



Staff department

September 2012

Benefits and conditions

A selection of benefits and conditions applying to employees at the University of Gävle

Working hours

Administrative staff has flexible working hours with fixed hours from 9 am-3 pm with at least a half hour lunch break between 11 am and 1 pm. Intervals with flexible working hours from 7 am-9 am and 3 pm-6 pm. This means that if allowed by the activities, you can locate your working hours considering your own wishes.

Academic staff, see the Local collective bargaining agreement concerning working hours and compensation depending on working hours for teachers at the University of Gävle.

Annual holiday

Your age determines how many days of holiday leave you are entitled to.

Staff members up to 29 years are entitled to 28 days, 30 years or older 31 days and 40 years or older 35 days.

You can apply for holiday leave in our salary and staff administration system Primula.

Salary

We apply individual setting of wage rates. The basic factors for the setting of wage rates are responsibility, the degree of task difficulty and other requirements associated with those tasks as well as your skills and results in relation to the mission statement.

Health promotion

Your employer organises health promoting activities every semester and sponsors activities outside of the university by offering you 750 SEK/semester or 1 500 SEK/year. The employer provides a workout gym in building 55.

When you become a parent

When your child is ill and you take out parent's allowance from the Swedish Social Insurance Agency, we offer you a supplementary benefit, an additional parent's allowance, which means that you will receive a benefit corresponding to approximately 90% of your total salary.

You have the opportunity to apply for part-time work up to the end of the school year in which your child turns 12 years old.

If you become ill

Your notification of illness should be made to the switchboard at the university at 026-64 85 00 and to your department. When you return to work you need to declare yourself fit in our salary and staff administration system Primula.

We supplement the sickness benefit from the Swedish Social Insurance Agency when you are ill. From day 15 to day 90, you obtain, in total, approximately 90% of your income. We also supplement the sickness benefit from the Swedish Social Insurance Agency for longer periods of sick leave if you have an income that exceeds the basic amount.

Insurance

As an employee you are covered by:

- government funded group life assurance
- business travel insurance
- personal injury insurance

You also have the opportunity of saving in the private pension insurance Kåpan Plus.

Pensions

As an employee, you are covered by a number of pension benefits. The National Government Employee Pensions Board (SPV) have information about the different pension benefits on their website.

Ending an employment contract

If you want to end your employment contract, the period of notice is determined by the length of service.

Length of service	Maximum 1 year	More than 1 year
Period of notice	1 month	2 months

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