



Good to know



Content

| | | | | | | | |
|---|----|--|----|--|----|--|----|
| Introduction | 5 | Booking interviews | 11 | Your right to unemployment benefits | 18 | Vacation unemployment benefits | 22 |
| Off to a good start | 6 | Meet your booking deadlines and participate in interviews | 11 | As a recent graduate | 18 | Accrual based on payments from the unemployment insurance fund | 22 |
| Send an application for unemployment benefits | 6 | If you get sick | 12 | Shortening of the unemployment benefits period | 18 | Vacation accrued and used | 22 |
| Digital communication and self-service | 7 | Application deadlines for sickness benefits | 12 | Extension of the unemployment benefits period | 18 | Are you available on vacation? | 23 |
| Other actors | 7 | When you get well again | 12 | New unemployment benefits period | 18 | Vacation unemployment benefits rate | 23 |
| Check your digital mail | 7 | Supplementary unemployment benefits | 13 | New unemployment benefits rate | 18 | Accrual on the basis of maternity/paternity benefits | 23 |
| Exemption from digital mail | 7 | Send release certificate if you have a notice of termination | 13 | Waiting day every 4 months..... | 19 | Consequences for your unemployment benefits | 24 |
| Available to the labour market .. | 8 | Activities and offers | 14 | Unemployment benefits counters | 19 | Exclusion from unemployment benefits for a period of time | 24 |
| Active job search | 9 | Opportunities for education | 16 | How to receive the unemployment benefits | 20 | Quarantines and work requirements | 25 |
| You can search for jobs in several ways | 9 | Job-oriented education | 16 | Deadline for sending unemployment benefits cards .. | 20 | Work requirements..... | 26 |
| Job search requirements | 10 | Unemployment benefits and abroad | 17 | Checking payments | 21 | Contact 3FA..... | 27 |
| Register job search in your job log | 10 | The possibility of receiving financial support for repatriation..... | 17 | | | | |
| Participate in interviews | 11 | | | | | | |



Introduction

When you become unemployed and apply for unemployment benefits, it is natural that many questions arise: What will be my next job? Where can I find it? How do I get unemployment benefits? Where can I find help? And what conditions do I have to meet?

You have 3FA, the unemployment insurance fund (a-kasse) of 3FA, behind you to help you. Both in terms of navigating the many unemployment benefits rules and finding your way to your next job.

Within the first 14 days after you become unemployed, you must attend a job interview at 3FA. At the interview, we will discuss your path to your next job and make an agreement with you about your job search.

Before the meeting, you should have prepared your CV so that we can discuss it during the conversation.

We will set a date for the interview as soon as possible after you have registered as unemployed.

In this booklet, we have gathered the most important things you need to know when you become unemployed and apply for unemployment benefits at 3FA. The information in the booklet is relevant for the entire period you are applying for unemployment benefits.

As an unemployed person, you have a duty to familiarize yourself with your rights and obligations under the law. We have made this booklet to make that task easier for you.

We know there are many things you have to deal with as an unemployed person. We are ready to help you, and you are always welcome to contact our team at 3FA if you have any questions.

Off to a good start

Before you have the 1st job interview at 3FA, there are a number of things you need to do.

You must:

- register as unemployed on jobnet.dk
- get off to a good start on your job search
- Create a CV on jobnet.dk and make it searchable for employers.

We must approve your CV on jobnet.dk before the 1st job interview.

Therefore, we recommend that you get your CV done as soon as possible and before the interview.

Before the interview, you should also read through this booklet so that we can answer any questions you may have.



You have the opportunity to visit the CV workshop in Mit3F (My 3F) on 3f.dk. Here you can find inspiration for your job search, CV and CV templates.

Send an application for unemployment benefits

If you have not already completed and submitted an "Application for unemployment benefits", you must do so as soon as possible. You can find the application in Mit3F on 3f.dk. Once we have received your application, we can decide on your right to unemployment benefits.

