

# Collective agreement for salaried employees in the air transport sector

1.2.2025 – 31.1.2028

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All the laws referenced in this document are Finnish laws. This document has been translated into English from the Finnish original. Should any conflicts arise in the interpretation of the different language versions, the Finnish version will prevail.

# PROTOCOL OF SIGNATURE FOR THE RENEWAL OF THE COLLECTIVE AGREEMENT FOR SALARIED EMPLOYEES IN THE AIR TRANSPORT SECTOR

Place      Remotely

Date      29 January 2025

Present	Service Sector Employers Palta Tuomas Aarto Minna Ääri Elisa Lindholm Aapo Heikurainen Elina Koivu Petri Eskelinen Pia Pallasto	Trade Union Pro Niko Simola Minea Pyykönen Anne Mähönen Pasi Kalmari Mikko Viertola
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The undersigned unions have agreed on the reformation of the collective agreement for salaried employees in the air transport sector as follows:

## 1. Agreement period

The new collective agreement will enter into force on 1 February 2025 and remain in force until 31 January 2028. If the parties cannot reach an agreement on the salary increases for 2027, the collective agreement may be terminated with effect on 31 January 2027. Thereafter, the agreement will continue to be valid for further periods of one year, unless the signatory associations terminate the agreement in writing. The termination notice period is two months before the end of the agreement period.

## 2. Salary reviews

### 2.1. Salary review in 2025

#### 2.1.1. Salary reviews with local bargaining in 2025

The pay settlement is primarily negotiated locally with the shop steward or, if no shop steward has been elected, with a representative chosen by the other employees, taking into account the financial, order book, employment situations and cost competitiveness of the company on the market. The employee shall deliver to the shop steward or other employee-selected representative the required information about the company's financial statement, order portfolio, and employment situation and their proactive development by 16 May 2025.

The purpose of local negotiations is to find a pay solution that corresponds to the company's situation and needs. The objective is to also support the incentive nature of salary formation, a just salary structure, salary equality among genders, scaling of salary, and development of productivity in the workplace. The information disclosed in the negotiations is confidential and cannot be used for any other purpose.

The matters to be agreed on in a local pay settlement are the time, scale and implementation of salary reviews. The agreement shall be concluded with the shop steward or employee-selected representative by 30 May 2025, unless the parties agree to extend the processing time.

#### **2.1.2. Determination of salary reviews in 2025, if no local pay settlement is agreed on:**

##### Increase payable to all

Salaries will be increased by an increase of 2.0% distributed to all clerical employees no later than 1 June 2025 or from the beginning of the next pay period thereafter.

##### Company or workplace-specific instalment

In addition, from the beginning of the pay period beginning on 1 June 2025 or the next pay period thereafter, a company-specific amount of 0.4% (0.5%-0.1%) calculated from the salaries of clerical employees in April 2025, including fringe benefits, will be used to increase the salaries of clerical employees. Of the general company-specific instalment (0.5%) distributed by the employer in 2025, 0.1% has been agreed to be compensated as a result of the text amendment concerning family leave, in which case the company-specific instalment is 0.4%.

The objective of the company-specific instalment is to support the incentivisation of salary formation, a fair salary structure and pay grading, the development of productivity at the workplace, the implementation of the employer's salary policy and to correct any biases.

##### Salary tables and monetary allowances

Salary tables and monetary allowances will be increased by 2.4% on 1 June 2025.

#### **2.2. Salary review in 2026**

##### **2.2.1. Salary reviews with local bargaining in 2026**

The pay settlement is primarily negotiated locally with the shop steward or, if no shop steward has been elected, with a representative chosen by the other employees, taking into account the financial, order book, employment situations and cost competitiveness of the company on the market. The employee shall deliver to the shop steward or other employee-selected representative the required information about the company's financial statement, order portfolio, and employment situation and their proactive development by 10 April 2026.

The purpose of local negotiations is to find a pay solution that corresponds to the company's situation and needs. The objective is to also support the incentive nature of salary formation, a just salary structure, salary equality among genders, scaling of salary, and development of productivity in the workplace. The information disclosed in the negotiations is confidential and cannot be used for any other purpose.

The matters to be agreed on in a local pay settlement are the time, scale and implementation of salary reviews. The agreement shall be concluded with the shop steward or employee-selected representative by 30 April 2026, unless the parties agree to extend the processing time.

## **2.2.2. Determination of salary reviews in 2026, if no local pay settlement is agreed on:**

### Increase payable to all

Salaries will be increased by an increase of 2.2% distributed to all clerical employees no later than 1 May 2026 or from the beginning of the next pay period thereafter.

### Company or workplace-specific instalment

In addition, from the beginning of the pay period beginning on 1 June 2026 or the next pay period thereafter, a company-specific amount of 0.7% calculated from the salaries of clerical employees in March 2026, including fringe benefits, will be used to increase the salaries of clerical employees.

The objective of the company-specific instalment is to support the incentivisation of salary formation, a fair salary structure and pay grading, the development of productivity at the workplace, the implementation of the employer's salary policy and to correct any biases.

### Salary tables and monetary allowances

Salary tables and monetary allowances will be increased by 2.9% on 1 May 2026.

## **2.3. Salary adjustment in 2027 if the collective agreement has not been terminated**

### **2.3.1. Salary reviews with local bargaining in 2027**

The pay settlement is primarily negotiated locally with the shop steward or, if no shop steward has been elected, with a representative chosen by the other employees, taking into account the financial, order book, employment situations and cost competitiveness of the company on the market. The employee shall deliver to the shop steward or other employee-selected representative the required information about the company's financial statement, order portfolio, and employment situation and their proactive development by 9 April 2027.

The purpose of local negotiations is to find a pay solution that corresponds to the company's situation and needs. The objective is to also support the incentive nature of salary formation, a just salary structure, salary equality among genders, scaling of salary, and development

of productivity in the workplace. The information disclosed in the negotiations is confidential and cannot be used for any other purpose.

The matters to be agreed on in a local pay settlement are the time, scale and implementation of salary reviews. The agreement shall be concluded with the shop steward or employee-selected representative by 30 April 2027, unless the parties agree to extend the processing time.

### **2.3.2. Determination of salary reviews in 2027, if no local pay settlement is agreed on:**

#### Increase payable to all

Salaries will be increased by an increase of 2.0% distributed to all clerical employees no later than 1 May 2027 or from the beginning of the next pay period thereafter.

#### Company or workplace-specific instalment

In addition, from the beginning of the pay period beginning on 1 May 2027 or the next pay period thereafter, a company-specific amount of 0.4% calculated from the salaries of clerical employees in March 2027, including fringe benefits, will be used to increase the salaries of clerical employees.

The objective of the company-specific instalment is to support the incentivisation of salary formation, a fair salary structure and pay grading, the development of productivity at the workplace, the implementation of the employer's salary policy and to correct any biases.

#### Salary tables and monetary allowances

Salary tables and monetary allowances will be increased by 2.0% on 1 May 2027.

## **3. Text amendments**

### **3.1. Notice periods**

Section 8. The periods of notice are amended as follows:

1. Unless a longer period of notice is agreed when concluding or terminating an employment contract, the employer must adhere to the following:

- a 14-day notice period, if the employment relationship has lasted up to one year,
- a 1-month notice period, if the employment relationship has lasted 1–4 years,,
- a 2-month notice period, if the employment relationship has lasted 4–8 years,
- a 4-month notice period, if the employment relationship has lasted 8–12 years,
- a 6-month notice period, if the employment relationship has lasted over 12 years.

2. Unless another period of notice, but no longer than one month, has been agreed upon when the employment contract is concluded or terminated, upon terminating the employment contract, the clerical employee must comply with

- a 14-day notice period, if the employment relationship has lasted up to 5 years,
- a 1-month notice period, if the employment relationship has lasted over 5 years

### **3.2. Layoff notice periods**

Section 13 Layoff notice periods is amended to read as follows:

The entry is valid until 31 January 2028 as follows (if the option year is not used, until 31 January 2027):

1. Unless otherwise agreed in conjunction with the layoff process, the employer must adhere to the layoff notice period of 14 days when laying off a salaried employee.

The entry shall return to its previous form on 1 February 2028 (if the option year is not used, on 31 January 2027):

1. Unless otherwise agreed in conjunction with the layoff process, if the employer has to reduce its workforce due to financial or production reasons, it must adhere to the following minimum notice periods:

- a 14-day layoff notice period, if the employment relationship has lasted up to 1 year
- a 1-month layoff notice period, if the employment relationship has lasted over 1 year

A new paragraph 2 is added to read as follows and the numbering is changed accordingly:

2. The notice periods for layoffs agreed in paragraph 1 may be otherwise agreed upon locally with the shop steward.

### **3.3. Payment of sick pay**

A new tier is added to the table in section 39, paragraph 1, subparagraph 1 as follows:

#### **1. Pay obligation**

1. If an employee is unable to work because of illness or accident and has not caused his or her incapacity to work through wilful or criminal action, wanton conduct or another form of gross negligence, he or she has the right to receive his or her pay and benefits during the incapacity at the rate at which he or she would have earned them during regular working hours as follows:

<b>The employment relationship has continued uninterrupted</b>	<b>Pay</b>
less than 6 months	1 + 9 days
6 months but less than 1 year	3 weeks
1–5 years	6 weeks
5 years or longer	6 months

### **3.4. Family leave entries**

Changes in family leave have been fully compensated.

Amendment to section 39, paragraph 4. Family leave to read as follows:

Transitional provision: From the entry into force of the collective agreement, the following provisions shall apply to clerical employees who are subject to the provisions of the Health Insurance Act, which entered into force on 1 August 2022, and whose right to pregnancy or parental leave begins on or after 1 February 2025.

If the provisions of the Health Insurance Act concerning family leave in force on 31 July 2022 are complied with for a clerical employee or the right to pregnancy or parental leave has started before 1 February 2025, the provisions of the collective agreement in force before 1 February 2025 shall be complied with in accordance with section 39, paragraph 4.

If the provisions of the Health Insurance Act in force after 1 August 2022 are complied with for the employee, any paid maternity, paternity and adoption leave already taken in accordance with the collective agreement in force on 31 January 2025 will be deducted from the paid leave in accordance with the family leave provisions of the collective agreement that entered into force on 1 February 2025.

