



**Karolinska
Institutet**

PERSONNEL HANDBOOK

Information for employees at Karolinska Institutet

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1 GENERAL REGULATIONS

1.1 Employment

A contract of employment may be for a permanent or a temporary position. Rules about fixed-term employment are set out in the Employment Protection Act (LAS), the Employment Ordinance (AF) and the Higher Education Ordinance (HF).

1.2 Villkorsavtal (*General agreement on pay and benefits*)

[The Villkorsavtal agreement](#) (on pay and benefits) applies to employees of government authorities. KI has also signed a local agreement in accordance with the Villkorsavtal.

1.3 Payment of salaries

Salaries are paid via Swedbank on the 25th of every month. If this date falls on a Saturday, the salary is paid on the previous Friday, and if it falls on a Sunday, the salary is paid on the following Monday.

The employee must register the account that the salary is to be paid into with Swedbank. The salary/benefit will then be transferred to the registered account.

If you have not registered your bank account with Swedbank, you will receive your salary and other benefits through a money order that will be sent home to your address. The salary specification is available on the PA-web: ppw.ki.se.

[Register account number with Swedbank \(in Swedish\)](#)

1.4 Salary as a management tool

KI has a salary policy which entails the setting of salaries individually and in a clear manner. The salary is set for new employees and during salary reviews. During the term of the agreement the salary is only changed when necessary, e.g. when there has been a significant change in the work content.

For more information, see Salary as a management tool, on Medarbetarportalen.

1.5 Notice

Notice of termination of employment given by employee or employer shall be in writing.

When the employee gives notice the period of notice is based upon how long they have been employed. If the employee has been employed one year or less, the period of notice is one month. If the employee has been employed more than one year, the period of notice is two months.

When notice is given by the employer, the periods of notice are as set out in LAS, [Villkorsavtalet](#) and [Avtal om omställning](#).

1.6 Service certificate and testimonial

On request, the department issues a certificate of service (*tjänstgöringsintyg*) at KI. This certificate contains details of all employment at KI: the position, unit, duration of employment and scope of duties.

If the employment has been for a long period (normally at least six months), the employee normally receives a testimonial (*tjänstgöringsbetyg*), which contains details of the employment, what the duties have involved and an appraisal of how they have been performed. The testimonial is issued by the employee's immediate manager.

2 HOURS OF WORK

2.1 General

The hours of work below apply to all staff, apart from teachers. Teacher is defined as follows in chapter 4 section 1 of the Higher Education Ordinance: professor, adjunct professor, senior lecturer, junior lecturer, teaching assistant, research assistant, hourly-paid teacher and visiting teacher. Teachers' working hours are set out in [Appendix 5 of the local Villkorsavtal agreement](#).

2.2 Normal working hours

The normal hours of work for full-time employees are 40 hours a week. The weekly hours of work of part-time employees are calculated as a proportion of the weekly hours of work of full-time employees.

Under the Working Hours Act, work may not be carried out for more than 5 hours at a stretch, after which time a break of at least 30 minutes must be taken.

Saturdays, Sundays and the public holidays Midsummer Eve, Christmas Eve, New Year's Eve and the day before All Saints' Day are non-working days.

The annual working hours are calculated as 52 times the average number of working days a week. For employees who work from Monday to Friday, this comes to 260 days.

Every year documents are drawn up of annual working hours and the work schedule.

2.3 Reduction in working hours

On the following days the normal working hours are reduced by the number of hours stated below:

- Epiphany – 4 hours
- Maundy Thursday – 2 hours
- 30 April which falls on Tuesday–Thursday – 2 hours
- 30 April which falls on a Friday – 4 hours
- 23 December which falls on a Friday – 4 hours

In the case of part-time work, the reduction in working hours is in proportion to the extent of work.

Example:

An employee who works 75% of normal hours is allowed a reduction of 3 hours instead of the above reduction of 4 hours. Instead of 2 hours, the same employee is allowed a reduction of 1½ hours.