You can only receive unemployment benefits for the days you are registered as unemployed on jobnet.dk. Remember that you are obliged to take care of the registration yourself. You can check your registration status by logging into jobnet.dk.

Deadline for searchable CV

If your CV is not ready for approval within 14 days of your first day of unemployment, you can only receive unemployment benefits again from the day the CV can be approved.

Digital communication and self-service

You are in touch with 3FA and your municipality while you are unemployed. Remember to respond to the phone calls, messages, emails, and letters you get.

As your unemployment insurance fund, we handle the payment of your unemployment benefits, while your municipality takes care of the active employment efforts, e.g. offers and activities that can lead you to your next job.

The first 3 months, you will attend interviews at 3FA. After that, you will attend job interviews at your municipality. You can get help and guidance for your job search in both places.

In 3F and 3FA we have Denmark's largest job database, which you have access to as a member. We call this 3F Jobformidling (3F Job Placement), and you will find it on 3f.dk.

You will be using these digital tools:

- Mit3F on 3f.dk – your entrance and mailbox at 3FA
- Jobnet.dk – your entrance to your municipality. Here you find, among other things, "Min Plan" (My Plan), which has the agreements you make with 3FA and your municipality
- Your municipality writes to you via your digital mailbox called Digital Post on borger.dk, in the Digital Post app, e-Boks or mit.dk.

We are happy to help you with the digital tools.

Other actors

Your municipality may have passed on its tasks to "other actors". Other actors could be a private company that specializes in this role. You will of course be notified of this. The same requirements apply to you, regardless of whether you have contact with the municipality or other actors.

Check your digital mail

You must communicate digitally with 3FA and your municipality.

This means that you need to monitor both your physical and digital mail daily. There may be letters you need to respond to – e.g. booking deadlines for interviews or invitations to meetings and offers.

You will get deadlines from 3FA and your municipality. If you miss the deadlines, you may risk being deregistered as unemployed on jobnet.dk and lose your right to unemployment benefits for a period of time. Read more in the section: Consequences for your unemployment benefits.

Exemption from digital mail

If IT is challenging for you, in special cases you can be exempt from digital mail. You apply for the exemption by contacting Citizen Service (Borgerservice) in your municipality.

Exemption from digital mail does not exempt you from digital self-service. For example, if you need to book interviews yourself. If you need an exemption from digital self-service, please contact 3FA and your municipality.

Available to the labour market

You must be available to the labour market in order to receive unemployment benefits in Denmark.

To be available to the labour market, you must:

- have residence and reside in Denmark
- be registered as unemployed on jobnet.dk
- be actively looking for a job
- be able to and want to start working with 1 day's notice
- be able to and want to start working with a daily commute of up to 3 hours
- keep in touch with 3FA, your municipality and other actors, including:

- booking and participating in the interviews you are asked to
- participating in interviews, meetings and activities you are invited to
- participating in offers you are invited to.

It is us at 3FA who assess whether you are available to a sufficiently broad labour market – both professionally and geographically. We assess this on an ongoing basis based on both the conditions above and your job search.

You can read more about the requirements for your active job search in the next section.



Active job search

In order to be available to the labour market, you must be actively searching for a job. This means that you must actively seek reasonable work in order to get into regular employment as soon as possible. Regular employment means ordinary work where you receive a salary from an employer (without public subsidies).

You should start looking for work as soon as you become unemployed. The requirement applies to the entire period you apply for unemployment benefits.

You must apply for several jobs a week and you must not refrain from applying for the job because you think your age, gender, nationality or the like is keeping you from getting the job. If you are in doubt whether you should apply for the job, you can contact the employer to see if you are eligible. You must contact the employer before applying for the job.

Your job search must be realistic and serious. This means that you must apply for jobs that you can be available for – also after a training period.

You can search for jobs in several ways

You must apply for a job in a way that is common in the fields in which you are looking for a job. Your job search must reflect your education and skills.