1. Pregnant and birthing clerical employees are granted pregnancy, special pregnancy and parental leave for the period to which their pregnancy, special pregnancy and parental allowance under the Health Insurance Act is deemed to be allocated. Full salary is paid for pregnancy leave and the immediately following part of parental leave, for a total of 72 weekdays.
2. The right to leave of a non-birthing clerical employee is determined in accordance with the provisions of the Health Insurance Act concerning the non-birthing parent. A non-birthing clerical employee is paid full salary for the first 32 weekdays of parental leave.
3. When a clerical employee has adopted a child below school age from outside the family, they are granted a paid leave of 32 working days immediately related to the adoption equivalent to parental leave.

4. A prerequisite for the payment of salary in paragraphs 1.-3. is that the clerical employee's employment relationship has continued continuously for at least 12 months before the birth or adoption of the child.
5. The parties recommend that a comprehensive plan be drawn up on the use of parental and childcare leave.
6. An employee who returns from family leave has the right to return to his or her previous job as the first option. If this is not possible, the employee must be offered another position that corresponds to the previous position and the employment contract or, if this is also not possible, other work that corresponds to the employment contract. An employee who returns from leave has a prior right to employment over another employee who has been hired to cover family leave.

Appendix 1, section 2, paragraph 3 is amended to read as follows:

Regular working days also include periods during which the employer pays sick pay and any training periods whose costs are fully or partially paid by the employer, if the employee receives pay during the training. In addition, the total paid portion of pregnancy and parental leave, parental leave of the non-birthing parent and adoption leave are counted as regular working days. Time off referred to in section 46 (short-term temporary absence) is considered equal to a workday for which the employee is paid. In effect, holiday is both accrued and spent during such periods. Days off as meant by this agreement are also comparable to working days.

### **3.5. Elderly employees' coping at work**

A new section 49 Elderly employees' coping at work is added and the numbering is changed accordingly:

Special attention is paid to the coping at work, work ability and workload of elderly employees. Employees aged 55 years and over have the opportunity, according to the company's practices and possibilities, to arrange arrangements that support the coping of the elderly employee at work.

## **4. Working groups**

A working group is established between the unions that aims to make technical changes to the collective agreement concerning period-based working hours during the agreement period (e.g. taking period-based working hours into account in overtime regulations).

## **5. Employment security for the Chair and Deputy Chair of the Committee**

The Chair and Deputy Chair of the Collective Bargaining Committee have employment security equivalent to the position of a shop steward during collective

agreement negotiations starting from the termination of the collective agreement and a so-called post-protection period of 6 months starting from the approval of the negotiation result of the collective agreement during the agreement period.

## **6. Meal allowance in personnel representative training**

For courses approved in the Palta-Pro training agreement, the clerical employee is paid a meal allowance for each course day for which the monthly salary is not deducted as compensation for the meal costs incurred by the course organiser. The meal allowance in 2025 is EUR 30.37.

## **7. Local agreement on periods of notice**

In addition to what has been agreed on the notice periods in section 8(2) of the collective agreement, the following is stated. If agreed locally with the shop steward, the employer and the clerical employee may agree on a notice period of no more than two months for more critical duties.

SERVICE SECTOR EMPLOYERS TRADE UNION PRO  
PALTA

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## GENERAL

### 1 §

#### Scope of application

1. This agreement applies to the salaried employees of air transport operators and companies providing services to aviation operators.
2. The scope of application is specific to job roles, and therefore the nature of the employment relationship, the employee's education level, statistical job title or method or form of pay have no bearing from the point of view of the agreement's application.
3. The scope of application includes, among others, site supervision and other supervisory roles; expert, planning, inspection, quality control, maintenance and flight preparation roles; finance, HR management, sales, marketing and IT roles; transport, logistics, forwarding and materials management roles.
4. The agreement's scope of application has no educational upper limit. This means that, for example, an employee who has a higher education qualification or other specialist education is within the scope of application of this agreement, provided that the role in question is within the agreement's scope. Employees may have acquired competences in practice.
5. The agreement does not apply to senior company management, persons who represent the employer in the determination of the employees' pay or terms of employment, persons who have an independent status and an administrative, financial or operational responsibility in the company or a significant part of it, or persons in comparable roles. This may include persons who have no supervisory responsibility but who, due to their specific expertise and independent position, are similar to the aforementioned persons who are not included in the agreement. A supervisory role in itself does not exclude the role in question from the agreement's scope.
6. Employees whose roles are primarily commission-based are not covered by the pay and working time provisions of this agreement or the rules on travel expenses; they must be agreed upon separately.
7. If a role that is covered by this collective agreement changes to the extent that the role comes under a different personnel category, the employees' representative must be notified of the change.

#### Note in the record:

The associations emphasise the importance of accurate and consistent interpretation of the provision on the agreement's scope of application with regard to both existing and new employees. If a dispute over the agreement's scope of application arises in the workplace, the

matter will be resolved by the associations by way of an expedited negotiation procedure.

If necessary, the parties can jointly hear representatives of managerial employees. Upon request by either party, external experts can be consulted in order to reach a resolution.

#### **Note in the record**

In other respects, the upper and lower limits of the agreement are determined based on section 1 of the collective agreements concluded between Palvelualojen Toimialaliitto ry and Teknisten Liitto TL ry on 19 December 1997 and between Palvelualojen Toimialaliitto ry and Suomen Teollisuustoimihenkilöiden Liitto STL ry on 19 December 1997.

## **2 § Managerial prerogative and right to organise**

1. The employer has the right to manage work, allocate tasks and hire and dismiss employees.
2. The parties note that the freedom of organisation and association is mutually inviolable.

## **3 § Trade union membership fees**

The employer withholds, by the employee's authorisation, the membership fees of the employee association that is party to this collective agreement and pays them in each payroll period to the bank account specified by the association. At the end of each calendar year and at termination of employment, the employee is given a tax certificate of the withheld sum.

## **4 § Insurance**

1. The employer ensures that during flight duty or other work-related flights the employee is covered by mandatory accident insurance as well as by other insurance as locally agreed each year.
2. The employer obtains general liability insurance that covers its employees.

3. The employer organises, at its expense, group life insurance for its employees as agreed between the central organisations.

## 5 §

### **General obligations**

1. The employer must notify the employee of any changes to his or her status as soon as possible. The employer must notify the employee of any decisions that will affect the employee's subordinates at the same time or before the subordinates in question are notified of such decisions.
2. The employee must be given orientation on work duties and any changes to them. In addition, a new employee must be given orientation about the company, its operational practices, HR policy and, if applicable, disciplinary regulations.
3. A new employee must be given information about the relevant collective agreement, the associated negotiation system and employee representatives.

## **EMPLOYMENT RELATIONSHIP**

### 6 §

#### **Duration of employment**

The employment contract is valid until further notice, unless it is made for a fixed term on specific grounds, which are specified in the employment contract. The employment contract can be made for a fixed term only on specific grounds in accordance with the Employment Contracts Act.

### 7 §

#### **Probation period**

A probation period of six months can be specified when concluding an employment contract with a new employee. The duration of the probation period from the start of employment is determined on the basis of the Employment Contracts Act.

### 8 §

#### **Notice periods**

1. Unless a longer period of notice is agreed when concluding or terminating an employment contract, the employer must adhere to the following:

- a 14-day notice period, if the employment relationship has lasted up to one year,
- a 1-month notice period, if the employment relationship has lasted 1–4 years,,
- a 2-month notice period, if the employment relationship has lasted 4–8 years,
- a 4-month notice period, if the employment relationship has lasted 8–12 years,
- a 6-month notice period, if the employment relationship has lasted over 12 years.

2. Unless another period of notice, but no longer than one month, has been agreed upon when the employment contract is concluded or terminated, upon terminating the employment contract, the clerical employee must comply with

- a 14-day notice period, if the employment relationship has lasted up to 5 years,
- a 1-month notice period, if the employment relationship has lasted over 5 years

## **9 § Giving notice**

1. Notice of termination of the employment contract must be served to the employer or the employer's representative or employee in person. If this is not possible, notice can be served by letter or electronically. The recipient is considered to have been notified by the seventh day after the date on which the notice is sent.
2. When an employee is on a statutory or contractual annual holiday, or on an additional leave of at least two weeks for the purposes of working time adjustment, a termination notice sent by letter or electronically is considered as served on or after the day after the end of the leave.

## **10 § Notice of grounds for termination**

Upon the employee's request, the employer must without delay notify the employee in writing of the end date of the employment contract and the reasons, as communicated to the employee, for the termination of the employment contract.

**11 §****Serving notice**

The employer must serve notice of termination within reasonable time when the employer becomes aware of the grounds for termination.

**12 §****Hearing the employee**

Before giving notice, the employer must offer the employee an opportunity to be heard about the reasons for the termination of employment. The employee has the right to use an assistant in the hearing.

**13 §****Layoff notice periods**

Entry valid until 31 January 2028 as follows, if the option year is not used, until 31 January 2027):

1. Unless otherwise agreed in conjunction with the layoff process, the employer must adhere to the layoff notice period of 14 days when laying off a salaried employee.

The entry shall return to its previous form on 1 February 2028 (if the option year is not used, on 31 January 2027):

1. Unless otherwise agreed in conjunction with the layoff process, if the employer has to reduce its workforce due to financial or production reasons, it must adhere to the following minimum notice periods:
  - a 14-month layoff notice period, if the employment relationship has lasted up to 1 year
  - a 1-month layoff notice period, if the employment relationship has lasted over 1 year

The notice periods for layoffs agreed in paragraph 1 may be otherwise agreed upon locally with the shop steward.

2. During periods of reduced workload, the primary option must be shortened work time before layoffs are initiated.

## **Exceptional layoff situations**

### **Cancellation of layoff**

If, during the layoff notice period, the employer secures additional work, the layoff can be cancelled before it is due to start.

### **Deferred layoff**

If, during the layoff notice period, additional (temporary) work becomes available, the layoff can be deferred without issuing a new notice. The layoff can be deferred once and only by a length of time corresponding to the duration of the additional work.

