



## WHEN TEMPORARY LAY-OFF BEGINS

### 1. Register yourself with the TE Office as an unemployed job seeker no later than on your first lay-off day

 You can also register yourself as an unemployed jobseeker if you have already received a notification of temporary lay-off. The registration can be done electronically via TE Office's online service (requires bank codes). Remember to keep yourself registered as an unemployed jobseeker with the TE Office.

### 2. Fill in application for daily allowance to unemployment fund

 Fill in the application carefully and end the period to Sunday, if you apply for the daily allowance for two or four calendar weeks. If you are laid-off for one day at a week, you can for instance fill in the application for six weeks in order to fulfil the waiting period of five days and to receive daily allowance for one day.

 If you receive income from entrepreneurship, work part-time or casually, contact the unemployment fund's customer service to determine the application period.

### 3. Check necessary attachments for daily allowance application

Enclose to your application at least pay certificate and notification of temporary lay-off. If you are part-time entrepreneur, receive other social benefits, or temporary lay-off is carried out as shortened workday or if you work for another employer than your own, send necessary documents to the unemployment fund (check next page, "Attachments").

### 4. Send application to unemployment fund after application period has ended

Send the application and attachments via unemployment fund's eService, [www.teollisuuskassa.fi/en/](http://www.teollisuuskassa.fi/en/) >> eService. Paper application can be sent to: Teollisuuden työttömyyskassa, P.B. 116, 00531 Helsinki.

Applications sent via eService are immediately at unemployment fund's disposal.

### 5. Submit necessary information and missing attachments if requested

Unemployment fund processes your application and contacts you, if something is missing from your application. Inform the unemployment fund if any changes occur that may affect your entitlement to receive daily allowance. Remember to keep your personal contact information up-to-date.

## Contact the unemployment fund in exceptional cases!

## ATTACHMENTS



### Pay certificate

Pay certificate for at least 26 weeks of salaried work filled in by your employer. If your last employment has lasted less than 26 salaried weeks, submit pay certificates from other previous employment periods so that the total amount of salaried weeks are at least 26.

### Notification of temporary lay-off

Send *notification of temporary lay-off* ("lomautusilmoitus") as an attachment. If the lay-off is carried out in several periods, send the notification for each period unless the same notification covers all the separate lay-off periods.

### If needed:

#### Social benefits

If you receive other social benefit, which may have an effect in the daily allowance, enclose *decision of the benefit*. Remember to report possible changes in the benefit. If Kela has granted the benefit, just report in the application that you receive benefit from Kela.

#### Entrepreneurship

If you work as an entrepreneur, enclose your last *personal tax decision* (at the moment from 2017). Also the specification section is needed, if you are shareholder in a limited company or in cooperative, or partner in a partnership or in a limited partnership.

#### Payslip

If you have been laid off for a shortened working day or you work for another employer than your own (employer that laid you off), send also the *payslip* when you receive it.

#### Tax card

Unemployment fund receives tax card for salary directly from the tax administration. If you use tax card for salary when applying for benefits, tax percentage will be raised automatically to 25% at least. You can apply for *revised tax card for benefits* to be used for daily allowance. In this case, order the revised tax card for benefits directly from tax administration's MyTax-service and send it to the unemployment fund ([>> MyTax](http://www.vero.fi/en/)).