2.4 In-between-days (klämdagar)

A working day which falls between two non-working days is taken as an extra day off work.

Employee instructed to work on an in-between-day (klämdag) is entitled to overtime.

2.5 Flexitime

The core hours of work from Monday to Thursday are 09.00–15.30 hours. On Friday they are 09.00–15.00 hours.

Flexitime is 06.00–09.00 hours for the start of the working day and 15.30–19.00 hours for the end of the working day (Fridays 06.00–09.00 and 15.00–19.00 hours).

The flexible period for lunch (*lunchflex*) is 11.00–13.00 hours. The lunch break must last at least 30 minutes.

In the case of part-time employees, the employer determines in consultation with the employee which time is fixed time, flexitime and lunchflex.

Working hours are collated at the end of the month. Minus time may not exceed 10 hours per month.

At the adjustments made at the end of June and December, normally 20 hours in the case of plus time is taken over to the next month, any amount above this being ignored.

2.6 Extra hours

The employer may, as a rule, require part-time employees to work more than their normal daily working hours. Time up to the normal full-time period of work amounts to extra hours. Compensation may be given in the form of remuneration or time off.

The hourly remuneration for extra hours is the employee's full-time salary divided by 142.

Time off amounts to one hour for each extra hour worked.

Extra hours may not exceed 175 hours per calendar year.

An extra hours allowance is not paid for less than 15 minutes.

2.7 Overtime

The employer may require an employee to work more than KI's normal daily working hours. Compensation is given in the form of remuneration or time off.

Simple (*enkel*) overtime:

- overtime work outside the hours which qualify for double overtime

The hourly remuneration is the full-time salary divided by 94.

Compensation in the form of time off is the overtime (hours) worked x 1½ .

Double (*kvalificerad*) overtime:

- from 7 p.m. on a Friday until 7 a.m. on a Monday
- from 7 p.m. on the day before Epiphany, May Day, Ascension Day, Sweden's National Day, Midsummer Eve, Christmas Eve and New Year's Eve until 7 a.m. the next working day
- from 7 p.m. on Maundy Thursday until 7 a.m. on the day after Easter Monday
- day before All Saints' day
- other times, between 10 p.m. and 6 a.m.

The hourly remuneration is the full-time salary divided by 72.

Compensation in the form of time off is overtime (hours) x 2.

Overtime may not exceed 50 hours per month or a total of 150 hours per calendar year. In the case of part-time employees, overtime and extra hours *combined* may not exceed 150 hours per calendar year.

A period of less than 15 minutes does not qualify for double overtime pay.

2.8 Allowance for inconvenient working hours

A special allowance (*OB-tillägg*) is paid for hours worked according to the duty roster at inconvenient times.

Simple allowance:

- from 7 p.m. to 10 p.m. (excluding double or increased inconvenient working hours)

Double allowance:

- from 7 p.m. on Friday until 7 a.m. on Monday
- from 7 p.m. before Epiphany, May Day, Ascension Day, Sweden's National Day and the day before a *klämdag* (see 2.4) until 7 a.m. the next working day
- the entire period on a working day which is preceded and followed by a public holiday
- other times, between 10 p.m. and 6 a.m.

Increased allowance:

- from 7 p.m. on the day before Easter Friday until 7 a.m. on the day after Easter Monday
- from 7 p.m. on the day before Whitsun Eve, Midsummer Eve, Christmas Eve and New Year's Eve until 7 a.m. the next working day

The total number of inconvenient working hours in a calendar month is calculated individually and rounded to the nearest half hour.

2.9 Readiness (on-call duty)

Readiness means that the employee is at KI's disposal during time off from work. The agreement does not apply to veterinarians with readiness or employees who have individual agreements that deviate from the agreement.

Find more information [here](#).

2.10 Working hours for employees at the animal facilities

The agreement applies to TA personnel who work at the animal facilities at Campus in Solna.

Find more information [here](#).

3 HOLIDAYS

3.1 Holiday entitlement

Holidays are earned during the current year.