### **Interrupted layoff period**

The employer and employee may agree to interrupt the layoff period for the duration of additional work, in which case the layoff period continues immediately upon conclusion of the work without a separate notice. The work must be agreed in advance and the estimated duration of the work must be determined.

## **14 §**

### **Targeting of workforce reduction**

When assessing the targeting of layoffs or other employer-initiated terminations, the primary focus should be on employees' competence levels and range of skills in relation to the remaining work duties. In addition, attention must be paid to ensuring that no one is discriminated against based on the duration of employment, gender or social factors.

## **15 §**

### **Amending the terms of employment**

1. The terms of employment can be amended by mutual agreement. If agreement cannot be reached, the change can be implemented provided that the reason for the change is such that it provides grounds for termination, and the due notice period is observed. In other words, the procedure is the same as when terminating an employment contract.
2. The employee can be transferred to another role provided that his or her employment status is preserved. If the transfer leads to reduction in the employee's benefits, the grounds referred to above must apply, and a notice period according to section 8 must be adhered to.

**Job-seeking leave**

1. Upon employer-initiated termination of the employment contract on the grounds referred to in sections 3 and 4 or 7 of chapter 3 of the Employment Contracts Act, unless the employer and employee have agreed otherwise, the employee has the right to a fully paid leave to enable him or her to participate, during the notice period, in the formulation of an employment plan as referred to in the act on public employment service (1295/2002) and subsequent labour market training, work placement, on-the-job learning, or independent/government-organised job-seeking, job interviews or re-employment training.
2. The length of the job-seeking leave is determined according to the length of the notice period as follows:
  - max. 5 days in total, if the notice period is max. 1 month;
  - max. 10 days in total, if the duration of the notice period is 1–4 months;
  - max. 20 days in total, if the notice period is over 4 months.
3. Before taking a partial or full job-seeking leave, the employee must notify the employer of the leave and its grounds as early as possible and, upon request, provide a reliable account of the grounds for each leave period. The job-seeking leave must not cause substantial disadvantage to the employer.

**PAY****Pay**

1. The employee is paid a monthly salary. The salary must be paid on a pre-determined, fixed pay date.
2. In roles in which the employee's working hours are not determined in advance, the pay can be agreed as an hourly wage. The hourly wage is calculated by dividing the sum of the role-specific pay grade and the individual pay component with the hour-divisor, which is determined based on the regular working hours of the role in question as per section 26 of the collective agreement.
3. The employee's salary consists of the job-specific pay component and the individual pay component, which is based on personal competence and performance. In addition to salary, the employee is paid, separate from the pay system, a seniority allowance, which is based on the continuous duration of the employment relationship. After six months from the start of employment, the size of the individual pay component must be at least 3 per cent of the pay grade of the role in question.

4. At the company level, the average sum of individual pay components must be at least 6% of the sum of the job grade-based pay of all salaried employees covered by the pay system. When calculating the average, individual pay components insofar as they exceed 30% are excluded. The actual outcomes are reviewed annually after the implementation of the pay increases agreed in the collective agreement.
5. When calculating the across-the-board increase, the monthly salary is considered to include the role-specific and individual pay components and benefits in kind, but not the seniority allowance, shift-work allowances or premium pay for Sunday work.
6. The employer and the employees' representative can agree on an alternative pay system at the local level.

## 18 § **Pay grades at the start of the pay system**

The job grades (TVL) and the associated pay grades (VLP) are determined based on the scores and introduced at the adoption of the new pay system as follows:

TVL	SCORE	1 February 2025	1 June 2025	1 May 2026	1 May 2027
1	284	1,968	2015	2073	2114
2	285–309	2,106	2157	2220	2264
3	310–334	2,258	2312	2379	2427
4	335–364	2,423	2481	2553	2604
5	365–394	2,614	2677	2755	2810
6	395–424	2,827	2895	2979	3039
7	425–454	3,070	3144	3235	3300
8	455–484	3,502	3586	3690	3764
9	485–	4,011	4107	4226	4311

**19 §****Seniority allowance at the start of the pay system**

1. In addition to salary, the employee is paid, separate from the pay system, a seniority allowance, which is based on the continuous duration of the employment relationship.
1. The seniority allowance is paid monthly from the adoption of the new pay system at the effective date of the collective agreement 1 February 2025 and in the period 1 June 2025 and 1 May 2026 and 1 May 2027 as follows:

Duration of employment	1 February 2025	1 June 2025	1 May 2026	1 May 2027
5–9 years	€38 per month	39	40	41
10–14 years	€47 per month	48	49	50
15–19 years	€57 per month	58	60	61
20–24 years	€69 per month	71	73	74
25 years or longer	€80 per month	82	84	86

2. The seniority allowance is paid from the start of the calendar month following the attainment of the threshold.
3. It is based on the continuous duration of a current employment relationship. Work that is directly related to the current employment relationship and conducted in any of the companies controlled by the same parent company accrues seniority credit. In case of a change of company ownership, existing employees who transfer to the service of the new owner retain their existing seniority credits accrued in the service of the previous owner.
4. The seniority allowance is treated as part of the regular monthly salary in various payroll contexts, such as when calculating the holiday pay, part-time pay, shift-work allowances, and premium pay for overtime and Sunday work.

**20 §****Premium pay for shift, evening and night work**

1. Shift work allowance is paid for evening and night-time work in shift work from the adoption of the collective agreement 1 February 2025 and in the period 1 June 2025, 1 May 2026 and 1 May 2027 as follows:

Shift-work allowance	1 February 2025	1 June 2025	1 May 2026	1 May 2027

Evening shift (3:00-11:00pm)	247 ct/h	253 ct/h	260 ct/h	265 ct/h
Night shift (11:00pm-07:00am)	448 ct/h	459 ct/h	472 ct/h	481 ct/h

2. If an employee in an evening or night shift has to stay on to work over-time, the regular evening or night-time allowance is also paid for the period of overtime.
3. For an employee in shift work, overtime is paid as a shift-work allowance according to the shift in question in which the overtime is worked, with the exception that overtime after a night shift is paid at the night-shift allowance rate. If an employee in two-shift work stays on after an evening shift to work at night, the overtime is paid at the rate of the night-shift allowance.
4. Additional work that is not shift work, overtime or emergency work is considered evening work when carried out between 3:00 pm and 11:00 pm, and night-time work when carried out between 11:00 pm and 7:00 am. The allowance paid for such work corresponds to the evening shift/night shift allowance that would regularly be paid for corresponding shift work.
5. Any shift-work allowance paid for overtime and Sunday work must be paid at the same rate of increase as other pay that is payable for the period in question.

## 21 §

### Part-time pay

1. When calculating the rate of part-time pay, the hourly rate is determined by dividing the monthly salary with the number of regular working hours as per the shift roster of the month in question. The concept of monthly salary is treated in the same way as when calculating overtime pay. Absences can be compensated by an equivalent number of working hours.

The pay for absent days or hours varies according to the number of work-days or hours in the month in question

Monthly working hours	Workdays	37.5 h	40.0 h
January	21	157.5	168
February	20	150	160
March	21	157.5	168
April	20	150	160
May	20	150	160
June	20	150	160
July	23	172.5	184
August	21	157.5	168
September	22	165	176
October	23	172.5	184
November	20	150	160
December (includes Independence Day)	20	150	160

Monthly working hours 2026	Workdays	37.5 h	40.0 h
January	20	150	160
February	20	150	160
March	22	165	176
April	20	150	160
May	19	142.5	152
June	21	157.5	168
July	23	172.5	184
August	21	157.5	168
September	22	165	176
October	22	165	176
November	21	157.5	168
December	21	157.5	168

Monthly working hours 2027	Workdays	37.5 h	40.0 h
January	19	142.5	152
February	20	150	160
March	21	157.5	168
April	22	165	176
May	20	150	160
June	21	157.5	168
July	22	165	176
August	22	165	176
September	22	165	176
October	21	157.5	168
November	22	165	176
December (includes Independence Day)	21	157.5	168

Monthly working hours 2028	Workdays	37.5 h	40.0 h
January	20	150	160
February	21	157.5	168
March	23	172.5	184
April	18	135	144
May	21	157.5	168
June	21	157.5	168
July	21	157.5	168
August	23	172.5	184
September	21	157.5	168
October	22	165	176
November	22	165	176
December	18	135	144

2. This table applies when calculating part-time pay, the employee does not work continuous three-shift work, and the second day off is a Saturday.

## **WORKING HOURS**

### **22 § Regular working hours**

#### **1. Regular working hours**

1. Regular working hours are max. 7.5 hours per day and 37.5 hours per week.
2. If the employee works in a production department or workplace where 8 hours per day and 40 hours per week have been applied consistently, the regular working hours can be max. 8 hours per day and 40 hours per week.

#### **2. Period-based work**

1. In period-based work, regular working hours can be organised as max. 75 or 80 hours per two-week period or max. 112.5 or 120 hours per three-work period.
2. In period-based work, regular working hours can be organised as max. 150 or 160 hours per four-week period.
3. The shift roster must be drawn up for periods of two or three weeks. It must specify the start and end time of work.

#### **3. Transition from a 37.5-hour week to a 40-hour week**

1. A local agreement can be made in accordance with the negotiation procedure of the collective agreement to transition from a 37.5-hour week to a 40-hour week. The agreement must be concluded by the end of the previous year. The agreement can be terminated annually with two months' notice to terminate at the end of the calendar year.
2. When transitioning to a 40-hour week, the monthly salary must be increased by 2.7 per cent. If an employee transitions back to a 37.5-hour week, the monthly salary is reduced by 2.6 per cent. After transitioning to a 40-hour week, the agreement on shortened 40-hour week will apply.

#### **4. Shortened working time**

The provisions on shortened working time in single and two shift work, discontinuous and continuous three-shift work are provided in appendices 1–4.

#### **5. Working week and working day**

The working week changes on Monday at the start of the first shift, and the start time of a working day corresponds to the start time of the working week, unless locally otherwise agreed.