Job search can be done by writing, telephone or personal contact with potential employers. Usually, employers will search for new employees by posting job ads. The most common form of job search is to apply to job ads, and this is what you should primarily do. You can also contact employers without job ads, if you have heard about job opportunities in your network. Unsolicited applications also count as job searches.

You should primarily apply for full-time, year-round work. This usually corresponds to 37 hours per week. For part-time insured members of 3FA, the requirement is 30 hours per week.

You can find jobs in many places. We recommend that you use:

- 3F Jobformidling, which you will find in Mit3F on 3f.dk under "Min jobsøgning" (My job search). Here you can create a job agent so that you are notified of relevant job ads
- "Find job" on jobnet.dk.

You must apply for a job even if you have a future job agreement or are starting in an offer – e.g. company internship, job with wage subsidy (løntilskud), education or course. You must also be actively searching for a job while participating in offers, unless exempted by your municipality.

 Find your new job with 3F Jobformidling.

Job search requirements

Together with 3FA, you need to make an agreement about your job search. The agreement describes which job areas and geographical areas you must apply for.

We make the agreement together the first time at the 1st job interview. We adjust the agreement at subsequent interviews or if it turns out that there is a need for adjustment. You must contact 3FA yourself if you find that there are not enough jobs to apply for within the areas that have been agreed. We write the agreement into "Min Plan" under "Krav til jobsøgning" (Job search requirements) so that your municipality can see what we have agreed.

You must also comply with the job search agreements you enter into with the municipality or other actors. You must apply for jobs, you will be required to apply and accept the jobs you are referred to by 3FA, your municipality and other actors.

If you do not comply with the agreement, it might have consequences for your unemployment benefits. Read more in the section: Consequences for your unemployment benefits.

Register job search in your job log

You will need your job log to record your applications. The job log also provides you with an overview of where and how you have applied for a job. You are responsible for registering your job search in your job log. The job log can be found in Mit3F

on 3f.dk. You can also use the job log on jobnet.dk.

You need to record all your job search activities. That means every time you contact an employer or someone in your network about a job. You will also need to upload the number of applications you have agreed on with 3FA, to your job log.

You need to register your job search every week. Your job search registrations in the job log are also included in our ongoing assessment of whether you are actively looking for a job.

If you are not actively looking for a job, you risk losing your right to unemployment benefits. Read more in the section: Consequences for your unemployment benefits.

Apply for jobs every week

You need to apply for several jobs and register them in your job log – every week.

Remember that job log is not the same as job search. When you apply for a job, there are generally 2 steps you have to go through:

1. You apply for the job in the way stated by the employer
2. You record the job in your job log.

Find your job log on jobnet.dk or in Mit3F on 3f.dk.

Participate in interviews

While you are unemployed, you must attend interviews with 3FA, your municipality or other actors. This is referred to as a "kontaktforløb" (contact program).

The contact process starts after the CV interview and consists of:

- Job interviews – at 3FA or your municipality
- Interviews about your job search and availability – at 3FA, if relevant

The interviews are there to help you in your job search. We also use the interviews to agree on whether to start offers that can help you find your next job or an education.

3FA attends the joint interviews arranged by your municipality. You can choose not to have us attend, if you let us know.

Booking interviews

Some interviews you will be told to book yourself, and other interviews you will be invited to.

When you book interviews with 3FA, you do it via an online self-booking system in Mit3F on 3f.dk. You can book interviews in the municipality via jobnet.dk. You'll be notified of how and when to book interviews when it becomes relevant to you. You are welcome to arrange more interviews than you are told to book or invited

to – both at 3FA and in your municipality.

You may also be invited to or asked to book interviews in 3FA, if you do not meet your obligations. This could be in relation to the registration of job search in your job log or if there is doubt about your availability to the labour market.

Meet your booking deadlines and participate in interviews

You must book interviews within the deadlines you are given.

You must participate in interviews you book yourself and in interviews you are invited to. If you miss the booking deadline, please note that you will be deregistered as unemployed on jobnet.dk.