The number of days holiday is age-dependent:

- until the employee reaches the age of 29 28 days
- from when employee reaches the age of 30 31 days
- from when employee reaches the age of 40 35 days

The employer has a duty to ensure that the employee takes at least 20 days holiday a year. The employee is entitled to have an uninterrupted period of leave amounting to 4 weeks in the period June to August.

Paid days holiday must be taken before unpaid days. Unpaid days need not be taken.

You are not allowed to use saved holidays until all days for current year is gone.

Holiday planning must be completed well in advance. The employee must be informed whether a holiday has been granted two months before it is taken.

3.2 Calculation of holidays

The number of paid days holiday is calculated as follows:

(number of days employed) / 365 x annual holidays (366 in a leap year)

Example:

An employee who starts work on 1 March with 28 days holiday has earned the following entitlement by 30 April:

$$61 / 365 \times 28 = 4.68 = 5 \text{ days}$$

Decimals are *always* rounded up when calculating holidays (i.e. the employee has earned five days holiday).

Note that the number of days of employment may be affected by different periods of leave of absence, which do not count towards holidays.

3.3 Calculation of holiday quota

If an employee works on average less than five days a week, this is called concentrated part time. His or her holiday quota is calculated as follows:

$$5 / b = c$$

5 = the number of working days of a full-time employee in the period of restriction

b = the employee's number of working days in the period of restriction

c = holiday quota

Example 1:

An employee works three days a week

$$5 / 3 = 1.66$$

in other words, 1.66 days holiday are used up for each day of holiday.

A holiday of 3 working days (one week) = $3 \times 1.66 = 4.98$ days holiday taken

Example 2:

An employee works three days in odd weeks, two days in even weeks

$$10 / 5 = 2$$

A holiday of 5 working days (two weeks) = $5 \times 2 = 10$ days holiday taken

3.4 Standard holidays

In the case of teachers (see definition in chapter 4 section 1 of the Higher Education Ordinance), researchers (postdoc, clinical postdoc, senior researcher, clinical senior researcher, fellows (rådsforskare)) teaching assistant, clinical assistant and research

students (assistant with study grant, PhD student), standard holidays apply, which means that the entire annual holiday is considered to be taken in the current year. The holidays are usually entered into the salary system through one period in the summer and one period in December, i.e. the holiday bonus is normally paid twice a year.

If an employee with standard holidays wants to save days holiday, the holidays for the whole year must be planned with the immediate manager. The department must know by 31 March how many days are to be saved, otherwise the holiday will be regarded as having been taken.

3.5 Holidays saved

If the number of paid days holiday is 20 days or more, the employee is entitled to save days in excess of this for a later holiday year. Up to 30 days can be saved.

3.6 Holiday bonus

For each day of holiday that is taken, a holiday bonus of 0.44% of the fixed salary is paid (for members in Saco-S 0,49%). The bonus is paid in the same month in which the holidays are taken.

3.7 Holiday pay

If employment ceases before all the holidays have been taken, holiday pay is paid for any remaining days holiday. The daily payment is 4.6% of the fixed monthly salary plus a holiday bonus (total 5.04%). The payment is executed the month after the employment has ceased.

For each paid day of holiday taken, there is holiday pay guarantee (see [The Villkorsavtal agreement](#)).

4 LEAVE

4.1 General

In accordance with the Leave Act, the employer may grant leave for various purposes. The employee is entitled to certain types of leave, while other leave is granted if this can be done in the light of the business. Leave may be with or without a salary deduction, i.e. unpaid or paid. Leave with a salary deduction does *not* qualify for holidays.

4.2 Paid leave

Where necessary and in consultation with the immediate manager, an employee may take paid leave in the following cases: Personal matters within your own family or immediate family circle, maximum ten working days per calendar year

- Serious illnesses (life-threatening conditions where the outcome is uncertain), one day
- Deaths, one day

- Funerals, one day
- Interment ceremonies, one day
- Estate inventories or inheritance distribution (applies only to co-owners of a deceased party's estate according to Swedish law), one day

Own family or immediate family circle includes:

- Spouse
- Registered partner
- Live-in partner
- Children and grandchildren
- Siblings
- Parents/step-parents
- Grandparents
- Parents-in-law (includes parents of the spouse, registered partner and live-in partner)
- Daughter/Son-in-law (includes children of the spouse, stepchild, registered partner and live-in partner)

Account shall be taken of time needed for the personal matter and travel that must be scheduled during work time. In practical terms, one day for the personal matter and one day for travel (for locations outside Stockholm).

