

Workers' rights in Finland

Webinar 11.11.2021 at 17–18



Regional State
Administrative Agency
Occupational Safety and Health



Working hours • Wage • Employment contract • Equality

Practical information

- Presentation: www.tyosuojelu.fi/live10
 - and the webinar recording in a few days
- Chat is open during the webinar
- You can also call us
 - Telephone service of the occupational health and safety authority: 0295 016 620
 - Service in English from Tuesday to Thursday at 9–12
 - In Finnish and Swedish from Monday to Friday at 9–15



We guide and supervise

- We are the occupational safety and health (OSH) authorities.
- We give guidance to employers, employees and other customers.
- We supervise employers and inspect workplaces.



Photo: Anu Pynnönen



Topics of the webinar

- Equality
- Right to work
- Employment contract and collective agreement
- Wage and salary
- Training and trial period
- Working hours
- Annual holiday
- Problems at workplace – What can an employee do and where to get help?



Equality

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**Same rules for
everyone**

Equality in the workplace

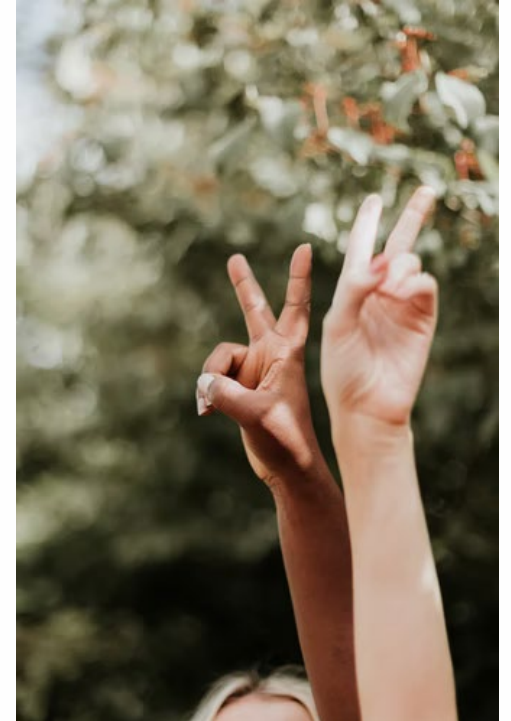
- Everyone has equal rights and obligations in the workplace.
- Discrimination at work is prohibited.



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For example:

- You must not be treated less favourably because of your age, nationality, religion etc.
- You must not be paid a lower salary because you are a foreigner.
- You get to join a trade union.
- You must not be dismissed due to illness.
- You have the right to family leave as well as others.



Equality in recruitment



- Discriminatory job advertisements are prohibited.
- In a job interview, a recruiter may only ask relevant information related to a job.
- Examples of questions which must not be asked:
 - Number of children?
 - Do you plan to have children?
 - Family background?
 - Looks?



Right to work



Foreign employee's right to work in Finland

EU citizens

- may work in Finland without a special permit

Citizens outside the EU

- usually need a residence permit granting the right to work

Asylum seekers

- may work in Finland once the 3- or 6-months waiting period has passed.

Employer's obligations

- The employer must ensure that the employee has the right to work in Finland.
- Your employer may ask you to show your passport and/or residence permit card. Employer can also take copies of them.
- Remember that your passport and residence permit card should always be left to your possession.





Employment contract

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**Written
contract is in
the interests of
both employer
and employee.**

Employment contract

- Is made between an employer and an employee.
- Can be written or verbal.
- Written contract is always better than a verbally made.