If you do not book within the deadline, or if you fail to show up for an interview, you will lose your unemployment benefits for a period of time. Read more in the section: Consequences for your unemployment benefits.

Cancel if you are prevented from coming

If you cannot participate in an interview, you must cancel well in advance of the interview and schedule a new date.

If you get sick

If you get sick while on unemployment benefits, you must report this to your municipality on your first sick day. You must do this on "Min Side" (My Page) on jobnet.dk or by contacting your municipality or 3FA.

You can receive sickness benefits at the earliest from the day we have received your sick leave.

If you participate in an offer, you must also report sick to the educational institution or employer on your first sick day. You must follow the sick leave guidelines that apply at the place where the offer is taking place.

When you are unemployed and entitled to unemployment benefits, you can receive unemployment benefits from 3FA for the first 14 sick days. If you are sick for a longer period of time, you must receive sickness benefits from your municipality for sick days in addition to the 14 days.

If you are not entitled to unemployment benefits during sickness from 3FA, you must apply for sickness benefits from the municipality from the first day of sickness.

Application deadlines for sickness benefits

When you register your sickness at jobnet.dk, 3FA reports your sick leave to your municipality.

The municipality will then send you a letter about your sick leave and how you should

proceed. The letter will be sent to your digital mailbox, where you will receive letters from the public sector:

Digital Post on borger.dk, in the Digital Post app, e-Boks or mit.dk.

You must reply to the letter from the municipality within 8 days of receiving it.

If you do not receive a letter from the municipality, you must go to "Mit Sygefravær" (My Sick Leave) on borger.dk under and register as sick. This must be done no later than 3 weeks after you want to apply for sickness benefits from the municipality.

If you do not meet the deadline, you risk losing your right to sickness benefits.

When you get well again

When you are no longer sick, you must register this to "Min Side" on jobnet.dk. When you register that you are no longer sick, you will automatically be registered as unemployed again. Both 3FA and your municipality will be notified that you are no longer sick.

On the first day you are well again, make sure you are registered as unemployed on jobnet.dk. If you are not registered correctly after your sickness, you will have to register again.

If you are no longer unemployed after your sick leave, you must deregister. You must do this on "Min Side" on jobnet.dk.

Supplementary unemployment benefits

If you find a temporary job or a part-time job, you can receive both salary and unemployment benefits at the same time. You can also do this if you work reduced hours in your own business.

For example, if you work 100 hours in a month, we pay you the remaining 60.33 hours in unemployment benefits, so your total income corresponds to 160.33 hours for a month. However, we must be able to pay out at least 14.8 hours in a month. If we cannot pay for at least 14.8 hours in a month, you will not receive supplementary unemployment benefits. This means that you have to live off your income from your work or business in that month.

You can receive supplementary unemployment benefits for 30 weeks within 104 weeks.



Send release certificate if you have a notice of termination

If you have found a job where you have a notice period, you can receive supplementary unemployment benefits if your employer wants to disregard your notice period.

It must be stated either in the collective agreement under which you are employed, in your employment contract or on a special form called a release certificate. You must provide 3FA with documentation that you can resign without notice, no later than 5 weeks after the notice period applies.

The employer is not obligated to sign. Therefore, we recommend that you discuss it before taking a temporary job or a reduced-time job with notice of termination.

You can find the release certificate in Mit3F on 3f.dk or get a physical copy in 3FA.

If you miss the deadline, you can only receive unemployment benefits again when you have either resigned from the job or submitted the documentation to 3FA.

Always contact 3FA if you find a new job. You can also read more about supplementary unemployment benefits on 3f.dk.

Activities and offers

Your municipality is responsible for giving you activation (aktivering). Activation is activities and offers that help you get back to the labour market. It can be both job-oriented offers and various courses and activities.

For example, activation can be:

- Internship with an employer
- Employment with wage subsidy with an employer
- Short or long courses or education.