#### **6. Flexitime**

1. When agreeing on flexitime, the provisions of the collective agreement on the length and scheduling of regular working hours can be deviated from to allow the employee to determine the start and end time of his or her working day within the agreed range. When negotiating flexitime, the following matters must be agreed on: fixed working time, daily flexitime limits, rest period placement, and the maximum accrual of credit and shortfall of regular working time.
2. In flexitime, the daily regular working hours are lengthened or shortened by a flex-period that may be four hours at maximum. The weekly regular working hours may on average be no more than 40 hours within a monitoring period of 12 months, which can be exceeded or fallen short of within the flex-time limitations. At the end of the monitoring period, the accrued credit may be a maximum of 80 hours and the shortfall a maximum of 20 hours.
3. The employer and employee can agree to alternatively reduce the accrued credit as full days off.

#### **7. Staggered hours**

Staggered working time can be adopted by local agreement.

#### **8. Working hours account**

A working hours account scheme can be adopted by local agreement.

##### **Note in the record:**

Matters to consider when introducing a working hours account scheme are listed in the appendix to the collective agreement.

**1. Based on the managerial prerogative**

1. The introduction of average regular weekly working hours requires that a working hours adjustment system be drawn up at least for a period during which the weekly regular working hours are adjusted to the average (max. 40 hours per week) agreed for the working time pattern and the sector in question:
  - in day work, as a 6-week-long period when it is necessary for the company's operations
  - in discontinuous two-shift work, a for a period of max. 9 weeks
  - in discontinuous and continuous three-shift work and continuous shift work, a period of max. 1 year
2. The regular daily working hours must not exceed 8 hours.
3. In both shift and daytime work, the adjustment period must include two days off per week on average.

**2. Local agreement**

1. By local agreement, working hours can be arranged to correspond on average to the daily and weekly working hours specified in the collective agreement. The adjustment period can be max. one year. In addition, the working hours can be adjusted to these limits by granting full days off in addition to weekly rest periods.
2. By local agreement, the daily regular working hours can be extended by max. two hours. In this case, the weekly regular working hours can be max. 50 hours. If work is carried out on more than five days per week, the regular weekly working hours can be max. 48 hours.
3. A local agreement on the regular weekly and daily working hours can deviate from the above limits, provided that the associations are notified of the arrangement. In this case, the maximum daily working hours can be 12 hours. The adjustment period can be max. one year. On justified personal grounds, an individual employee can adhere to his or her previous working hours and go back to the basic working hours. In this case, he or she must notify the employer at least three days in advance, unless locally otherwise agreed.

4. If an employment relationship with this working time pattern ends, or if payment of wages stops in the middle of an adjustment period, the surplus/missing hours relative to the regular working hours are paid/deducted from the salary according to the basic pay.
5. The shift roster must be drawn up for a period of at least three weeks at a time. It must specify the start and end time of work.

## 24 §

### **Shift roster and working hours adjustment system**

1. The workplace must have a shift roster in place, if it is possible in terms of the nature of work. The shift roster must specify the start and end time of daily regular working hours, the length and timing of food breaks, and the weekly days off.
2. Permanent changes to the shift roster or the working hours adjustment system must be communicated to the relevant employees and the employees' representative as soon as possible and at least two weeks before the change takes effect. If the change concerns several employees or otherwise a significant proportion of staff, the change must be negotiated with the employees' representative in advance.
3. Temporary changes to the shift roster or the working hours adjustment system must be communicated to the relevant employees as soon as possible and at least three days before the change takes effect, except in the case of emergency work. If the change applies to a department or other operational unit, the matter must also be communicated to the employees' representative.
4. The above notice periods can be deviated from by local agreement.

## 25 §

### **Additional work**

1. Additional work refers to work done in excess of the agreed working hours by the employer's initiative and with the employee's consent without exceeding the statutory maximum regular working hours.
2. Additional work is paid at a regular rate without an increase according to the number of hours, unless time off to compensate the additional work has been agreed. The basic hourly rate for additional work is calculated in the same way as when calculating overtime pay.
3. However, for employees whose regular working hours are 7.5 hours per day and 37.5 hours per week, additional work that exceeds daily or weekly working

hours as per the shift roster is paid as agreed for daily or weekly overtime. Additional work is not overtime work.

4. In period-based work, additional work is work done in excess of the period of 75 hours, 112.5 hours or 150 hours up to 80 hours (two-week period), up to 120 hours (three-week period) or up to 160 hours (four-week period). Additional work is paid according to what has been agreed on over-time in period-based work. Additional work in period-based work is not overtime.

## 26 §

### Overtime

1. **The concept of overtime and the determination period of maximum overtime**
  1. Overtime is work that is carried out in excess of the statutory maximum regular working hours by the employer's initiative and at the employee's consent.
  2. When average working hours are applied, overtime is work that is carried out in excess of the regular working hours according to the working hours adjustment system, but not where the working hours are on average less than 8 hours per day and 40 days per week.
  3. In period-based work, overtime is work that is carried out during a two-week period in excess of 80 hours, during a three-week period in excess of 120 hours and during a four-week period in excess of 160 hours.
  4. In continuous three-shift work, weekly overtime consists of hours worked in a calendar week in excess of the regular working hours of the week in question as per the working hour system, if the work is not daily overtime.
  5. If an employee has been unable to work the regular weekly working hours for a specific reason and he or she has to come to work on a day off as per the shift roster, the work carried out on a day off is paid as agreed on weekly overtime. The specific reason can be
    - illness,
    - accident,
    - travel on the employer's orders,
    - layoff due to financial or production reasons,

- time off taken to adjust the 40-hour weekly working time per year, or
- participation in vocational or cooperation training organised by the employer or as referred to in the cooperation agreement concluded between the parties.

6. If the employee transitions to another working time pattern or to a different shift in the middle of a working week, weekly overtime is work carried out in excess of 40 hours per week but not exceeding regular daily working hours.
7. If the employee works into the next 24h period or into the next working day, when calculating the additional work and overtime pay, the work is allocated to the previous period or working day up to the start time of the employee's regular shift. In this case, these hours are not taken into account when calculating the regular working hours of the latter 24h period.
8. If possible, the employee must be notified of overtime at least 24h before the start of overtime.
9. The adjustment period for the maximum number of working hours is 12 months.

## **2. Overtime pay**

1. Daily overtime is compensated at 50% increase for the first two hours and 100% increase for subsequent hours. Weekly overtime is compensated at 50% increase for the first eight hours and 100% increase for subsequent hours.
2. Daily overtime carried out on a Saturday or the day before a public holiday is compensated at 100% increase on all hours.
3. Weekly overtime carried out on an Easter Saturday, Midsummer Eve or Christmas Eve is compensated at 100% increase on all hours.
4. Overtime increase or the whole pay for the overtime period can be paid as a one-off monthly payment or traded for time off by agreement with the employee. The time off must be granted and spent within six months after the overtime work.
5. When an employee is asked during a shift to work overtime immediately after the shift, he or she is entitled to an additional overtime compensation corresponding to one hour's wages.

6. If, in compelling circumstances, overtime lasts over 8 hours, the employee must be offered a paid day off on his or her next shift, if the shift falls on the next day. If, in exceptional circumstances, this is not possible, the employee is paid a 100% increase for work carried out during the regular working hours.
7. When an employee who works shifts stays on after an evening shift to carry out overtime work of a duration of exactly 8 hours including a refreshment break, he or she is paid an increase of 50% for the work carried out during the evening shift of the same working day.

### **3. Overtime divisors and basic pay**

1. When calculating the premium pay for overtime, the basic pay must be calculated by dividing the monthly salary plus benefits in kind by 160 when the regular working hours are 40 hours per week, and by 158 when the regular working hours are 37.5 per week. If the regular working hours are something else, the divider is the correspondingly calculated number of working hours spent on the work in a month on average. In discontinuous three-shift work, the monthly salary divisor is 155, and in continuous three-shift work, it is 149.
2. When calculating the basic pay, the calculation must take into account the monthly salary as well as the seniority allowance, the monetary value of any benefits, commission-based pay, production bonus and deputising allowance, but not shift work allowance, premium pay for regular Sunday work, or temporary extraordinary allowances such as those paid for overtime, Sunday or additional work.

### **4. Meal break facility**

When an employee stays on after regular working hours to work overtime that is estimated to last at least two hours, it is considered reasonable that he or she be provided an opportunity for an essential meal break or to eat during work.

### **5. Preparatory and finishing duties**

If preparatory and finishing duties result in daily overtime, the overtime must be compensated. For that reason, it is necessary to locally determine which tasks involve preparatory or finishing duties. At the same time, the method of compensating such duties must also be determined.

**Days off**

1. If work is carried out on six or seven days per week, the second weekly day off can be a fixed day (Saturday or, if Saturdays are not possible, a Monday) or a variable day.
2. If average weekly working hours apply, days off must be scheduled so that each period has the necessary number of days off, so that the working hours are adjusted to the regular weekly working hours in that period.
3. If days off cannot be anticipated well in advance, any days off to be taken in order to adjust the working hours must be specified at least one week before.

**Public holiday weeks**

1. In a public holiday week, the regular working hours on the Saturday or a weekday that is the eve of the public holiday are the same as on other regular weekdays.
2. However, in daytime and two-shift work the following are days off: Saturday of the week of New Year's Day, Saturday of the week of Epiphany, Easter Saturday, the Saturday after Easter Sunday, the Saturday of the week of May Day, the Saturday of the Ascension Day, Midsummer's Eve, the Saturday of the week of Independence Day, Christmas Eve and the Saturday after Christmas Day.
3. On these days, the work is replaced with days off given during regular working time or, if that is not possible, with monetary compensation like overtime. Any questions about the method of compensation must be resolved in advance.

