



Important information for recipients of unemployment benefit

We help you move forward

When you lose your job and become a jobseeker, you dream of finding a new job quickly. We want to help you achieve that dream. We do that by making sure you understand the rules, your rights and your responsibilities while you receive unemployment benefit.

If you are unsure about anything in this guide, please do not hesitate to contact us.

Looking for work – jobseeker’s agreement

When you are unemployed, you must be available for work and actively seeking work in order to receive unemployment benefit.

Among other things, this means that:

- You must look for work every week you are unemployed. If you are insured full time, you are required to apply for full-time jobs with 37 hours a week, and if you are insured part time, you must apply for jobs with 30 hours a week.
- You must primarily apply for advertised vacancies. You can supplement this activity with unsolicited applications.
- You must apply for jobs with a daily travel time of up to 3 hours.
- You must primarily apply for jobs within your area of experience/specialist area.
- You must search extensively and outside your specialist area if there are insufficient vacancies within it.
- You must upload a number of applications to your job log – we will agree how many.

When you attend your first meeting at Krifa, we will make a written jobseeker’s agreement together. You must comply with this agreement to remain entitled to unemployment benefit.

You must keep a record of the jobs you apply for every week

In your job log on jobnet.dk, you must keep a record of the jobs you apply for, regardless of whether you applied in writing or in person/by phone.

You must also enter all your other jobseeking activities in the log. We will use this information to evaluate your job search. You must keep a record of your job applications every week.

You must attend meetings

You will be called in regularly for meetings, where we will tell you about the unemployment benefit rules and make a jobseeker’s agreement with you, among other things. You can always book extra meetings with us and sign up for various courses that will provide inspiration and tools to help with your job search at krifa.dk/mitkrifa.

Booking meetings

When you are called in for a follow-up meeting at Krifa, or a job interview at the Job Centre, you must book the meeting by the day before the deadline. If you fail to do so, you will be signed off by the Job Centre and cannot receive unemployment benefit until you have re-registered on jobnet.dk.

If you are unable to book a meeting, you must contact Krifa or the Job Centre for further assistance.

What does being available mean?

In order to receive unemployment benefit, you must be available for work. This means that you must:

- Apply for jobs as agreed.
- Be registered with the Job Centre.
- Have an active CV on jobnet.dk.
- Check your job proposals on jobnet.dk every 7 days.
- Attend the meetings you are called to.
- Comply with the agreements you make with the Job Centre, a secondary operator and Krifa.
- Be able to start a new job at a day’s notice.
- Take part in activation.
- Be living in Denmark.

Registering with the Job Centre

You must check your job proposals on jobnet.dk at least every 7 days. If you forget to do so, you risk being signed off by the Job Centre and losing your unemployment benefit until you have re-registered.

Remember to check your mail

You must check your mail every day – both your regular mail and electronic mail.

You will receive all your mail from us electronically in your Krifa Boks, which you will find in Mit Krifa.

You will be informed by email when there is a new message in your Krifa Boks. You are responsible for ensuring that both we and the Job Centre have your correct address and email address.

If you want to go on holiday

If you want to go on holiday, the Job Centre must be informed at least 14 days before your holiday starts, and we must be informed no later than the first day of your holiday – but it is a good idea to let us know about your holiday as soon as possible. You can apply for holiday unemployment benefit in Mit Krifa.

If you fall ill

If you fall ill, you must register as sick on jobnet.dk on the first day of your illness. As a rule, we will pay unemployment benefit for the first 14 days of your sick leave.

However, you can only receive unemployment benefit when ill from the day on which you register as sick on jobnet.dk. When you are well again, remember to register as fit on jobnet.dk. If you are called in for a meeting with the Job Centre, a secondary operator or us, you must cancel by phone before the meeting.

If you are ill for more than 14 days, you will receive sickness benefit from the municipality. We will inform the municipality of your illness. You will receive a notification letter, which you must answer. If you do not receive a notification letter from the municipality within 10 days of the first day of your illness, you must contact your municipality immediately.

If you fall ill during activation

If you are on a course, work experience or other scheme agreed with the Job Centre in a jobseeking strategy, you must register as sick, both on jobnet.dk and with your training provider or employer.

Do you have no one to look after your children or other family members?