While participating in offers, you will receive unemployment benefits. You must also still be available to the labour market, look for a job and participate in interviews at 3FA, your municipality or other actors.

Long story short: While participating in an offer, you must do the same you would do if you were available full-time. Your municipality can exempt you from being actively seeking jobs and participating in interviews during the offer. You can see your terms in "Min Plan".

You are obligated to accept offers during the entire period you are unemployed and applying for unemployment benefits.

You may be entitled to an internship at a business and employment with wage subsidy for positions that you find yourself. You must ask your municipality about this.

While participating in offers, you will receive unemployment benefits. If you are employed with wage subsidy, you will receive a salary from the employer. With a public employer, you will receive a salary that corresponds to your unemployment benefits rate. With a private employer, you are paid in accordance with the collective agreement.

If you turn down an offer or discontinue an offer you are participating in, it may affect your right to unemployment benefits. This applies regardless of whether your offer is employment with an employer or is conducted as a course or other activity.

Read more in the section: Consequences for your unemployment benefits.





Opportunities for education

When you are unemployed, you have various opportunities to take courses and educate yourself to develop your skills in relation to your next job or prepare yourself for a new type of job.

You can find a description of the different possibilities in “Tilbudsguiden” (the Offer Guide), which you will find in Mit3F on 3f.dk or it can be obtained in 3FA.

Job-oriented education

You have the right to choose courses yourself for up to 6 weeks if you are:

- unskilled worker
- a skilled worker
- skilled worker and at the same time have a short-term higher education.

You acquire the right to job-oriented education after 185 hours of unemploy-

ment. This corresponds to 5 weeks of full unemployment. If you have already started job-oriented education during your notice period, you can continue with the planned courses.

3FA can help you find relevant job-oriented education based on your wishes. We must approve your education before you start.

If you are entitled to unemployment benefits, you can receive unemployment benefits while participating in job-oriented education.

You can find the available education at 3f.dk, amu.kurs.dk or star.dk. Search for “jobrettet uddannelse” (job-oriented education).

Unemployment benefits and abroad

You must be available for the Danish labour market and reside in Denmark to receive unemployment benefits.

You are allowed to spend vacations and weekends abroad. You must notify your municipality and 3FA if you take vacation. Read more in the section: Vacation unemployment benefits.

In 2 instances, you can receive unemployment benefits while staying abroad:

1. Job interview. If you have a job interview outside Denmark, you can receive Danish unemployment benefits while you are abroad. The stay must be approved in 3FA before departure. You must also notify your municipality. You must return to Denmark within 5 days.

2. EU/EEA country. You can apply to receive your Danish unemployment benefits in another EU/EEA country for up to 3 months. The application must be approved in 3FA before you travel.

Always contact 3FA if you are considering going abroad while you are unemployed.

The possibility of receiving financial support for repatriation

If you are a refugee, immigrant or has Danish dual citizenship, you may be eligible for financial support to go back to or establish yourself in your original home country (repatriation).

If you wish to hear more about this possibility, please contact the Danish Refugee Council for further information. You may also contact your municipality that will decide whether you are eligible for financial support.

Your right to unemployment benefits

When you have earned a new unemployment benefits period, you can receive unemployment benefits for a total of 3,848 hours as a full-time insured person and 3,120 hours as a part-time insured person. You can do this within what we call a reference period. A reference period is 36 months. The ordinary unemployment benefits period therefore corresponds to 2 years' unemployment benefits within a period of 3 years.

If you use up your ordinary unemployment benefits period, either because you use all the unemployment benefits hours or you reach the ceiling of 36 months, the unemployment benefits period can be extended if you have had a job.

As a recent graduate

If you are to receive unemployment benefit as a recent graduate, different rules apply regarding your unemployment benefits period and unemployment benefits rate. Contact 3FA for guidance.

Shortening of the unemployment benefits period

If you have previously been unemployed for longer periods, your unemployment benefits period will be shortened by one month. This happens if you have received unemployment benefits for 4 years within a period of 96 months (8 years). As a full-time insured, this corresponds to 7,696

hours, and as a part-time insured it corresponds to 6,240 hours.