Year 2025		
Week 1	week of New Year's Day	4 days
Week 2	Epiphany week	4 days
Week 16	week before Easter	4 days
Week 17	week after Easter	4 days
Week 18	week of First of May	4 days
Week 22	Week of Ascension Day	4 days
Week 25	Midsummer week	4 days
Week 52	Christmas week	2 days

Year 2026		
Week 1	week of New Year's Day	4 days
Week 2	Epiphany week	4 days
Week 14	week before Easter	4 days
Week 15	week after Easter	4 days
Week 18	week of First of May	4 days
Week 20	Week of Ascension Day	4 days
Week 25	Midsummer week	4 days
Week 52	Christmas week	3 days
Week 53	week of New Year's Day	4 days

Year 2027		
Week 1	Epiphany week	4 days
Week 12	week before Easter	4 days
Week 13	week after Easter	4 days
Week 17	week of First of May	5 days
Week 18	Week of Ascension Day	4 days
Week 25	Midsummer week	4 days
Week 49	Week of Independence Day	4 days
Week 51	Christmas week	4 days
Week 52	week of New Year's Day	5 days

Year 2028		
Week 1	Epiphany week	4 days
Week 15	week before Easter	4 days
Week 16	week after Easter	4 days
Week 18	week of First of May	4 days
Week 21	Week of Ascension Day	4 days
Week 25	Midsummer week	4 days
Week 49	Week of Independence Day	4 days
Week 51	Christmas week	5 days

2. If an employee works during a public holiday week in excess of the number of working hours of the public holiday week in question, the excess hours are compensated in the same way as weekly overtime, if daily overtime pay does not apply. However, this does not apply to continuous shift work, which comes under a different working hours adjustment system.

## 30 §

### Sunday work

1. Sunday work refers to work carried out on a Sunday, another religious holiday, May Day or Independence Day. It is compensated by paying a simple basic pay in addition to other remuneration due for the working hours in question.

2. If Sunday work is additional or overtime work, it entitles the employee to premium pay for additional or overtime work according to the applicable provisions.
3. The Sunday premium or the whole pay for Sunday work can be paid as a one-off monthly payment or traded for time off by agreement with the employee. The time off must be granted and spent within six months after the work.

## 31 §

### **Flexi-leave**

A local agreement can be made to substitute flexi-leave for the following: premium paid for additional, overtime or Sunday work or the whole pay payable for such periods, leave taken to shorten working hours, and holiday bonus. In other respects, flexi-leave is treated in accordance with the provisions on carried-over holiday entitlement as provided by the Annual Holidays Act. The timing of flexi-leave must be agreed on in advance. No holiday bonus is paid for flexi-leave.

## 32 §

### **Daily rest breaks**

1. In daytime work, when working hours are longer than six hours, the employee must have at least one regular rest break of at least one hour during each period of work. The rest break can be shortened by up to 30 minutes by local agreement. The employee has the right to leave the workplace during the rest break.
2. In shift work and period-based work, if the working hours are longer than six hours, the employee must have at least a 30-minute rest break or an opportunity to have a meal during work.
3. Working hours include the time during which the employee is expected to work or stay in the workplace, but not any periods during which he or she has the right and, in practice, the ability to leave the workplace.
4. The parties recommend that employees be given one break per day during which they can enjoy refreshments during work without unduly disrupting work. The break should be scheduled as appropriate from the point of view of the work duties.

1. The employee must have an uninterrupted rest period of at least 11 hours in the 24 hours following the start of each work shift. If required for the purposes of work scheduling, upon the employee's consent, the employer and the employees' representative can agree on a temporary shortening of the rest period. However, the rest period cannot be shorter than seven hours. The provisions of this section can be deviated from if the regular working hours per 24-hour period are max. three hours.
2. If required for the purposes of organisation of work or the nature of the business, the above can be temporarily deviated from in up to three consecutive rest periods. The exceptions are as follows:
  - when the employee changes shifts,
  - if work is done in several periods per 24-hour period,
  - if the employee's place of work and home or a temporary place of work are located far from each other,
  - in order to address an unexpected peak in seasonal work,
  - in connection with an accident or a hazard,
  - in security work that requires continuous presence to protect property or people,
  - in work that is essential from the point of view of business continuity, and
  - if the employee is needed in emergency work, the provisions of paragraph 1 can be deviated from.
3. If the daily rest period is shortened on any of the above grounds, it must nevertheless be at least five hours. An employee must be given the resting times replacing the shortened rest period in connection to the next rest period or, if it is not possible due to important reasons caused by the work arrangements, as soon as possible, but no later than within 14 days.

1. If possible, the employee must have a continuous weekly rest period of at least 35 hours to coincide with Sunday. However, the weekly rest period can be given at another time during the week if, due to the nature of the work, it is carried out on all weekdays, or if the employee is temporarily needed to work on a Sunday in order to ensure smooth running of work. However, in continuous shift work the weekly time off can be arranged so that within 12 weeks there is at least 35 hours per week and at least 24 at once.

However, a weekly rest period can also be organised to be approximately 35 hours within two weeks. A rest period must be at least 24 uninterrupted hours a week. Independent of the way weekly rest periods are arranged, a weekly rest period can be given at the changing point between weeks so that falls partly on the previous week and partly on the next week so that most of the weekly rest period falls on the week whose weekly rest period it really is.

2. The provisions on the weekly rest period provided in this section can be deviated from, if
  - the employee's regular working hours per 24h period are at least three hours,
  - the employee is needed for emergency work,
  - the technical nature of work does not allow complete release from duties of certain types of employees, or
  - the employee is temporarily needed during his or her weekly rest period in order to ensure smooth running of work.

**Compensation for work done during a weekly rest period**

3. The employee must be compensated for work done during a weekly rest period by shortening his or her regular working hours by the corresponding length of time within three months of the date on which the work is done.
4. Upon the employee's consent, the work can alternatively be compensated by paying the employee, in addition to the monthly salary, basic pay increased by 100% for the hours worked during the rest period, and, if the work involves overtime or Sunday work, premium pay for overtime and Sunday work as specified in this agreement.

5. Unless otherwise agreed, a weekly rest period is deemed to be a Sunday on day work, and in discontinuous shift-work and, in other work, a week's last day off pursuant to the working hours adjustment system.
6. Temporary work done during a weekly rest period must be compensated even if the employee has been absent in that week due to illness or an accident. In the week in which the corresponding rest period is granted, the regular working hours are as per the working hours adjustment system minus the number of hours of the granted rest period.

## 35 § **On-call duty and telephone advice**

1. If, under the contract, the employee has the duty to remain at his or her home or another location in on-call capacity, so that he or she can be reached and called to work according to the agreed procedure, he or she is paid half of the regular basic pay for the on-call period during which he or she does not attend work. However, compensation for on-call duty is paid for at least four hours of on-call duty. Local agreements concerning compensation for on-call duty can deviate from this.
2. The on-call period is not included in the working hours, and it is never treated as overtime. No premium is paid for on-call duty during a public holiday or weekly rest period, and no premium for evening or night work is paid for on-call duty after 6:00pm.
3. If an employee who is on call is called to work, the working hours are compensated according to other provisions of the agreement. No on-call allowance or emergency work allowance is paid for on-call hours during which the employee attends work.

### **Instruction:**

On-call duty must be agreed on with the employee in question in sufficient detail in to avoid later disputes over the nature or duration of the duty.

If the on-call duty is tied to a specific location, it must not regularly exceed 150 hours per calendar month, unless locally otherwise agreed.

### **Telephone advice:**

If the employee's duties inherently involve the duty to provide, in the employee's free time and when required for the purposes of business continuity, advice over the telephone, this must be taken into account

in the employee's total pay or as a separate allowance, as locally agreed.

## 36 §

### Call-out work

1. Work is considered call-out work, if the work is agreed during the employee's free time and the work is agreed to start in the next 12 hours and before the start of the next shift. Work is not call-out work if the line manager makes the request during the working hours, but the employee does not respond until he or she is off duty. Call-out work must end by the latest at the start of the next normal shift.
2. Call-out work is compensated as follows:
  - as overtime, if the work is overtime
  - overtime allowances according to regulations
  - a pay increase of 50% if the work is done between 6:00 am and 9:00 pm
  - a pay increase of 100% if the work is done between 9:00 pm and 6:00 am
  - as a separate call-out allowance, one hour's basic pay, if the work starts between 06:00 am and 9:00 pm
  - as a separate call-out allowance, two hour's basic pay, if the work starts between 9:00pm and 06:00am
  - one hour's pay, if the work lasts under one hour
3. If regular public transport is not available, the employer pays travel expenses for the method of transport specified by the employer or organises transport or overnight accommodation.
4. If an employee is notified during his or her working hours, as per the shift roster, that he or she must return on the same day or next day to work outside the shift roster, he or she is entitled to an additional one hour's basic pay for the call-out work.
5. If work similar to on-call duty is performed at line stations outside of the actual working hours (a separate stint) to manage the irregularities of traffic, a pay of three hours is paid for the work even if the work does not take that long.

6. In daytime work, if on-call work starts before 11:00 pm and continues past 3:00 am the following morning, the employee must be given a paid day off on the next day, if it is a working day. If this is not possible in exceptional circumstances and the call-out work continues during regular working hours, the employee is entitled to a 100% increase also for work done during the regular working hours.

## 37 § **Training and development events**

1. In addition to regular annual working time, the employer may provide an employee with additional, supplemental, equipment or safety training that is necessary for the work performance or needed to improve efficiency and quality at the workplace or development events held at a place appointed by the employer a maximum of 24 hours a year.
2. This time is regular working time that the employer can have the employee perform in addition to the regular annual working time agreed in the collective agreement. For the training or development event a pay equal to regular working time pay is paid, including the possible increment for inconvenient working hours and conditions.
3. A training or development event can be realised so that a work shift is lengthened by the duration of the training or development event, but not more than by two hours a day. A training or a development event can also be realised as an entire day. A training or a development event may not take place on a mid-week holiday or a Sunday.

## **TRAVEL**

### 38 § **Travel expenses**

#### **1. Travel obligation and expenses**

1. The employee has the obligation to travel according to the requirements of his or her work duties. The trips must be completed as appropriate so that they do not take any more time or create more cost than is necessary from the point of view of the work duties.
2. The employer covers all essential travel expenses, including ticket prices, luggage costs and, for overnight travel, sleeper tickets. If necessary, the compensation of travel expenses and details concerning travel must be agreed with the employee before the trip.

## 2. Start and end of travel

The trip is considered to have started when the employee departs on the trip from his or her workplace or, by separate agreement, from his or her home before the start of regular working hours. The trip is considered to have ended when the employee returns to his or her place of work or, after the end of regular working hours, to his or her home. Days that entitle the employee to a per diem allowance are calculated from the start of the trip to its end. The provisions on pay during travel do not affect the calculation of the number of travel days.