As a jobseeker, the Job Centre can offer you work or activation, e.g. subsidised employment, both during and outside institution opening hours. You must agree to this, and if you do not accept an offer, you risk being sanctioned.

It is therefore important for you to inform the Job Centre of any care problems you have before you are offered a job or activation. This applies whether you have care problems during or outside institution opening hours.

If you have care problems outside institution opening hours, the Job Centre must take account of your situation.

It is the Job Centre that offers you employment or activation. It is up to us as your unemployment insurance fund to decide whether you ought to be sanctioned.

Sanctions and losing entitlement to unemployment benefit

In some situations, you can lose your entitlement to unemployment benefit for a short or extended period. This can happen if you:

- Leave a job.
- Turn down a job offer.
- Do not help to draw up or amend a jobseeking strategy.
- Fail to attend or break off activation.
- Fail to attend a meeting.
- Do not comply with your jobseeker's agreement.
- Do not complete your job log.

Deductions from you unemployment benefits every 4 months

Your unemployment benefits will be reduced by one day of unemployment benefit every 4 months unless you have worked more than 148 hours in the last 4 months if you are insured full time or more than 97 hours if you are insured part time.

Reduced benefit period

If you have received unemployment benefits for a total of 4 years within an 8-year period, your benefit period will be reduced by one month.

Payment of unemployment benefit

Your unemployment benefit will be paid for a full calendar month at a time. A calendar month consists of 160.33 hours (130 hours part time). Your paid hours and other time to be offset will be deducted from your 160.33 unemployment benefit hours, after which your remaining hours will be paid to you.

You will only be paid unemployment benefit if at least 14.8 hours (12 hours for part-time insurance) can be paid for the month.

Keep track of your entitlement to unemployment benefit on Dagpengetællere (Unemployment Benefit Counter)

You can check your Unemployment Benefit Counter on jobnet.dk at any time. Among other things, the counter shows a summary of:

- Your use of unemployment benefit and how much of your unemployment benefit period is left
- The expected expiry date of your unemployment benefit period
- How to extend your unemployment benefit period
- How to become eligible for another 2-year unemployment benefit period

- Your waiting account
- Your use of supplementary unemployment benefit

Your Unemployment Benefit Counter is updated continuously while you are unemployed, including when we pay you unemployment benefit, for example. It can therefore change from one day to the next, so it provides an up-to-the-minute picture of your situation.

Supplementary unemployment benefit

If you get a part-time job or become self-employed, you can apply for supplementary unemployment benefit. When you **receive supplementary unemployment benefit**, you must follow the same rules as if you did not have a job. You must therefore continue to seek work.

Paid part-time work and supplementary unemployment benefit

If you obtain part-time work and have a notice period, please note that your employer must fill in a notice waiver. We must receive the waiver within 5 weeks of your starting work.

Contact us if you get a part-time job.

Self-employment and supplementary unemployment benefit

If you are thinking about becoming self-employed, please note that we have to decide whether you can receive unemployment benefit while you are self-employed. You must therefore contact us before starting work on a self-employed basis.

Education/training on unemployment benefit

As a rule, you cannot claim unemployment benefit if you are enrolled on a course. However, it is possible to claim unemployment benefit during education/training in certain circumstances if it does not come under the SU State Educational Grant and Loan Scheme (as a full-time course) and is less than 20 hours a week, or if it is at lower-secondary level. Please contact us if you wish to take an education course.

6 weeks of work-related training

If you do not have a degree, you are entitled to take part in up to 6 weeks of work-related training during your initial period as a jobseeker.

You can take part in 6 weeks of training within one occupational group. The occupational groups can be found in the approved list on star.dk.

You must have used 185 hours of your entitlement to unemployment benefit in total before you are entitled to take part in 6 weeks of work-related training. However, some courses are excepted from this rule. The approved list shows which courses they are.

You will be paid the same as you receive in unemployment benefit. You must contact us if you have a part-time job or another paid occupation on a self-employed basis.

You can find out more about your training options at star.dk, or by contacting the Job Centre or us.

Deadline for submitting your benefit form

If we do not receive your benefit form within 1 month and 10 days of the last day on the form, you will lose your entitlement to unemployment benefit for the period covered by the form.

More information

You can find further information on many of the above topics at krifa.dk. If you have any questions, please do not hesitate to contact us.

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