

## Template for individual employment contracts at companies without collective agreements

An individual employment contract at companies without collective agreements may look something like this in order to ensure that the most important points regulated in a collective agreement are included.

The company (name and corporate ID number), hereinafter referred to as company XX, and NN (name and personal ID number) have on this day entered into the following agreement.

### Employment contract

#### FORM OF EMPLOYMENT AND DAY ON WHICH DUTIES BEGIN

- The employment is permanent, from (*date and year*) inclusive.
- A contract for temporary employment can be drafted for: general temporary employment, substitute staff, seasonal employment or for employees aged 67 or older.

#### POSITION AND TASKS

NN will be employed as a xxxxxxx (*position*) with the main tasks being within *field of work* xxxxxxxxxxxx.

#### SKILLS DEVELOPMENT

As an employee, NN is entitled to continuous skills development within the field of YY.

#### JOB LOCATION

The location of the job is X-town.

#### WORKING HOURS

The weekly full time working hours are x hours per week. The working hours are arranged for daytime.

1a. Overtime remuneration will be paid.

1b. Overtime remuneration will not be paid and will instead be compensated for with x number of holiday days or a salary of SEK x,xxx per month. The entitlement to overtime remuneration will be re-examined every year in connection with the annual salary review.

*If travel time remuneration is not paid:*

Travel time remuneration is not paid but is instead compensated for with x holiday days and/or SEK y (see 2b "Travel on business").

#### HOLIDAYS

Holiday entitlement is x days per year. The holiday year runs from xx (*month*) to yy (*month*). During the first year of employment, advance holiday will be paid.

## **LEAVE OF ABSENCE ON PERSONAL GROUNDS**

Paid leaves of absence for one or more days can be granted in the event of the sickness, death or funeral of close relatives or for any other reason judged by the manager to warrant paid absence.

## **SALARY**

The salary is SEK xx xxx per month at the 20xx (year) salary level. A salary review will take place every year on 1 January (alternative date).

## **VARIABLE SALARY/BONUS**

In addition to the basic salary, SEK x xxx will be paid in variable salary (per month/per year). The variable salary element is determined based on the following criteria:

XX,YY,ZZ.

The employee is covered by the company's bonus plan, enclosed to this contract.

## **BUSINESS TRAVEL**

For business travel, travel remuneration will be paid at 30-40 SEK per kilometer with a daily allowance for whole days at SEK X, half days at SEK Y and nights at SEK Z.

For one-day assignments, daily allowance/remuneration will be paid at SEK YY.

2a. Travel time remuneration will be paid for travel outside ordinary working hours at a rate of 1/240 of the monthly salary and for weekends at 1/190 of the monthly salary (*The food industry's collective agreement*)

2b. Travel time remuneration is not paid but is instead compensated for with x holiday days and/or SEK y (see Working Hours point). (*The food industry's collective agreement*)

## **SICKNESS**

In addition to the rules regarding sick pay, the company, in the event of sickness, pays a supplement to the social security remuneration of up to xx per cent of the salary. For sickness from sick day 91 to 360, the employer pays a supplement to the social security remuneration of up to xx per cent of the salary.

The company is a member of YY Occupational Health Care.

## **PARENTAL LEAVE**

The employer pays a supplement to the parental allowance of xx per cent of the salary for Y months. Prior to parental leave and return from parental leave, planning talks must take place. An annual salary review will also be held during parental leave.

## **PENSION**

An occupational pension similar to an ITP solution is included in the contract/alternatively the company will pay premiums for the occupational pension equivalent to X per cent of the salary. (ITP = Industrial and business occupational pension)

#### **INSURANCE**

The company will take out Occupational Injury Insurance TFA and TGL for NN. In the event of overseas travel, the XX insurance will apply.

#### **COPYRIGHT**

The employee's copyright will be handled in accordance with the Swedish Copyright (Artistic and Literary Works) Act (1960:729).

#### **INVENTIONS**

The employee's entitlement to their inventions will be handled in accordance with the Swedish Right to Inventions at Work Act (1949:345).

#### **CONFIDENTIALITY**

7§ The Swedish Trade Secrets Act (1990:409) applies to this employment.

#### **PERIOD OF NOTICE**

The period of notice is three months from the employer's side and one month from the employee's side. If longer employment periods apply in accordance with the Swedish Employment Protection Act, LAS, these shall be applicable. During the period of notice, full employment benefits shall be paid.

#### **DISPUTES REGARDING THE CONTRACT**

Any dispute arising from this agreement shall be resolved in accordance with Swedish law in a Swedish court.

#### **Signatures**