Title	Prerequisite	2025	2026	2027
Full per diem allowance	Trips of over 10 hours	€ 53		
Full per diem allowance	the last full travel day is exceeded by at least 6h	€ 53		
Partial per diem allowance	Trips of over 6 hours	€ 24		
Partial per diem allowance	the last full travel day is exceeded by at least 2h	€ 24		
Half of per diem allowance	two free meals	€ 26.50		
Half of partial per diem allowance	diem allowance	€ 12		

## 3. Domestic travel expenses and per diem allowances

For domestic travel, the per diem allowance, kilometre expenses and accommodation costs are compensated according to the valid decision of the tax administration.

### Meal allowance

If the employee, in exceptional circumstances and for work reasons, has no opportunity to have a meal in the employer's cafeteria or in his or her accommodation during the meal break, and he or she is working away from the company's location and not in the vicinity of another branch of the company with a meal facility that is comparable to a normal meal facility, he or she is entitled to a meal allowance of €13.25. In these cases, no daily allowance is paid.

### Kilometre expense allowance

If use of the employee's own car has been agreed, a kilometre expense allowance is paid as follows:

	2025	2026	2027
Kilometre allowance for use of own car	59 ct/km		
Increase if carrying an additional person or a comparable load	4 ct/km		
Increase for a trailer	10 ct/km		

### **Accommodation expenses**

1. In addition to a per diem allowance, accommodation expenses are covered against receipts from the accommodation provider.
2. Overnight travel allowance is not paid in cases where the employer organises free accommodation.

	2025	2026	2027
No accommodation expenses; overnight travel allowance	€16/night		

### **Instruction:**

In some cases, it may be difficult to determine whether the partial per diem allowance or meal allowance applies:

#### **Examples:**

1. The employee travels by bus from his place of work on the other side of Jyväskylä to the city centre on work business. On the return journey, he also visits a city office on a work errand. The employee leaves at 9:00am and returns to the place of work at 1:00 pm: the payable allowance is €13,25 (one meal).
2. The employee leaves from Espoo to Helsinki at 11:00 am and returns to the place of work at 4:00 pm: the payable allowance is €13.25 (one meal).
3. The employee leaves from Espoo to Helsinki at 11:00 am and returns to the place of work at 6:30 pm: the payable allowance is €26.50 (two meals).
4. The employee flies from Tampere to Turku, departing at 8:00 am and returning at 3:00 pm: the payable allowance is €24 (travel).

5. Varkaus–Kuopio–Varkaus 7:00 am–7:00 pm – payable allowance €53 (travel).

#### **4. Overseas travel expenses and per diem allowances**

1. In the case of work-related overseas travel, an overseas per diem allowance is paid in accordance with the valid decision of the tax administration. If the trip requires an overnight stay, the accommodation expenses are compensated against a receipt in addition to the per diem allowance according to the maximum limits specified in the decision of the tax administration.
2. If the time spent on an overseas trip exceeds the last full travel day by over 10 hours, the employee is compensated for the partial day by a full overseas per diem allowance and, if the last day is exceeded by 2–10 hours, by half of the overseas per diem allowance. The daily allowance paid for a partial day is determined according to the abroad daily allowance that is paid for the last full travel day.
3. If the total time spent on an overseas trip is between 10 and 24 hours, the employee is entitled to a full per diem allowance according to the destination country in question.
4. If there are substantial changes in currency exchange rates due to devaluation, revaluation or another form of currency intervention, any necessary changes to the amounts of per diem allowances and hotel expenses are agreed upon between the associations.

#### **5. Temporary relocation**

1. Short temporary relocation refers to a situation in which work duties require continuous relocation to a specific locality for a minimum period of 2 weeks. Long temporary relocation refers to periods of 2 months or longer.
2. In these cases, a local agreement can be made on the amount of the per diem allowance, taking into account local conditions and any measures taken by the employer with regard to the relocation period.

#### **6. Number of hours required by the shift roster and the guaranteed daily rate**

Work carried out during a travel day is included in the regular working hours within the constraints of the working hours required by the shift roster. Allowances for additional work and overtime are paid as applicable according to

this agreement. No deduction is made of the employee's monthly salary if the number of working hours required by the shift roster cannot be completed within one 24h period.

## **7. Compensation for travel time**

1. If, on the employer's orders, the employee has to travel during his or her free time as per the shift roster, the travel time is compensated by paying the basic pay for a maximum of 8 hours per workday and for a maximum of 16 hours per day off. The travel time is calculated in 30-minute increments. Travel time is not considered work time. Alternatively, this benefit can be implemented by local agreement by way of a separate fixed monthly allowance.
2. If the employer pays for a sleeper ticket, no travel time compensation is paid for the time between 9:00pm and 7:00am.
3. When calculating the regular weekly working time outcome, weekly overtime is calculated taking into account any hours spent travelling, up to the maximum number of daily regular working hours as per the shift roster, on travel days on which the regular daily working hours would otherwise not be achieved. However, these hours are not counted as actual working hours.
4. If the employee's regular work duties require frequent travel, or if the employee, due to the nature of his or her duties, personally decides when he or she travels or on the use of his or her working hours, no compensation is paid for travel time.
5. Instead of the per diem and meal allowances specified above, an agreement can be made with an employee meant by this paragraph on a separate fixed allowance to be paid in conjunction with the monthly salary.

## **8. Travel regulations**

A local agreement can be made on workplace-specific travel regulations. Travel regulations can deviate from the provisions of this section, provided that the overall compensation for travel corresponds to the level provided by this section.

# **SOCIAL PROVISIONS**

## **39 § Sick pay and family leave**

### **1. Pay obligation**

1. If an employee is unable to work because of illness or accident and has not caused his or her incapacity to work through wilful or criminal action, wanton conduct or another form of gross negligence, he or she has the right to receive his or her pay and benefits during the incapacity at the rate at which he or she would have earned them during regular working hours as follows:

The employment relationship has continued uninterrupted	Pay
less than 6 months	1+9 days
6 months but less than a year	3 weeks
1–5 years	6 weeks
5 years or longer	6 months

2. The sick pay is calculated based on average hourly earnings, which are calculated per quarter year.
3. If work incapacity caused by illness or accident recurs, the employee does not have the right to additional sick pay period in excess of the above in the same calendar year.
4. However, the employee is always entitled to pay during a waiting period as referred to in the Health Insurance Act.
5. If the employee has wilfully withheld information about an illness when entering into the employment contract, the employer has no obligation to pay him or her during a period of illness.

## **2. Duty to notify, medical certificate**

1. The employee has the duty to notify the employer without delay of work incapacity caused by illness and of its estimated duration.
2. Upon the employer's request, the employee must present a sick note issued by the company's occupational health physician or another type of medical certificate approved by the employer. If the employer does not accept a medical certificate presented by the employee and refers the employee to another physician, the employer must pay the cost of the additional certificate.

### **3. Self-certification sick note**

1. In addition to a policy on physician/nurse-issued sick notes, the employer can approve a procedure whereby a line manager can waive the sick note requirement based on the employee's self-certification in the case of short absences due to illness.
2. The deployment of a practice like this can also be agreed locally.
3. The instructions concerning the procedure must be confirmed in writing before the procedure is introduced. The procedure only applies to personal illness, unless locally otherwise agreed.

### **4. Family leave**

**Transitional provision:** From the entry into force of the collective agreement, the following provisions shall apply to clerical employees who are subject to the provisions of the Health Insurance Act, which entered into force on 1 August 2022, and whose right to pregnancy or parental leave begins on or after 1 February 2025.

If the provisions of the Health Insurance Act concerning family leave in force on 31 July 2022 are complied with for a clerical employee or the right to pregnancy or parental leave has started before 1 February 2025, the provisions of the collective agreement in force before 1 February 2025 shall be complied with in accordance with section 39, paragraph 4.

If the provisions of the Health Insurance Act in force after 1 August 2022 are complied with for the employee, any paid maternity, paternity and adoption leave already taken in accordance with the collective agreement in force on 31 January 2025 will be deducted from the paid leave in accordance with the family leave provisions of the collective agreement that entered into force on 1 February 2025.

1. Pregnant and birthing clerical employees are granted pregnancy, special pregnancy and parental leave for the period to which their pregnancy, special pregnancy and parental allowance under the Health Insurance Act is deemed to be allocated. Full salary is paid for pregnancy leave and the immediately following part of parental leave, for a total of 72 weekdays.
2. The right to leave of a non-birthing clerical employee is determined in accordance with the provisions of the Health Insurance Act concerning the non-birthing parent. A non-birthing clerical employee is paid full salary for the first 32 weekdays of parental leave.

3. When a clerical employee has adopted a child below school age from outside the family, they are granted a paid leave of 32 working days immediately related to the adoption equivalent to parental leave.
4. A prerequisite for the payment of salary in paragraphs 1.-3. is that the clerical employee's employment relationship has continued continuously for at least 12 months before the birth or adoption of the child.
5. The parties recommend that a comprehensive plan be drawn up on the use of parental and childcare leave.
6. An employee who returns from family leave has the right to return to his or her previous job as the first option. If this is not possible, the employee must be offered another position that corresponds to the previous position and the employment contract or, if this is also not possible, other work that corresponds to the employment contract. An employee who returns from leave has a prior right to employment over another employee who has been hired to cover family leave.

## **5. Substitute work**

1. Substitute work refers to work the employee is able to do when he or she is fully or partially unable to do his or her regular or contractual work due to an illness or accident. The employee can do light or adapted duties temporarily or work in another role or receive training. Light or adapted duty that corresponds to the employment contract can also be considered substitute work. Substitute work can be taken in lieu of sick leave prescribed by a physician. Substitute work should be appropriate and not affect the employee's recovery. The employee's willingness to work during his or her incapacity is a prerequisite.
2. The employee and the occupational health physician can agree on substitute work, if the employee's health permits working. After that, the employee and his or her manager determine whether it is possible to assign the employee substitute work. Substitute work must be appropriate and, if possible, correspond to the employee's regular duties. In some circumstances, the employee can be assigned training instead of substitute work.
3. The employer is responsible for all additional costs of substitute work or training (for example, special commuting arrangements), and the employee's level of earnings must not decrease.

