



Sveriges lantbruksuniversitet
Swedish University of Agricultural Sciences

[Faculty/Department/Centres of Expertise
and Research]

OVERSEAS CONTRACT ACCORDING TO URA

SLU ID: SLU.[Write the number here]

DD.MM.20YY

Overseas contract according to URA

Agreement according to Section 4 Agreements on URA Agreement on overseas contracts and guidelines on employment conditions in service abroad (URA) has been reached on this date between the following contract parties:

Information: This foreign contract thereby replaces the collective agreements Villkorsavtal and Villkorsavtal-T during the stationing period.

Employer:

Swedish University of Agricultural Sciences
Box 7070
SE-750 07 Uppsala
Tel: +46 18 67 10 00

Employee:

Name

Personal identity number (or coordination number if Personal identity number does not exist)

Registered address in Sweden (if available, otherwise current address)

Mobile tel: +xx xxxxxxxxx xxx

Contact person at the department during the stay abroad:

Name, telephone number. See checklist in the URA contract's appendix for recommendations on contact during the stay abroad.

Employee's duties abroad (section 4 URA):

(Employee's name) shall work as (title/position) on (duties) at (specify department/workplace).

Employee's stationing location abroad (section 4 URA):

Stationing location, Country.

Postal address: Postal address
Visiting address: Visiting Address
Corp. ID no: 202100-2817
www.slu.se

Phone: 018-67 10 00 (switchboard)
Mobile number: XXX-XXX
firstname.surname@slu.se

Length of service period (sections 3-5 URA):

From (dd/mm/yyyy) until further notice, although not later than (dd/mm/yyyy).

Salary (Sections 4 and 7 URA):

Monthly salary (SEK) (*state relevant amount*)

(*Indicate the annual salary level at which the monthly salary is determined*).

Payment of salary is normally made on the 25th of each month to a bank account.

Salary review: The employee is included in the salary review on the same terms as other employees at the Swedish University of Agricultural Sciences. Salary supplements are not paid.

The employer pays fees according to the Social Contributions Act (2000:980).

Working hours (section 8 URA):

Non-regulated working hours at the workplace abroad. Percentage of full time: 100%. No payment is made for overtime/extra time. The organization of working time shall be adapted to the tasks and conditions in the country of employment.

Holiday (section 9 URA):

Number of days of holiday: x days of holiday per year. Holidays in accordance with the corresponding provisions in the Terms and Conditions Agreement/Terms and Conditions Agreement-T.

Salary and sick leave (section 10 URA):

In the event of absence due to illness during the period of service, the employee may keep their salary for days 1-14, according to the foreign contract. With effect from day 15 of sick leave, the employee shall make notification to the employer for the registration of sick leave in accordance with the provisions of the Terms and Conditions Agreement/Terms and Conditions Agreement-T, Chapter 7.

Pension (Section 11 URA):

According to pension agreement PA 16.

Insurance terms (section 12 URA):

- URA insurance, which is taken out by the Swedish University of Agricultural Sciences with Kammarkollegiet
- State Occupational Group Life Insurance Agreement (TGL-S)
- Personal injury compensation agreement (PSA)

Special conditions of employment (Section 13 URA and appendix to URA):

Reimbursement of health care costs:

The employer takes out and pays for Kammarkollegiet's URA insurance for the employee under this contract, which covers emergency accident and health insurance. Beyond this, the employer does not pay for medical expenses or medicines for medical care in the country of stationing. The employee is encouraged to review their private health insurance cover prior to the stay abroad, and to contact the social insurance agency Försäkringskassan regarding compensation for **planned care** in the country of stationing.

Reimbursement of travel expenses:

a. Outward/return travel to the stationing location in the beginning and end of the URA agreement is reimbursed with actual costs, although not more than SEK x (the total amount includes the cost for both the employee and any accompanying family members)

Alternative wording: No reimbursement is paid for travel expenses.

b. Holiday home travel can be allowed for a maximum of one trip per year and only if the URA contract covers a period of one year or longer. Holiday home travel is reimbursed with actual costs, although not more than SEK x.

Alternative wording: No reimbursement is paid for holiday home travel.

c. Travel for visits for family members still living in Sweden, can be allowed for a maximum of one trip per year and only if the URA contract covers a period of one year or longer. Travel for visits is reimbursed with actual costs, although not more than SEK x.

Alternative wording: No reimbursement is paid for travel for visits.

Reimbursement of housing costs:

The employer reimburses the employee for housing costs at the stationing location for a furnished/unfurnished apartment including operating costs (such as normal consumption of electricity, water, gas and waste collection) with actual costs, although not more than SEK x per month.

Alternative wording: No reimbursement is paid for housing costs.

Reimbursement of removal costs outward/return:

Alternative wording: No reimbursement is paid for removal costs.

Removal costs to and from the stationing location outward/return can be reimbursed with actual costs, although not more than SEK x.