Extension of the unemployment benefits period

Your unemployment benefits period can be extended on the basis of work you have had after you received your right to unemployment benefits. This means that 1 hour of work entitles you to 2 hours of unemployment benefits. The total duration of the unemployment benefits may be extended for up to 1,924 hours for a full-time insured and 1,560 hours for a part-time insured. This corresponds to 1 year of full unemployment benefits. These unemployment benefits hours must be used within a maximum of 18 months.

New unemployment benefits period

You are entitled to a completely new unemployment benefits period every time you have worked 1,924 hours as a full-time insured person and 1,258 hours as a part-time insured person. Then you start over in your ordinary unemployment benefits period.

New unemployment benefits rate

Once you have earned a new unemployment benefits period, 3FA calculates a new unemployment benefits rate. Your unemployment benefits rate will be calculated based on the 12 months with the highest income within the last 24 months.



This applies to the income reported to the E-income register prior to your new unemployment benefits period.

Waiting day every 4 months

Every time you have been unemployed for 4 months, we must deduct an amount equal to 1 day's unemployment benefits from your payment. It's called a waiting day (karensdag).

You will not be charged for the waiting day if within a 4-month period you have worked for more than 148 hours as a full-time insured person and more than 97 hours as a part-time insured person.

Unemployment benefits counters

You have an hourly account where your working hours and your consumption are added. Here you can keep track of the hourly

account in relation to the extension and re-earning of unemployment benefits.

In your account, you can see how many unemployment benefits hours you have spent and how much time you have left of your unemployment benefits period. You can also see your right to supplementary unemployment benefits and get an overview of your working hours during the current 4-month waiting period (karensperiode).

As long as you are unemployed, 3FA will update the unemployment benefits counters. Keep in mind that the accounts are indicative. If you need accurate accounts, contact 3FA.

You can follow your unemployment benefits counters in Mit3F on 3f.dk and on jobnet.dk.

How to receive unemployment benefits

Unemployment benefits are paid one month at a time at the end of each month.

At the end of each month, you must apply to receive one month of unemployment benefits. You do this by filling out an unemployment benefits card in Mit3F on 3f.dk.

You can send in your unemployment benefits card 1 week before the month ends. When you send the unemployment benefits card before the month is over, you must fill in the rest of the month with your expected working hours, income, vacation days, etc.

We pay unemployment benefits to you on the last business day of the month, if we have received your unemployment benefits card no later than 2 days before the end of the month. If we have not received the unemployment benefits card before this deadline, we will pay your unemployment benefits as soon as possible after you have sent your unemployment benefits card to us.

Unemployment benefits is paid for 160.33 hours per month for a full-time insured person and 130 hours per month for a part-time insured person. If you have had

work or income, taken vacation or anything else that results in deductions from your unemployment benefits, you will be payed for the rest of the hours.