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Employment contract must include:

- The place of work
- Duration of the employment contract (indefinite period or fixed term).
- Working hours
- Pay & Pay period
- Principal duties
- The period of notice
- Which collective agreement applies
- Annual holiday

Download this template:
www.tyosuojelu.fi/employment-contract
> scroll down to "Forms"

CONTRACT OF EMPLOYMENT FINLAND	
Employer	
Employer's business location	
Employee	
Personal identity code	
Address	
<input type="checkbox"/> Contract of employment made until further notice <input type="checkbox"/> Fixed-term contract of employment	
The working starts	Trial period applied in the employment months
Basis of fixed-term contract of employment	
Duration of fixed-term contract of employment	
Place of work or principles for the employee's working at several work stations	
Main duties	
Applicable collective agreement	
Remuneration and other payment for the work	
Basis of remuneration	
<input type="checkbox"/> time <input type="checkbox"/> performance <input type="checkbox"/> other	
Salary at the start of employment	
Fringe benefits and their monetary value <input type="checkbox"/> taxable value <input type="checkbox"/> other	
Pay period	Pay days Salary will be paid into account
Hours of work	
work of hours hours / day, hours / week, hours / period of <input type="checkbox"/> 2 <input type="checkbox"/> 3 weeks	
In the case of varying working hours stipulated by the employer, information on the circumstances in which and the extent to which the employer requires labour.	
Annual leave	
Length of annual leave and other related conditions are determined by the Annual Holidays Act and the collective agreement.	
Additionally agreed on determination of annual leave	
Period of notice is in accordance with	
<input type="checkbox"/> law <input type="checkbox"/> or, if the employer gives notice on this Contract, will be months	
<input type="checkbox"/> collective agreement <input type="checkbox"/> if the employee gives notice on this Contract, will be months	
Other terms of contract	
This Contract was written in two identical copies, one for each contracting party.	
Place	Date
Employer's signature	Employee's signature

Remember!

- You do not have to pay money for the employment to anyone.
- Your employer has no right to ask you for money from an employment contract – it is a criminal offense!

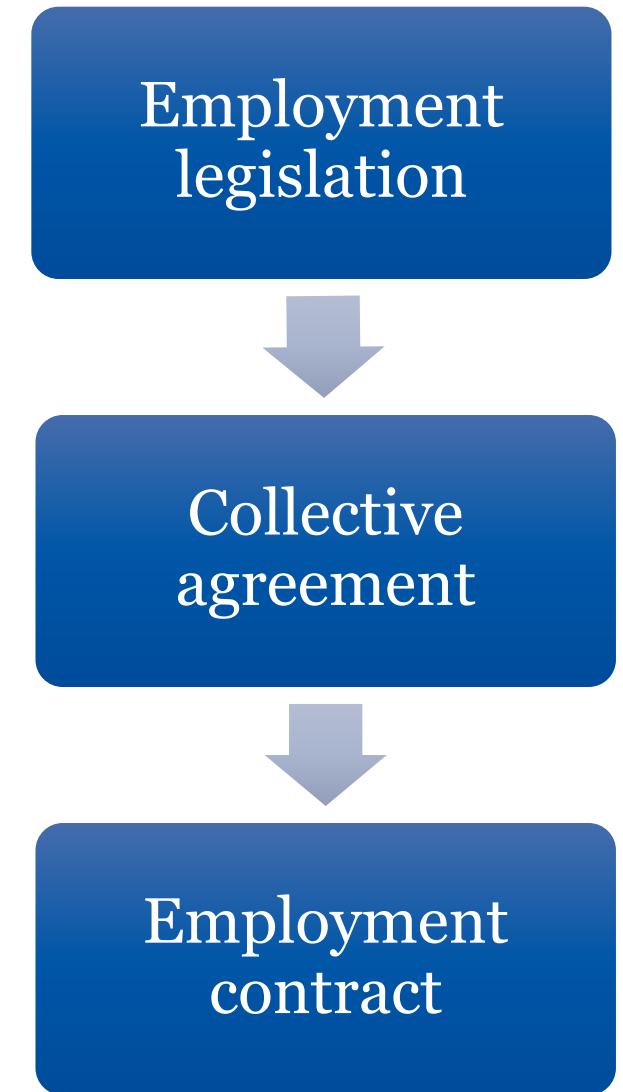




Collective Agreement

What is a collective agreement? 1/2

- Collective agreement (TES) is an agreement between a trade union and employer union.
- It defines the minimum terms and conditions
 - For example, pay and working hours
 - More specific than legislation