Compassionate leave is granted on the condition that the employee would have been on duty when the leave is granted and not already on holiday leave, for example.

Managers are required to consult with the department's personnel office before granting more than one day's compassionate leave.

Leave additional to this can be granted with a salary deduction.

- moving house if payment has been agreed for this (up to 3 working days)
- moving house in other cases (one working day)
- union representation (e.g. at a town council or at central level) (up to 10 working days a year)

- an examination or test in connection with the employee's own studies (up to five working days a year)
- a visit to a doctor, the occupational health services, an outpatient department (e.g. for physiotherapy or mammography) or an antenatal clinic and also when donating blood
- a visit to a dentist in an emergency and for dental examinations/dental treatments following a referral by a dentist or a doctor

4.3 Unpaid leave

In the event of unpaid leave, a salary deduction is made as follows:

- leave for up to 5 days in succession = monthly salary x 4.6% per working day
- leave for 6 or more days in succession = monthly salary x 3.3% per calendar day
- leave for part of a day = full-time salary divided by 175 per hour

4.3.1 Receive leave for another state employment

An employee is entitled to a leave for another fixed-term state employment, but for no more than two years. The employee must notify the employer one to two months prior to going on leave.

4.3.2 Care of a close relative

An employee who takes care of a close relative who is assessed by a doctor as seriously ill may be entitled to a closely related person's allowance. An application for this allowance is made in writing to the Insurance Office. KI requires a copy of the decision made.

4.3.3 Study leave

An employee wishing to attend a course is entitled to "necessary leave" from his or her employment according to the Study Leave Act. Course is understood to mean further education following a course or study plan.

In order to be entitled to study leave, the employee must have worked for the employer for the previous 6 months or for a total of at least 12 months in the previous two years.

If the employee's study leave creates problems for the business, the employer is entitled to postpone the leave for 6 months. The employer must first contact the employee to try and reach agreement about when the leave is to take place. If the employer still wishes to postpone the leave, the employee and his or her union must be informed.

If the employee wishes to interrupt his or her studies and return to work, the employer must be informed of this. The employer is entitled to postpone the return by between two weeks and one month, depending on the duration of the leave.

5 PARENTAL LEAVE

5.1 General

Parental leave at KI is regulated by the Parental Leave Act, [The Villkorsavtal agreement](#) and a local agreement on [Parental Salary](#).

The Parental Leave Act and the Leave Act entitle the employed to the following:

- full leave until the child reaches the age of 18 months
- full leave otherwise while full parental allowance is being received
- full, three-quarter, half, one-quarter and one-eighth leave when parental allowance is claimed at the respective levels
- a reduction in working hours of 25% until the end of the school year in which the child reaches the age of 12

An application for parental leave should be made two months before the expected time of birth and cover the whole time to which the leave relates, i.e. holidays should also be planned for.

Planning should take place in consultation with the department. At least 20 days holiday per year should be taken.

Parental leave may be divided up between three periods in a calendar year. Should there be a change in the extent of the leave, it will be calculated as new period. The purpose of the planning is to enable the employer's business to function efficiently.

If the employee wants to return to work earlier than planned, the department should be told about this at least one month in advance.

The employee must claim parental allowance from the Insurance Office. KI makes a full salary deduction.

5.2 Parental salary

An employee who is on leave for the birth of a child or to care for an adopted child is entitled to parental leave pay. Parental leave pay is paid a maximum of 360 times and a maximum length up to the child turning 36 months of age. For adopted children, the 36-month period does not begin until the child has come under the adoptive parent's care. If an employee chooses to be on part-time parental leave, 'occasion' refers to the seven occasions or days of the week.