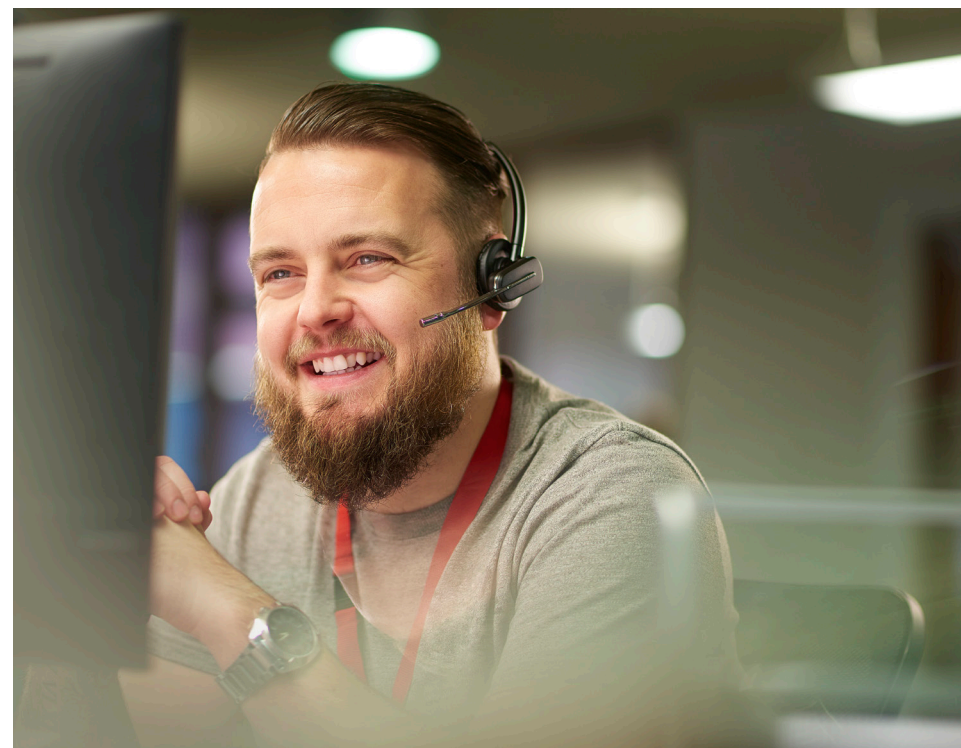
To find out what you need to state when filling in your unemployment benefits card, read the online instructions that come with it.

You will receive a receipt when you have sent your unemployment benefits card and a payment specification when we pay you your unemployment benefits. You can find both under "Min Post" (My Mail) in Mit3F on 3f.dk.

If you need to correct the information you have provided on an unemployment benefits card, you must send these corrections to us as soon as possible.

Deadline for sending unemployment benefits cards

The deadline for sending an unemployment benefits card is 1 month and 10 days after the end of a month. If you miss the deadline, you can only receive unemployment benefits for that month if there is a specific reason why 3FA should grant an exemption.



Checking payments

When a month is over, we must combine your information about any salary hours and income from the unemployment benefits card with information your employer has reported to SKAT (the Danish Customs and Tax Agency) in the E-income register.

Your information is combined digitally, and in some cases it will need to be adjusted after your unemployment benefits have been paid. If you have been paid too little in unemployment benefits, you will receive a back pay. If you have been paid too much in unemployment benefits, we will contact you about a refund.

Vacation unemployment benefits

When you receive unemployment benefits (feriedagpenge), you earn the right to vacation unemployment benefits. You can use your vacation unemployment benefits when you take your vacation. The same applies if you receive unemployment benefits during maternity/paternity leave. 3FA pays you your vacation unemployment benefits.

You must meet these conditions in order to receive vacation unemployment benefits:

- Be an employee or unemployed
- Be entitled to unemployment benefits in case of unemployment
- If you are unemployed, the vacation must be notified to the municipality or to 3FA no later than the 1st day of vacation
- You must be resident in Denmark at the time of your vacation. However, this does not apply if you are a cross-border worker and are employed by a Danish employer.

Accrual based on payments from the unemployment insurance fund

You earn the right to vacation unemployment benefits when you receive unemployment benefits and vacation unemployment benefits from 3FA during the vacation year. A vacation year runs from 1 September to 31 August (12 months).

You can earn a maximum of 25 days of vacation unemployment benefits. You must take the vacation during the execution period (afholdelsesperioden), which is from 1 September to 31 December (16 months). You cannot transfer days of vacation unemployment benefits from one execution period to another.

Vacation accrued and used

If you have accrued vacation days from an employer, you must use these vacation days before you can receive vacation unemployment benefits.



Are you available on vacation?

Remember to notify the municipality of the vacation no later than 14 days before the first day of vacation. If there are less than 14 days until your vacation, the municipality can approve the vacation if no meetings or activities are planned during the vacation period.