What is a collective agreement? 2/2

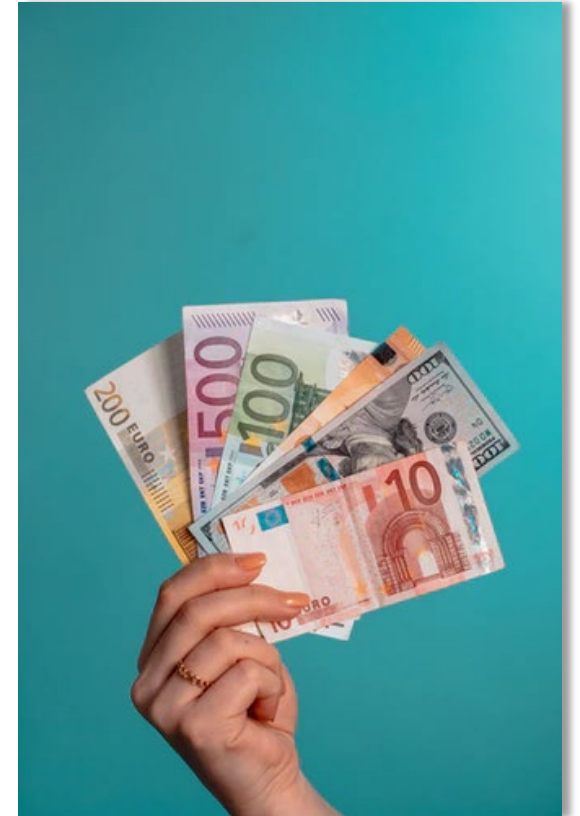
- Collective agreements are usually field-specific.
- If there is a **universally binding** collective agreement in the sector, every employer on that sector must follow it.
- You will find collective agreements on page www.finlex.fi/fi/viranomaiset/tyoehto (in Finnish).



Wages and Salary

Basics of pay

- The minimum wage is stated in the collective agreement.
 - The employer cannot pay less, but they can pay more.
- Employer should pay additional bonuses for overtime work and Sunday work.
- Wages should be paid into a bank account designated by the employee. Wages must be available to the employee on the pay day.



Example of wages on building sector

Hourly wages by different wage groups from 1.9.2021:

I	New employee	11,04€
II	Employee with some experience	12,43€
III	Novice professional	13,62€
IV	Professional	15,00€
V	Experienced professional	16,32€
VI	Highly experienced professional	17,46€

Wages are
defined
in collective
agreements
(TES)



Payslip

- The payslip must show the amount of pay and how it was determined so that the employee may check that it is correct.
- The employer must ensure that employees are given a payslip in connection with every wage payment.
- Important document for the employee.

Example of a payslip

Includes for example:

- Tax rate
= Perus %
- Basic pay (monthly or hourly)
= Rahapalkka
- Overtime bonus
= Ylityö
- Taxes
= Ennakonpidätys
- Other deductions
= Vähennykset
- Net Pay
= Maksetaan euro