Reimbursement of costs for children's preschool/school child care:

Costs for preschool/school child care/school are reimbursed with actual costs, although not more than SEK x per semester/academic year per child.

Alternative wording: No reimbursement is paid for costs for preschool/school child care/school.

Reimbursement of other additional costs (expatriation allowance):

- a. Additional costs supplement can be granted. The amount is calculated according to the chart from the tax office, and based on the country of stationing. See the URA employee website for more information.

For the employee (Name), additional costs supplement is paid at xxx % of the maximum amount. At present a total of SEK x per month.

For any accompanying adult (Name), additional costs supplement is paid at xxx % of the maximum amount. At present a total of SEK x per month.

For any accompanying children (Name), additional costs supplement is paid at xxx % of the maximum amount. At present a total of SEK x per month.

Alternative wording: No additional costs supplement is paid.

- b. Accompanying supplement is a supplement that can be paid to an accompanying adult, if he/she has a loss of income during outstationing. The accompanying supplement is the same amount regardless country of stationing and the amount is according to the regulations by the Tax Agency. In order to be granted accompanying supplement the person must provide proof of loss of income.

No Accompanying supplement is paid.

Alternative wording: Accompanying supplement is paid at xx% of the maximum amount for the accompanying adult, at present SEK x per month,

It is the manager who decides whether additional cost supplements and/or accompanying supplements are to be paid, and must be made clear in the URA agreement. There are no requirements for the compensation to be paid. *Feel free to consult an HR specialist about the additional cost amounts and any accompanying supplement.*

Note: *The additional cost supplement and accompanying supplement are indicated in the contract as a percentage of the current maximum amount, since the maximum amounts change after recalculation twice a year. Note that the maximum amount of additional cost supplement for each country is decided by the Swedish Tax Agency.*

Termination of the foreign contract (Section 18 URA):

A mutual notice period of 1 month applies. The termination must be in writing and sent to the department the employee is employed at, as well as to the HR Department. Otherwise see URA, sections 16-20.

Details of which members of the family – accompanying persons and others – are covered by this contract and thereby related benefits:

Spouse/cohabitant (see URA section 2) accompanying to the stationing location:

Name: Personal ID number:

Children (see URA section 2) accompanying to the stationing location:

Name: Personal ID number:

Name: Personal ID number

etc.

Family members at home (see URA section 2) who are not accompanying to the stationing location (*stated only if the contract includes reimbursement for visiting*):

Name: Personal ID number:

Name: Personal ID number:

etc.

Contact details of relatives (at least two contact persons):

1. First and last name, relationship, mobile number
2. First and last name, relationship, mobile number

Business trips while on URA

During URA, business trips may take place both within the country of stationing as well as to Sweden and other countries. Business trips is reimbursed with actual costs for travel and housing. If the employee has additional costs supplement, no subsistence is paid because double supplements cannot be paid. If the employee *doesn't* have additional costs supplement a subsistence *can* be paid (business trips within the country of stationing will be decreased with 20% according to tax agency regulations).

Note that during business travel to the place of employment in Sweden during the posting abroad, no subsistence is paid.

Note that subsistence or reimbursed for housing cost is not paid when traveling to the to the place of employment in Sweden.

Other

Lind to the official national website of the host country can be found here:

https://europa.eu/youreurope/business/human-resources/posted-workers/posting-staff-abroad/index_sv.htm (applies only when the positing is within the EEA or Switzerland).

Prior to scrutiny, the department must also submit an employment with URA as a time limit basis and submit the accounting assignment to a payroll specialist at the HR Department.

Special information about URA insurance from Kammarkollegiet:

Regulation on Kammarkollegiet's URA insurance.

In case of serious illness, extensive personal injury, hospital admission, need for repatriation or other active assistance abroad, contact **Falck Global Assistance**.

Tel: +46 8 587 717 49
Fax: +46 8 505 939 13
E-mail: fga@se.falck.com

Regulation on assault, URA insurance

Assault must be immediately reported to the local police. The insured must provide evidence that a police report has been made. If Kammarkollegiet so requires, the insured must bring a legal action for damages against the perpetrator. Kammarkollegiet will then cover all the insured's costs that are not otherwise covered.

The insured must observe normal caution, i.e. if possible avoid dangerous areas and situations and otherwise do what may reasonably be expected in order to avoid being the victim of assault. In the event of negligence, compensation is normally halved, unless the circumstances of the incident indicate that the negligence was very minor or had little significance for the insurance claim. In the event of gross negligence, the right to compensation may be lost completely. The same applies if the insured was under the influence of alcohol, medicine for sleeplessness/insomnia, narcotics, other intoxicating substances or committed an intentional act that, according to Swedish law, could result in at least a fine.

Insurance terms and conditions can be found at Kammarkollegiet's website.

Note

The employee is obliged to provide (*the employing authority*) with information on circumstances relevant to the assessment of the content of this contract (see section 15 URA and note to section 4 URA).