4. The forms of substitute work and the related principles should be reviewed in a cooperation procedure between the employer and the staff.

## **6. Right to deduct**

1. In a period during which the employer has paid the employee in accordance with this section, the employer has the right to claim from the employee any statutory or contractual per diem allowance or similar compensation, but no more than the actual amount paid by the employer. However, the right to deduct does not concern the daily allowance or compensation the employee receives based on insurance the employee has, either entirely or partially, independently paid for.
2. If no per diem allowance or comparable compensation is paid due to reasons attributable to the employee, or if it is smaller than the employee's statutory entitlement would otherwise be, the employer has the right to deduct from the employee's pay the amount of the per diem allowance or compensation that has been withheld due to the employee's negligence.

## **40 § Medical examinations**

### **1. Statutory health checks**

Loss of time caused by attending statutory or employer-initiated health checks and associated travel cannot be deducted from the employee's monthly salary.

### **2. Other medical examinations**

1. The employee's monthly salary cannot be reduced
  - in the case of urgent medical examinations due to sudden illness or accident
  - in other cases of illness or accident or antenatal checks and tests, if no appointments outside working hours are available within a reasonable period of time (e.g. within a week in normal circumstances).
2. Other medical examinations also include laboratory and X-ray appointments ordered by a physician. They also include examinations carried out to determine treatment options for a previously diagnosed chronic illness.
3. The employee must notify the employer in advance of medical appointments. If it is not possible, the employer must be notified as soon as

possible. The employee must provide a statement of the medical examination, waiting and travel times, and, if necessary, the reason for not being able to get an appointment outside working hours.

4. If the employee receives sick pay during the medical examination, no compensation is paid for loss of earnings based on the provisions concerning medical examinations.

### **3. Calculation**

If necessary, the collective agreement rules on sick pay calculation and matching can be used to calculate the monthly salary. With regard to statutory health checks, travel expenses are paid in accordance with the provisions of the collective agreement.

## **41 § Annual holiday**

### **1. Granting of annual holiday**

1. Annual holiday is granted in accordance with the Annual Holidays Act.
2. An employee whose employment relationship has, at the end of the holiday accrual year, continued uninterrupted for at least 14 years, and who has full 12 months of holiday accrual on 31 March, is entitled to 36 weekdays of annual holiday.
3. After the first 24 weekdays, the remaining holiday can be granted by the employer outside the annual holiday period.

### **2. Holiday pay and compensation**

1. Holiday pay must be paid before the start of the annual holiday unless a local agreement has been made to pay it on regular pay days. For holidays of max. six days, holiday pay can be paid on a regular pay day.
2. The daily rate to be paid as holiday pay or compensation is calculated by dividing the monthly salary by 25 and multiplying it by the number of holiday days.
3. Employees in continuous or frequent shift work are entitled to, in addition to the monthly salary, an average daily rate calculated based on the shift work allowance, as provided for by section 11 of the Annual Holidays Act or by another locally agreed method. When the average daily rate is being calculated, the other continuous or regularly recurring contractual

allowances and regularly recurring premium pay for Sunday work are taken into account.

4. If the employee is paid fixed monthly allowances for overtime, shift work or preparatory and finishing duties, they are treated in the same way as salary and must also be paid during annual holiday. Benefits in kind are treated according to the provisions of section 9(2) of the Annual Holidays Act.
5. For employees who are not on a weekly or monthly salary, the annual holiday pay and compensation are calculated according to sections 11 and 12 of the Annual Holidays Act.

### **3. Holiday bonus**

1. The employee is paid a holiday bonus that is 50% of his or her annual holiday pay as referred to in this agreement (cash pay component). When calculating the holiday bonus, the monthly salary is divided by 25 and multiplied by the number of holiday days as per the Annual Holidays Act.
2. Half of the holiday bonus is paid in conjunction with the holiday pay, and the remaining half is paid on the first regular pay day after the holiday, unless locally otherwise agreed.
3. The holiday bonus is also paid for holiday compensation that is paid for a closed holiday accrual year, if an open-ended employment contract ends during the holiday period for a reason that is not attributable to the employee, or if a fixed-term employment contract ends during the holiday period. A retiring employee is paid the holiday bonus on the holiday compensation. Employees who return to work after military service are paid a holiday bonus on the holiday compensation they were paid when they started their military service.
4. By local agreement, the holiday bonus can be paid in one or several instalments, provided that it is settled fully by the end of the holiday accrual year following the holiday.
5. Alternatively, an agreement can be made to trade the holiday bonus for equivalent time off, which must be taken by the end of the holiday accrual year referred to above. If the employment contract ends before a locally agreed payment date, the holiday bonus is paid at the end of the contract, if the employee is otherwise entitled to the holiday bonus.

## **SEPARATE ALLOWANCES AND PROVISIONS**

### **42 §      Teaching fee**

1. Employees who perform occasional teaching duties on behalf of the company alongside their regular duties are entitled to a teaching fee, which is agreed locally.
2. No separate fee is paid for preparatory work related to teaching duties.

### **43 §      Flight allowance**

If an employee is assigned to duties required by aircraft maintenance operations during flight, he or she is entitled to a flight allowance in accordance with the company's policies as agreed locally before the flight.

### **44 §      Deputising**

1. Deputising duties that are an integral part of the job must be taken into account when determining the job grade and assessing professional competence.
2. Remuneration for other deputising duties can be agreed between the employee and the employer before the start of the deputising duty.

### **45 §      Agency personnel**

1. The use of agency personnel must, where possible, be limited to addressing peaks in workload or otherwise to duties that are related to specific periods or tasks and which cannot be assigned to the company's own personnel due to the urgent nature of the duties, their limited duration, skill requirements or specialist equipment requirements or other comparable reasons.
2. Renting labour is harmful if the agency workers supplied by different companies perform the company's normal work alongside the company's regular employees and under the same management for a long period of time. Upon request, the employees' representative must be provided with clarification on issues relating to agency personnel.

### **46 §      Short-term temporary absence**

1. A short-term temporary absence granted to an employee due to bereavement or a sudden illness of a family member cannot be deducted from the employee's pay or annual holiday. A family member can be a spouse, a parent of

the employee or his or her spouse, the employee's child, brother, sister or grandparent.

2. Short-term temporary absence can also be granted for performance of duties in public office roles.
3. For employees elected as municipal union representatives, the loss of working hours resulting from attending the meetings of municipal bodies is deducted from the employee's monthly salary. The deduction is implemented so that the employee's earnings together with the compensation paid by the municipality correspond to his or her monthly salary. Any contribution by the employer is paid after the employee has submitted to the employer a statement on the compensation for loss of earnings paid by the municipality.
4. The same method of matching the earnings also applies to other public service duties.
5. The duration of a short-term temporary absence is determined based on the event in question and the required travel time.
6. The parties recommend that companies pay part of the salary during an employee's reserve training, so that the reservist achieves full salary benefits in combination with the reservist's pay.
7. Employees who are members of a council/committee or board of the Finnish Confederation of Salaried Employees (STTK) or its member associations must be given the opportunity to attend, during their working hours, the meetings of bodies where topics relating to collective agreement negotiations are discussed.
8. A member of the Collective Bargaining Committee shall be entitled to participate in collective bargaining during working hours and, to a reasonable extent, in meetings of the negotiating bodies, without loss of salary. Participation in the preparatory meetings must be notified to the employer in good time and must not cause the employer unreasonable inconvenience.

## 47 §

### **Work clothing**

The employer provides the employee with the necessary uniform or protective clothing according to the company's policy.

## **48 § Vaccinations and passports**

The costs of vaccinations and passports required for overseas duties are paid by the employer.

## **49 § Elderly employees' coping at work**

Special attention is paid to the coping at work, work ability and workload of elderly employees. Employees aged 55 years and over have the opportunity, according to the company's practices and possibilities, to arrange arrangements that support the coping of the elderly employee at work.

## **NEGOTIATION PROCEDURE**

### **50 § Local agreement**

1. Local agreement, as referred to in many of the provisions of this agreement, is possible in accordance with the collective agreement negotiation procedure, either between the employer and the employee, or between the employees' representative and the employer.
2. An agreement concluded with the employees' representative is binding on all employees the representative is deemed to represent.
3. A local agreement can be temporary or effective until further notice. An agreement that is effective until further notice can be terminated with three months' notice, unless otherwise agreed.
4. The agreement must be made in writing if requested by either party. Any agreement that is effective for a period of over two weeks must be concluded in writing.
5. A local agreement, as referred to herein, is part of the collective agreement. It survives the termination of the collective agreement. When the collective agreement has terminated, and for one month after the effective date of a new collective agreement, local agreements including those concluded for a fixed term can be terminated with three months' notice.

### **51 § Assistance clause**

1. "Through the assistance clause, the parties want to support the survival of the companies in the industry when they face difficulties that weaken the economy and the employment situation, and which are unusual, unpredictable and

independent of the companies' own operations. Before the introduction of the assistance clause, a company must implement normal means to adjust to the situation and to go through things such as negotiations pursuant to the Act on Cooperation. The negotiations shall go over the things that have led to the situation, for example, the company's financial situation, and whether the situation can be resolved through normal means, such as layoffs, will be assessed.

2. When companies' operating conditions are endangered and their employment is weakened due to an event that is unusual, surprising, and which deviates from the normal business operations and which concerns the entire air transport industry, the unions shall without any undue delay begin negotiations concerning measures that will protect the companies' operating conditions and employment.
3. When individual companies face a crisis that is unusual and surprising and which deviates from the normal business operations, the negotiations shall take place locally, within each company. A temporary agreement can be concluded between the employer and the union representative to protect the jobs and the company's operations. Company-specific provisions replacing or deviating from the provisions of the collective agreement for salaried employees in the air transport sector shall be recorded in the temporary local agreement. The agreement's entry into force requires the approval of Service Sector Employers PALTA ry and Trade Union Pro ry.
4. The possible amendments to the collective agreement that are agreed in the negotiations referred to above are of temporary nature and shall be in force for no longer than the duration of the crisis. If the parties disagree on the duration of the crisis, the agreements can be terminated to end with a notice period of 6 months.