Astero Malliyrittäjä Oy Ohjelmistokuja 1 A 99999 SOFTALA		puh (09) 350 7530 fax (09) 351 5532 1234567-8		PALKKALASKELMA	
Mailanen Sini Kasvitarhanlait 02790 Kauniaiset					
Verotuskunta	Kauniaiset	Henkilötunnus	081087-900P		
Tehtävänimike	Ahertaja	Pankki	PSP		
Ozasto		Tili	888888-8882		
Työsuhde alkoi	1.8.1995	Palkkajakso	1.2.-28.2.2007		
Perus%	20	Maksupäivä	28.2.2007		
Lisä%	55	Kiinteä palkka	1600,00		
Rajatulo/vuosi	12000	Tuntipalkan jakaja	150		
		Tuntipalkka	9,97		
Rahapalkka:					
kiinteä palkka	1 *	1800,00 =	1800,00		
ylityö 50%	5 *	6,50 =	32,50		
ylityö 100%	2 *	13,00 =	26,00		
työajan lyhenne	8 *	13,00 =	104,00		
lomautuspalkka/lomarahaa	1 *	864,00 =	864,00		
Rahapalkka			2826,50	2826,50	
Ennakonpidätyksen alainen tulo				2826,50	
Ennakonpidätys					-902,18
Ennakonpidätys sisältää sairausvakuutuksen päivärahamaksua 0,75 prosenttia 2 826,50 euron tulosta eli 21,20 euroa.					
Verottomat korvaukset:					
km-korvaus	1000 *	0,43 =	430,00		
kokopäiväraha	4 *	31,00 =	124,00	554,00	
Vähennykset:					
tt-tyel	0,043 *	2826,50 =	121,54		
tyött.vak.	0,0058 *	2826,50 =	16,39		
ay-maksu	0,02 *	2826,50 =	56,53		
ulosotto	1 *	200,00 =	200,00	-394,46	
MAKSETAAN EURO				2083,86	
Palkkojen tarkennuksia:					
nuorisotyö	0,4 *	2826,50 =	1130,60		
vanhustyö	0,5 *	2826,50 =	1413,25		
kerhotyö	0,4 *	2826,50 =	1130,60		
Kertymätiedot vuoden alusta:					
Rahapalkka	4 120,00	Peritty ay maksu	82,40		
Luontoisedut	0,00	Päiväraha	248,00		
Ennen ep:tä toim. väh.	0,00	Km kpl	1 000,00		
Ep:n alainen palkka	4 120,00	Kertynyt lähdeverovähennys	0,00		
Ennakonpidätys	1 263,61	työpäivien määrä vuoden alusta	20,00		
Verottomat korvaukset	678,00	ansaitut pekkaset	0,00		
Vähennettävät erät	683,45	pidetyt pekkaset	0,00		
Palkansaajalle maksettu	2 850,94	pitämättä pekkasia	0,00		



Training and Trial period



Training

- The employer may not keep employees on unpaid internships or trainings.
- Except if it is:
 - Related to school studies.
 - A working trial of the Employment office (TE-toimisto).
- Volunteer work cannot be done in a normal business or in tasks where the work is normally performed by paid employees.

Trial period

- Employer and employee may agree on a trial period at the beginning of the employment relationship.
- On trial period employer can test whether the employee is suitable for the work or not.
- Salary must be paid during the trial period.





Working hours

Working hours

- Normal working hours in Finland are 37,5 or 40 hours per week.
- If you work more than 8 hours a day or more than 40 hours a week, you are usually entitled to overtime pay.
- The employer cannot force you to work overtime.
- There are usually 2 days off per week.
- Collective agreements may contain other provisions.
 - For example, the restaurant industry can work up to 112,5 hours in three weeks.

Example of working hours in a restaurant

	MON	TUE	WED	THU	FRI	SAT	SUN
1. WEEK	8	7	9	9	9	8	OFF
2. WEEK	7	8	8	9	OFF	OFF	OFF
3. WEEK	8	7	6	OFF	OFF	5	4,5

= 112,5 HOURS

Work shifts

- A shift list (= työvuoroluettelo / työvuorolista) must be visible to the employees. It shows when the work shift starts and when it ends.
- Keep a record of your working hours. Write down your daily starting and finishing times.