Example:

An employee who is on parental leave every Friday is considered to be an 80% part-time employee who works every day. There are seven days (occasions) per week. Parental leave pay is paid at 20%.

Parental salary is paid at 10% of the daily salary on that part of the salary up to 10 basic amounts. For that part of the salary exceeding the basic amount ceiling, parental salary is paid at 90% of the daily salary.

Parental salary is paid monthly in proportion to the extent of the leave, i.e. an employee who is on 25% leave is paid 25% parental salary.

5.3 Pregnancy cash benefit

An employee who is unable to continue working at the end of a pregnancy because of her duties is entitled to relocation with no loss of salary. If she cannot be relocated by the employer, she can apply for pregnancy cash benefit.

The employee must inform the employer of her wish to exercise her right to relocation at least one month in advance.

More information can be found on the home page of the Social Insurance Agency.

5.4 Temporary care of a child

For information about temporary parental allowance, see the home page of the Social Insurance Agency.

KI pays an employee who earns more than the basic amount ceiling at a rate of 77,6% of the excess amount, for up to 10 days per calendar year. The basic ceiling is 7,5 basic amounts.

5.4.1 Ten days in connection with birth

In connection with the birth of a child, the other parent of the child has an independent right to leave of 10 working days per child. These days may be taken up to the 60th day after the child comes home from the hospital.

Payment is made by the Insurance Office.

6 ILLNESS

6.1 Notification and declaration

The workplace shall be notified the same day of illness. In the event of illness lasting more than 7 days, a doctor's certificate must be sent to the workplace. In the event of illness lasting more than 14 days, the employee must provide the workplace with a copy of the certificate and send the original to the Insurance Office. The employer notifies the Insurance Office of the first day of illness on day 15.

The employer is entitled to require a doctor's certificate from the first day of illness.

In case of illness during vacation a report should be filed to the employer the first day of the illness. If a report is not made from the first day of the illness, the employee must submit a medical certificate documenting the first day of the illness.

6.2 Deduction for illness

Full sick leave deduction the first day, day 2-14 sick pay by about 80 % from KI and from day 15 sick pay by 10%.

If an employee is absent for only part of a waiting day, the deduction is made as follows:

- absent up to 25% of the working time = 25% deduction
- absent more than 25% but up to 50% = 50% deduction
- absent more than 50% but up to 75% = 75% deduction
- absent more than 75% = 100% deduction

An employee who falls ill again within 5 *calendar days* of the end of a previous period of illness is not subject to a new waiting day, a deduction of 20% being made.

An employee who in the previous twelve months has had 10 waiting days is not subject to a new waiting day, a deduction of 20% being made.

6.3 Work injury

In the event of sick leave due to accidents at work, accidents when travelling to/from work or work related diseases, a deduction for illness will be made as for illness in general.

Work injuries shall be reported in the KI incident reporting system (the departments/equivalent have local administrators for this system), to Försäkringskassan (managers responsibility) and to AFA insurance (if the employee wish to apply for reimbursement).

7 REIMBURSEMENT FOR MEDICAL TREATMENT AND DRUGS

7.1 General

The amount reimbursed is taxable and is paid on the next salary date, subject to the production of an original receipt.

No reimbursement applies to receipts that are more than two years old.

For alternative forms of treatment, e.g. treatment by a chiropractor or naprapath, no reimbursement applies. The same applies to X-rays and mammography.

KI does not allow any gross salary deductions to pay for private surgical operations or IVF treatments.

7.2 Medical treatment

The maximum reimbursement for the cost of medical treatment is SEK 95 per treatment session.

By medical treatment are meant an examination and treatment provided by a person authorised to work as a doctor in Sweden.

7.3 Physiotherapy

The maximum reimbursement for the cost of physiotherapy is SEK 55 per treatment session.

By physiotherapy is meant treatment by a qualified physiotherapist

7.4 X-ray

The maximum reimbursement for X-ray is SEK 95 per examination.

