

At the start of a temporary lay-off



1. Register with the TE Office as an unemployed jobseeker no later than on the first day of your temporary lay-off

You can register with the TE Office earlier than this, for example, when you receive notice of the temporary lay-off. You can begin your job search using the **E-services of TE Services**, <https://tyo-markkintori.fi/en> > E-services – Personal customers. Sign in with your online banking credentials. You must continue your job search in the manner agreed upon with the TE Office throughout your temporary lay-off.



2. Complete an earnings-related unemployment allowance application for the unemployment fund

Complete the application on the Open Unemployment Fund's eService at www.a-kassa.fi/en/ → **E-tjänsten**. You can sign in to the eService using your online banking credentials.

Fill in the application with care and check that the end date is a Sunday if you are applying for a daily allowance for two or four calendar weeks. If you receive income from business activities, you work part-time, or you do gig work, contact our customer service team to check your application period.



3. Check that you have all the necessary attachments for the daily allowance application

Send us your **notice of temporary lay-off** at the start of the temporary lay-off. You do not need to send a salary certificate, as we will receive your salary details directly from the Incomes Register. If the information from the Incomes Register is insufficient, we will ask you to send a salary certificate or a payslip. If your employer has agreed to send the notice of temporary lay-off directly to us, you do not need to send it.

If you engage in business activities as a secondary occupation, you receive other social benefits, you have been laid off by reducing your working hours, or you work for another employer besides the one that has laid you off, please send us the necessary attachments (see "Attachments to the application" on the next page).



4. Submit your daily allowance application and attachments at the end of the application period

You can send your application no earlier than two weeks after your temporary lay-off begins. Remember that we must receive your application no later than three months after your temporary lay-off begins. The Fund receives applications sent using the eService immediately.

You can send an application form on paper to **Open Unemployment Fund, PO Box 116, 00531 Helsinki**.



5. Send us any requested information and missing attachments

We process applications **in the order in which they arrive**. If we need additional information for your application, we will ask you to send it during the processing phase. Visit the Fund's website to see the current processing status. When your application has been processed, you will see the decision in your eService. You can also request payment notices by text message.

Attachments to the application



1. Notice of temporary lay-off

When your temporary lay-off begins, attach the notice of temporary lay-off to your application. If you have been laid off in several periods, a notice of temporary lay-off must be submitted for each period. If the notice of temporary lay-off covers all future periods of lay-off, it is not necessary to submit the same notice again every time. If you have been laid off from a fixed-term or part-time employment relationship, send a copy of your employment contract.

Additionally if necessary



2. Salary certificate

You do not need to attach a salary certificate to your application, as we will receive your **salary details directly from the Incomes Register**. If the information from the Incomes Register is insufficient, we will ask you to send additional information, such as a salary certificate or a payslip.



3. Social benefits

If you receive a social benefit that affects the amount of your daily allowance, send us the **decision to grant your benefit** along with your application. Remember to **notify us if the amount of the benefit changes**. If your social benefit was granted by the Social Insurance Institute of Finland (Kela), all you need to do is notify us of the benefit.



4. Business activity

If you engage in business activity (such as farming), attach your **personal tax decision** for the most recently confirmed taxation to your application.



5. Payslips for application periods

If you were laid off by reducing your working hours or if you work for an employer other than the one that laid you off, send us your **payslip** when you receive it. If you receive income other than a wage or salary during your temporary lay-off (for example, if you work as a light entrepreneur), send us an account of your earnings.



6. Tax card

We will receive the details of your tax card for wage income directly from the Tax Administration. When you use a tax card for wage income, the withholding rate is always at least 25%. You can apply for a **revised tax card for a benefit**, and tax will be withheld according to the details on the tax card. You can order a revised tax card for a benefit and send it directly to us using the Tax Administration's MyTax service.

www.vero.fi/en → MyTax