WORK SHIFT LIST

	1.11.2021			2.11.2021			3.11.2021		
Employee	Starts	Ends	Breaks	Starts	Ends	Breaks	Starts	Ends	Breaks
Mark	8.00	16.00	11.30– 12.00	14.00	22.00	17.00– 17.30	14.00	22.00	17.00– 17.30
Lisa	14.00	22.00	17.00– 17.30	8.00	16.00	11.30– 12.00	8.00	16.00	11.30– 12.00



Annual Holiday

Basics of Annual Holiday

- If you work at least 14 days or 35 hours a month, you will get annual leave.
 - First year: 2 days per month
 - After the first year: 2,5 days per month



Holiday payments

- You are entitled to get a holiday pay during your annual holiday.
- If you do not get to keep your annual leave, your employer must pay compensation for the earned annual leave days (holiday compensation).
- When you receive either holiday pay or holiday compensation your employer must also give you a holiday pay payslip.
- Read more: [Tyosuojelu.fi/annual-holidays](https://tyosuojelu.fi/annual-holidays)

**Holiday pay =
lomapalkka**

**Holiday
compensation =
lomakorvaus**



Topics of the webinar

- Equality
- Right to work
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- Wage and salary
- Training and trial period
- Working hours
- Annual holiday
- **Problems at workplace – What can an employee do and where to get help?**



Problems at workplace –
What can an employee do and
where to get help?

First, try to solve the problem at your work place

- Talk to your supervisor or employer about the problem.
- Is there an employee representative (workplace steward / ombudsman) or occupational safety and health representative at your workplace? Ask for their help.
- Ask support from a co-worker.

If possible, have the conversations related to your problem by email or other messages and save them.

Telephone service



- Telephone service of the occupational health and safety authority: 0295 016 620
- In English from Tuesday to Thursday at 9–12
- In Finnish and Swedish from Monday to Friday at 9–15



How to get important documents at work

You have the right to receive important documents from your employer

For example:

- Shift list
- Employment contract
- Pay slip
- Records of your working hours
- Holiday pay slip
- Written certificate of employment
- Written statement of the grounds for termination

How to get the documents

- First, ask for the documents from your employer.
- If you do not get them despite your request, you can contact us.
 - Our inspector may ask your employer to provide you the missing document.
 - The OSH authority may order your employer to provide the document under a penalty of a fine.