Scrutinised by XXX, HR specialist, HR Department, DATE

This foreign contract has been prepared in duplicate and each contract party has received one original.

Place and date

Signature head of department/equivalent for SLU

Name printed

Place and date

Employee's signature

Name printed

Appendix 1 – Preparations

Preparations for stationing abroad

The department (equivalent) prepares for a posting according to URA by going through the entire contract template. If the employee or future employee does not have sufficient language skills in Swedish to understand the meaning of the entire contract, it is a good idea to give the opportunity to read through the entire contract in English (however, the contract must always be signed and countersigned in the Swedish version of the contract template).

Also read through together the section on Work Environment with stationing abroad, so that the employee understands the responsibility that the respective employer has before, during and after the URA posting. It is important that the employee understands that although the employer has a work environment responsibility, it is the employee's responsibility to report irregularities in the work environment, since the employer is not present and thus cannot observe the work environment on site during the stationing period.

When signing of the URA contract, it is a good idea to involve the department's economist or equivalent in order to obtain a cost estimate of the contract and the expense reimbursements included in the contract. The standard text included in the contract, and which must be included, must not be deleted or reformulated. You can use the alternative wordings that appear in the contract template, but you cannot add or rewrite sections. Feel free to consult with an HR specialist along the way when questions arise.

Checklists before posting

The following three checklists describe the elements that the employer and the employee together and the employer and the employee separately are responsible for during the preparation of an URA posting.

The employee and the employer together:

1. Before a URA agreement can be signed, Försäkringskassan's social security affiliation form **A1** must be completed and sent to Försäkringskassan.

The employee is responsible for sending the A1-form on the Försäkringskassans website, my pages. The application also needs to be supplemented with the employer part in the form *6221 Arbetsgivarens uppgifter vid utsändning*. If the employee can't use my pages on Försäkringskassans website, the form *6220 Begäran om intyg A1 eller intyg enligt socialförsäkringsavtal* can be used instead. All forms are available on Försäkringskassan's website.

A list of countries with agreements with Sweden is available on Försäkringskassan's website.

Please note that it is important to clarify to Försäkringskassan that the employee will not be moving abroad, but instead be stationed abroad for a limited time period while still employed by a Swedish government.

Once the employee receives their decision for A1, stating that Försäkringskassan will coordinate their social insurance, they must submit a copy to the department.

2. The employee applies for the necessary residence or work permit for himself or herself and any accompanying persons, on the basis of documentation from the employer. However, the employee is personally responsible for finding out what rules apply in the outstationing country in order to obtain a residence or work permit.
3. Ensure that the employee has been offered the possibility of necessary/appropriate vaccination, in the first instance through the occupational health service, or by private vaccination agency through expenses.

Employer's responsibility, checklist:

1. Take out URA insurance in good time with Kammarkollegiet for the employee to be outstationed and any accompanying family. The insurance is taken out via the function address forsakring@kammarkollegiet.se. Provide the employee to be outstationed with the insurance conditions for URA insurance, which can be found at the Kammarkollegiet website.
2. If the posting abroad involves physical risks at work, the department shall ensure that the outstationed person is able to undergo a medical examination prior to the posting abroad.
3. Inform the employee to be outstationed that the reimbursement specified in the contract, other than additional cost and accompanying supplements, are reimbursed against actual costs and that these costs must be reported with documentation to the HR Department via Primula self-service.
4. The employer still has work environment responsibility for the employee during the stationing abroad. Appoint a contact person at the department who has regular contact with the employee who has been outstationed.

Employee's responsibility, checklist:

1. With outstationing within the EU/EEA, apply for the European Health Insurance Card (EHIC) from Försäkringskassan, which entitles to subsidised care within the EU/EEA, including planned care.
2. If you or any of the accompanying persons are undergoing medical treatment, make sure to contact your healthcare provider well in advance to plan follow-up of care/medications, since URA insurance **does not** cover planned care but only emergency care. If you are posted to an EU/EEA country, you can take the EU card with you and then it is easier to follow up planned care in the outstationing country. You can ask your healthcare provider for documentation to show in case of contact with healthcare abroad, in order to make it easier for the foreign healthcare provider to offer the right treatment.
3. If accompanying children need childcare or a place at school, contact the home municipality and ask if the school capitation allowance can be taken to the outstationing country.
4. Read information about the outstationing country and the place where you will be working and about the security situation in the country and acquire more information before outstationing. The Foreign Ministry has an app called Resklar, which provides good, up-to-date information that you need before your stay. The app can be downloaded on the Foreign Ministry's website. You will also find other important information for your trip on the same website.
5. Carefully read the insurance terms and conditions of the URA insurance provided by the employer, in order to determine whether the insurance covers all the needs you may have at the time of posting. With any questions about the insurance, contact the HR Department through an administrator at the department where you work.

Signature employer/employee have reviewed the checklists:

Signature employer

Signature employee

READ ONLY