Vacation unemployment benefits rate

You will receive the same rate you would if you were unemployed and receiving unemployment benefits.

Accrual on the basis of maternity/paternity benefits

If you have received maternity/paternity benefits (barselsdagpenge), you will also be entitled to vacation pay if you have not earned the right to salary or vacation allowance (feriegodtgørelse) during the same period.

Report vacation

Remember to report your vacation to your municipality well in advance. You apply for vacation unemployment benefits in Mit3F on 3f.dk.

Consequences for your unemployment benefits

Your right to unemployment benefits is conditional on you complying with your agreements, being sufficient in your job search, participating in interviews, meetings and offers, etc.

If you do not comply with the conditions or are not available for work, it may mean that you lose your unemployment benefits for a period of time. In the most serious cases, it may also have the consequence that you completely lose your right to unemployment benefits and must have a job before you can get unemployment benefits again.

In this section, you can read about the situations that have consequences for your right to unemployment benefits.

Exclusion from unemployment benefits for a period

You may lose your right to unemployment benefits for a period of time in these cases:

- **Booking deadlines.** If you do not meet the booking deadlines given to you by 3FA or your municipality, you will be deregistered as unemployed on jobnet.dk. You must register again if you still want unemployment benefits. You can only receive unemployment benefits on days when you are registered as unemployed on jobnet.dk.
- **Interviews and meetings.** If you miss interviews or meetings at 3FA, your municipality or other actors. You cannot receive unemployment benefits from the date of the interview and until you book a new interview yourself or contact the person who has invited you and arrange a new interview.
- **Availability.** If you are not available for work for a period of time. For example, if you cannot or do not want to take over work with 1 day's notice, do not live or stay in Denmark, etc.



3FA will be notified directly by your municipality and other actors about missed bookings and no-shows from interviews, meetings and other activities. The same rules apply regardless of whether you are invited by 3FA, your municipality or other actors.

Quarantines and work requirements

In other situations, you will be excluded from unemployment benefits because you will be quarantined for self-inflicted unem-

ployment. If you are quarantined, you will be excluded from unemployment benefits for 111 hours as a full-time insured person and 90 hours as a part-time insured.

Here are some situations where you be quarantined for self-inflicted unemployment:

- You can be quarantined if you terminate a job, say no to a job you have been referred to by 3FA, your municipality or

other actors. It can also happen if you refuse or discontinue an offer you have received from your municipality or other actors.

- You may also cause self-inflicted unemployment if you are terminated from a job or are not employed in a referred job for reasons you are responsible for.

There may be valid reasons for terminating a job, refusing or discontinuing an offer. The valid reasons are defined in the rules, and there are special conditions attached to them.

Contact 3FA for guidance if you are considering stopping work, declining or discontinuing an offer.

You completely lose your right to unemployment benefits if you become self-inflicted unemployed 2 times within 12 months or if you are not available for work at all. If you lose your right to unemployment benefits, you must work before you can receive unemployment benefits again.

Work requirements

You must work for 300 hours within a continuous period of 3 months if you are paid monthly. If you are paid on 14-day or weekly basis, the requirement is 276 hours

within a continuous period of 12 weeks. If you are part-time insured, the requirement is 150 hours in 3 months or 138 hours in 12 weeks.

There must have been no public support for the work, and the work must have been reported to the E-income Register.

You can also meet the work requirement if you have run your own business. You must have a completed income year in which you have received unemployment benefits. After that, you must have an income year in which you, by income from your own business, meet the income requirement for entitlement to unemployment benefits that applies to the year. We are happy to advise you on the amount.

You must meet the requirement corresponding to the insurance status you have when you apply for unemployment benefits again.

Contact 3FA

We hope this booklet has given you an overview of your options and duties while you are unemployed.

You are always welcome to contact us if you have any questions.

3FA

Faglig Fælles A-kasse
Kampmannsgade 4
1604 Copenhagen V
Tel.: 70 300 300
www.3fa.dk