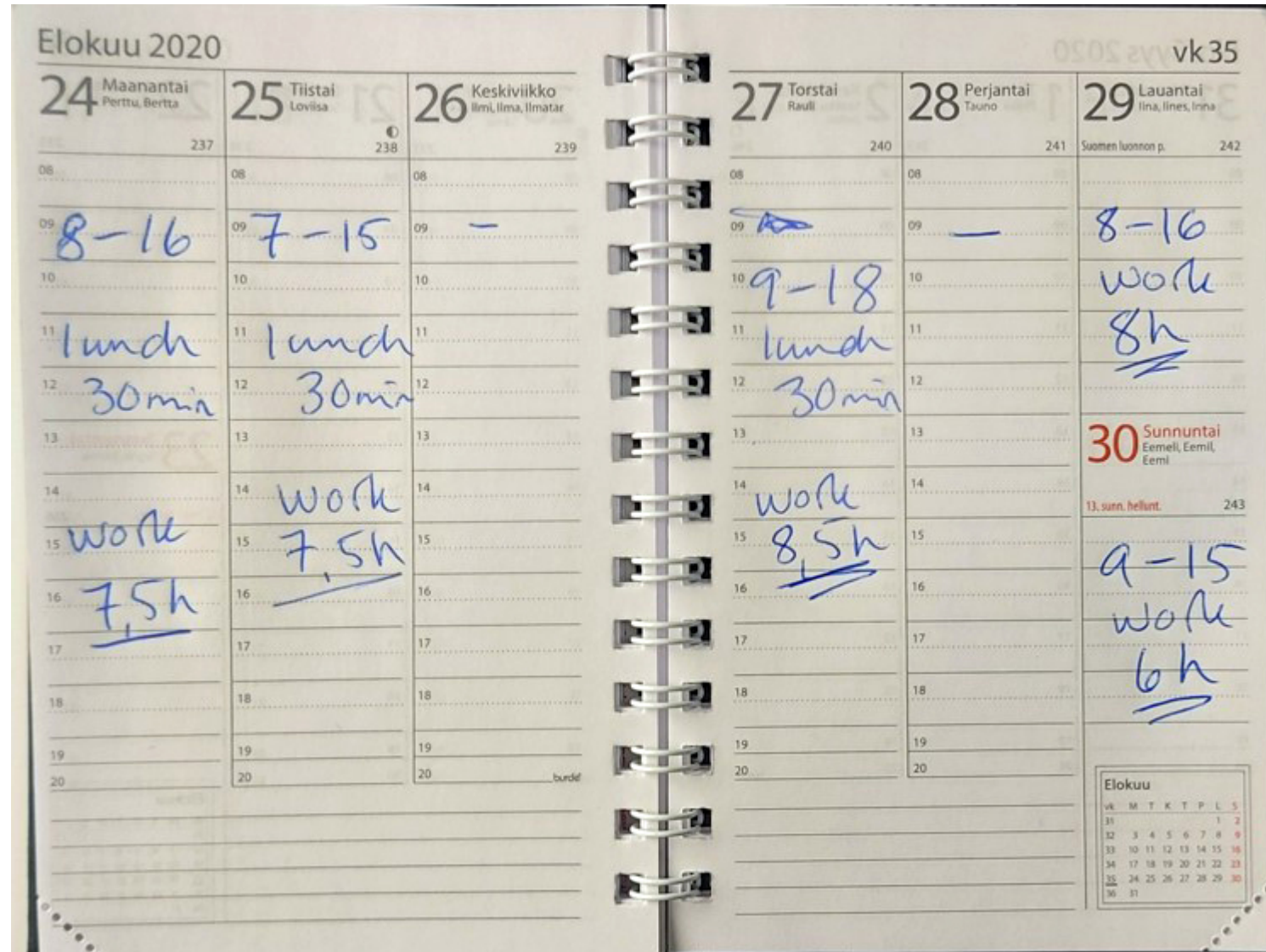
**Telephone service
of the OSH
authority:**

0295 016 620



Problems with your salary?

Keep track of your working hours!



If your salary is not paid correctly

- First, ask your employer to correct your salary.
- Remember: your employer cannot deduct/subtract a debt from your salary, if you have not agreed on it.
- If you are a member of a trade union, contact your union for help.
- If you are not a member of a trade union, ask for help from the Legal Aid Office: oikeus.fi/oikeusapu



If your employer is unable to pay your wages/salary

- Contact Pay Security immediately: www.ely-keskus.fi
> Employment > [Pay security](#)
- If your employer cannot pay your wages, you might be able to get your wages from the Pay security.
- The pay security application must be submitted within 3 months of the claim due date.

How can we help you with problems regarding your salary

- We can advice you on how your wages should be paid.
- We can monitor if you have been discriminated in work life.

Note: We cannot help you to calculate your wages and pay or apply for missing wages.



Safety and health at work

If you...

- Get sick.
 - Inform your employer.
 - Your employer can ask you to show a doctor's certificate.
- Face an accident or injury at work.
 - Inform your employer immediately. They will give you an insurance certificate for the treatment.
 - Read more at Tyosuojelu.fi: [Occupational accidents](#)
- Have worked too much and feel exhausted.
 - Inform your employer.
 - Contact your occupational health care or a doctor.



Occupational health care

- Every employee is entitled to occupational health care.
- Please note: Occupational health care includes preventative actions, but not necessarily medical care in case of sickness.
- Read more on Tyosuojelu.fi: [Occupational health care](https://www.tyosuojelu.fi/tyosuojelu)



If your work contract ends



Fixed-term contract

- A fixed-term employment contract ends without notice at the end of the term or when the agreed work is completed.
- A fixed-term employment contract can be terminated only if it's agreed in your employment contract.

