for describing the justification of social care issues, cannot be released.

OBLIGATION TO RELEASE INFORMATION

Unemployment Security Act 2 § of Chapter 11

The unemployment benefit applicant must provide the unemployment fund the necessary information to grant and pay the benefit.

If a change occurs in the beneficiary conditions that may affect the right to receive the benefit or may reduce the benefit amount, the beneficiary is to notify the unemployment benefit provider of the change immediately.

If necessary, the unemployment fund may request additional information not mentioned in this form.