7.5 Psychological treatment

The maximum reimbursement for the cost of psychological treatment is SEK 95 per treatment session.

By psychological treatment is meant treatment by a qualified psychiatrist, qualified psychologist or qualified psychotherapist.

7.6 Dental treatment

The maximum reimbursement for the cost of treatment involving oral surgery is SEK 95 per treatment session.

By treatment involving oral surgery is meant treatment which is carried out at a hospital or at an odontological faculty.

7.7 Drugs

The cost of prescription only medicines covered by the high-cost protection scheme are reimbursed in full. The receipt should specify patient charge or fee.

7.8 Hospital treatment

The maximum reimbursement for the cost of hospital treatment is SEK 70 for each day of treatment.

8 EMPLOYEE HEALTHCARE

An important part for Karolinska Institutet is to promote the health of its employees and students. By creating opportunities for physical activity and active recovery, the opportunity to increase well-being and health conditions in a lifelong perspective is strengthened. Employees at Karolinska Institutet are therefore offered a variety of health benefits:

- Free access to training facilities on campus and tennis courts in Solna
- Free access to bookable workouts and workshops
- Free access to inspiration days, courses and social events arranged by the Friskvård team
-

Employees at KI are also entitled to:

Healthcare contribution of 1500 kr / year / employee:

<https://ki.se/medarbetare/friskvardsbidrag>

8.1 Healthcare during working hours

Friskvårdstimme/Healthcare hour: <https://staff.ki.se/wellness-hour>

FYSS / FaR coaching: <https://staff.ki.se/physical-activity-on-prescription>

9 OCCUPATIONAL HEALTH SERVICE

9.1 Previa AB

KI has an agreement with Previa regarding occupational health services. Employees as well as scholarship funded doctoral/postdoctoral students can visit Previa's specialists for work-related problems (2 visits per year). All visits must be booked in advance. Read more about [Previas occupational health service](#).

10 WORKING GLASSES FOR COMPUTER WORK

10.1 General

Employees who work more than one hour a day on a computer with accompanying monitor shall be given the opportunity to do an eye exam with an optician and, if necessary, receive special glasses at the employer's expense. The employee can either visit KI's own department at St. Eriks Eye Hospital or Specsavers. However, there must always be a requisition, signed by the manager, to bring to the optician. You can find more information and find a requisition [here](#).

11 SECONDARY OCCUPATIONS

11.1 General

A secondary occupation is defined as an unpaid or paid occupation that an employee engages in alongside his or her employment. KI's takes the view that all the assignments that an employee carries out on its behalf are part of the employment. If there is any doubt about what the employment includes and does not include, KI has a general right as an employer to decide whether or not the assignment is part of the employment. Secondary occupations are normally allowed, although there are rules about conflicts of interest and laws dealing with secondary occupations which undermine confidence in KI.

Details of secondary occupations must be submitted once a year.

For more information, see [Rules and guidelines for secondary occupations](#).

12 TRAVEL

12.1 General

Rules for travel are governed at KI by a local Villkorsavtal Agreement and the [Travel Regulations](#).

13 INSURANCE

13.1 Occupational group life insurance

All employees subject to governmental rules of remuneration are covered by group life insurance from their first day of employment.

More information can be seen on the website of the National Government Employee Pensions Board (SPV).

13.2 Business travel insurance

When travelling on business, employees should take with them a Travel Insurance Card, which they can obtain from their department.

You can read more in the [Travel Regulations](#).

13.3 Group life insurance

A brochure and an application form for voluntary group insurance may be ordered from the personnel department.

14 PENSION

14.1 Retirement age

The retirement age for government employees is 65. This age is reached at the end of the calendar month *before* the month in which the employee has his or her 65th birthday.

Under the Employment Protection Act (LAS), employees are entitled to continue in their employment until the end of the month in which they reach the age of 67. Six to eight months before employees reach the age of 65, a letter about their pension is sent to their home address. They must then inform their manager when they will be retiring.

You can read more about pensions [here](#).