Permanent employment contract

- Your employer has to have a proper and weighty reason to terminate your employment contract. For example:
 - Work duties ends or are permanently reduced.
 - You are breaking the rules of the working place and the employer has already given you a warning.
- You can also terminate your employment contract yourself.
 - You have to follow the notice period. It is written in the employment contract or in the collective agreement.

What can you do, if you get fired for no reason?

- Do not sign any papers or agreements which you do not understand.
- Contact your trade union or legal aid office for help before signing any paper.
- We can give you advise what to do, but we cannot file lawsuits or provide legal counsel in court.



Discrimination at work

Where do you get help if you experience discrimination?

- Talk about it at work with
 - supervisor or employer
 - employee representative or occupational safety and health representative
- If the discrimination continues, call us.
 - If your employer violates the law, we can intervene.

**Telephone service
of the OSH
authority:
0295 016 620**



"Light entrepreneur"

“Light entrepreneur” 1/2

- “Light entrepreneur” usually means that you are self-employed and invoice the customer through an invoicing service company.
- When you work, you are either an employee or self-employed.
 - A self-employed person determines when, where and how they work.
 - An employee does not get to decide these matters, an employer does this for them.
- Find out which one you are before you sign a contract!
- Sometimes a “light entrepreneurs” position is in fact the same as employees. Then they should get for example salary, overtime pay and annual holidays.



“Light entrepreneur” 2/2

- Your employer cannot
 - force you to start “light entrepreneurship” or to be self-employed.
 - change your employment to “light entrepreneurship” without your permission.
- More information at Vero.fi:
 - [Working through an invoicing service company](#)



Useful web-links

Tyosuojelu.fi

Information about

- employment relationship
- work conditions
- occupational safety and health

In Finnish, Swedish and English

Telephone Service

Contact Information

FI

SV

EN



Tyosuojelu.fi

Website of the Occupational Safety and Health Administration in Finland

Search from site...



Guide: As a foreign employee in Finland

In languages:

- [English](#)
- [Finnish](#)
- [Swedish](#)

Coming soon:

- Estonian
- Russian
- Romanian
- Chinese
- Kurdish
- Hindu
- Ukrainian
- Vietnamese
- Thai
- Nepali
- Bosnian

[Tyosuojelu.fi/publications](https://tyosuojelu.fi/publications)



Information about living in Finland: infoFinland.fi

In languages:

- Suomi
- Svenska
- English
- Русский
- Eesti keel
- Français
- Soomaali
- Español
- Türkçe
- 中文
- فارسی
- العربية



If you suspect a crime, you can be in contact with

- You can report a crime to the police.
 - If the case goes to court, the Legal Aid Office can advise and help you.
- Victim Support: www.riku.fi
- Assistance system for victims of human trafficking: www.ihmiskauppa.fi

More helpful weblinks

Pensions

- Finnish Centre for Pensions (Eläketurvakeskus) [Etk.fi](https://etk.fi)

Taxes

- Tax Administration (Verohallinto) [Vero.fi](https://vero.fi)
- Incomes Register [Vero.fi/tulorekisteri](https://vero.fi/tulorekisteri)

Right to work

- Finnish Immigration Service (Maahanmuuttovirasto) [Migri.fi](https://migri.fi)
- Customer bulletin: ["If your employer has exploited you and you have a residence permit in Finland, you can apply for a new permit or certificate"](#)

Finding a job

- TE-services (TE-toimisto) [Te-palvelut.fi](https://te-palvelut.fi)

Occupational accidents

- Finnish Workers' Compensation Center (Tapaturmavakuutuskeskus [Tvki.fi](https://tvk.fi), see page [What to do when an occupational accident occurs](#))



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**Please use
and share
the webinar
material!**



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This material is free to use

- Presentation:
www.tyosuojelu.fi/live10
- Recording will be there in a few days.
- Feel free to share and show these wherever you wish! In a gathering, lesson, social media...



Was this webinar useful for you?

- Please give us feedback!
- We will send you an email with a link to the poll.

- Chat will be open for 10 minutes after the webinar.



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Thank you!