## 52 §

### Dispute negotiation procedure

1. The parties endeavour to negotiate in confidence all issues arising within the industry in order to reach a consensus. The parties will promote the development of good and confidential negotiation relationships in the workplace.
2. The parties will seek to amicably resolve issues relating to employment relationships in the workplace. Matters relating to an individual employee are primarily resolved between him/her and the line manager. If no consensus is reached, the employee can refer the matter to be negotiated between the employee and employer representatives.

3. The representatives negotiate all matters which are referred to them by a line manager or an employee, or concern several employees, or are deemed matters of principle or far-reaching consequence.
4. If a party proposes negotiation in a matter referred to above, the negotiations must begin without delay and in any case within two weeks after the proposal.
5. The employees' representative must receive all relevant information needed to investigate the matter. Private information concerning a person's health and other personal information are confidential. The confidentiality obligation also applies to information concerning the company's business and customer relationships that is commonly considered as confidential.
6. Upon a party's request, the negotiations must be documented in the form of minutes or a dispute settlement memorandum, which must be signed by both parties. The document must describe the disputed matter as clearly as possible and describe each party's stance with detailed grounds. A copy of the memorandum must be issued to both local parties. Upon a party's request, the dispute must be referred to the representative associations for resolution.
7. If negotiations between the associations do not produce a resolution, and the matter concerns the interpretation or application of this agreement, one of the associations can refer the matter to the Labour Court, unless the dispute concerns job grade classification.

## **BINDING EFFECT AND VALIDITY OF AGREEMENT**

### **53 §      Industrial peace obligation**

1. This agreement is binding on the signing associations, and employers, employees and employer/employee associations that are or have been members of said associations during the validity of this agreement.
2. Once the agreement becomes binding on the associations, all forms of industrial action targeted at agreements referred to herein or an individual provision thereof are prohibited. The associations and their member associations have the obligation to ensure that their local member associations, employers or employees who are bound by the agreement do not engage in such industrial action or otherwise violate the provisions of the agreements.

**Validity of the agreement**

The period of validity of the Collective Agreement is 1 February 2025–31 January 2028. Thereafter, the agreement will continue to be valid for further periods of one year, unless the signatory associations terminate the agreement in writing. The termination notice period is two months before the end of the agreement period.

Helsinki, 29 January 2025

Service Sector Employers PALTA ry

Tuomas Aarto

Minna Ääri

Trade Union Pro ry

Jorma Malinen

Minea Pyykönen

## **PAY SYSTEM**

### **1. PAY STRUCTURE**

In this pay system, the employee's salary consists of the job grade-based pay and the individual pay component, which is based on personal competence and performance. In addition to salary, the employee is paid, separate from the pay system, a seniority allowance, which is based on the continuous duration of the employment relationship.

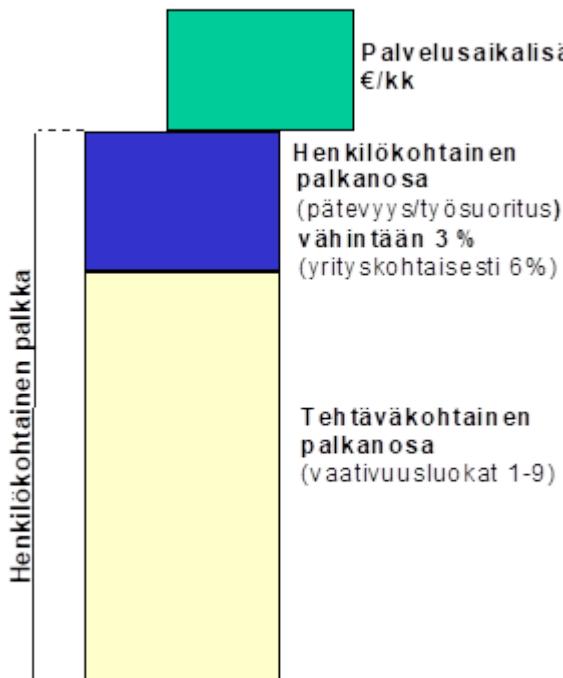
The core component of the pay system is the job grade-based pay, which is assessed based on the job classification system that is part of the pay system. Based on the results of the assessment, the position is placed in one of the nine grades in the pay system, each of which has the grade salary agreed in the collective agreement in force at the time.

The second part of the pay structure, the individual pay element, is determined on the basis of the qualifications and work performance of the clerical employee. The assessment of competence and performance factors must be based on the supervisor's systematic and fair assessment of the salaried employee's aforementioned characteristics. When the employment relationship has lasted six months, the amount of the personal pay element must be at least

3 per cent of the grade salary for the job in question.

In addition, at the company level, the average sum of individual pay components must be at least 6% of the sum of the job grade-based pay of all salaried employees covered by the pay system. When calculating the average, individual pay components insofar as they exceed 30% are excluded. The actual outcomes are reviewed annually after the implementation of the pay increases agreed in the collective agreement.

The seniority allowance is a separate allowance that is not part of the pay structure. The amount is determined based on the length of the employee's continuous employment in the company.



## 2. JOB GRADE

The job grade is determined based on the job description. The job grade is assessed by using the matrix which is part of the system.

When determining the job grade, only the job and the associated duties are assessed, and the personal qualities of an individual employee do not have a bearing.

The purpose of job classification is to produce a fair scale of job grades (i.e. grade the jobs according to how demanding they are) and thus link the job grade to the corresponding pay grade.

There are four factors in the job classification:

- 1 nature of the job = the skill level and independent judgement required by the duties
- 2 the impacts of decision-making
- 3 communication skill requirements

## 4 leadership and position

The job classification is based on the job and duties in question. Based on the duties, the job is graded according to each of the four factors.

The job classification and the associated job grade are determined by the total score of the four factors. The job grades and the associated pay grades and scores are described in the collective agreement.

### **2.1. Assessment of job classification factors**

#### **2.1.1. Nature of the job**

The nature of the job is assessed to determine the level of independent judgement required by the job duties. The breadth and depth of knowledge required in decision-making depends on educational background as well as experience requirements.

The requirement level depends on

- the frequency of situations requiring judgement
- the range of situations requiring judgement
- the time within which decisions must be made
- the breadth and depth of knowledge needed in decision-making
- the degree of independence and availability of instructions in decision-making
- the level of scrutiny and speed of feedback
- the scope of the standards and regulations of which knowledge is required

#### **2.1.2 Impact of decision-making**

The impacts of decision-making refer to the significance and scope of decisions made in the job. In addition to decision-making, this refers to expert duties relating to the provision of advice, recommendations or other forms of influential specialist communications.

The requirement level depends on

- the economic impacts,
- the impacts on production and quality,

- the level of independent ability to influence with regard to HR management or customer service, and
- the magnitude of impacts relating to the environment, labour protection and public safety.

### **2.1.3 Communication skill requirements**

Communication skill requirements refer to the requirements relating to communication that influences the company/workplace personnel and external parties. They refer to typical communications relating to management, planning, marketing, HR management and commercial activity and other communications relating to the company's business.

The requirement level depends on

- the level of duties relating to the provision of advice, guidance or training,
- the size and scope of the target networks (customers, other organisations, public authorities, suppliers, media and other stakeholders)
- the level of expertise and experience required and the range of contact
- the level and range of interpersonal and/or motivational skills required

In management roles, the communication skill requirements depend on the nature of the managerial duties.

#### **2.1.4 Leadership and position**

Managerial roles are comparable to various project management roles which involve leading various types of teams based on the expertise required by the job.

Independent responsibility for a specific area may require communication skills at the same level as managerial roles.

In management roles, the communication skill requirements depend on the nature of the managerial duties.

### **3. DEPUTISING AND COMPLEXITY OF DUTIES**

If a job includes deputising cover duties, for example in conjunction with work re-organisation, sickness or annual holidays, they must be taken into account when assessing the job grade and the competence requirements. These types of deputising duties should be taken into account in the job description.

Other deputising duties are compensated according to local agreement.

### **4. PROFESSIONAL COMPETENCE**

The individual pay component is determined based on the employee's professional competence and job performance. The regulation of the individual pay component is part of the company's remuneration policy. The competence assessment must be used as a guide when assessing individual pay components and pay growth.

In order to ensure fair and consistent assessment, the company must use a systematic competence classification system. The employer draws up a competence assessment system in which the company's business and objectives determine the choice and weighting of competence factors that are deemed as fair and incentivising. Before the system is introduced, its contents are reviewed with the employees and their representatives. The rationale of the competence and performance assessment is explained, and employees and their representatives are given the opportunity to voice their opinions and submit feedback about the system.

The competence assessment is performed by a supervisor who strives for absolute objectivity in the assessment. The personal factors are assessed at least once a year, unless locally otherwise agreed. The job descriptions which provide the basis for the job classification assessment should also be reviewed in conjunction with employees' competence reviews.

For new employees, the personal assessment must be carried out within six months from the start of employment. Until then, the pay must be at least equal to

the job-specific pay grade. When the employment relationship has lasted six months, the individual pay component must be at least 3% of the job grade-based pay. The employee's competence and performance are always assessed in relation to his or her current duties. If the duties change, the employee's competence must be reassessed. In this case, the competence-based component of the total pay may change.

In addition, at the company level, the average sum of individual pay components must be at least 6% of the sum of the job grade-based pay of all salaried employees covered by the pay system. When calculating the average, individual pay components insofar as they exceed 30% are excluded. The actual outcomes are reviewed annually after the implementation of the pay increases agreed in the collective agreement.

Employees have the right to know the grounds, results and impacts of their personal assessments.

The employees' representative is informed annually of group data, which includes the average assessment result of each group that consists of at least 6 employees and the average pay impact of the results.

Competence refers to all personal qualities of the employee which are directly or indirectly relevant to the job in question. Competence is compared to the job grade. Good competence and performance can be found across all job grades. The competence factors must meet the criteria for fairness and incentivisation. This means that the competence factors must be assessed according to at least the following criteria:

- is relevant to the job, applicable in all job performances under review
- is visible, measurable and an independent variable (not a constant)
- is such that the employee can personally influence it

The assessment system must be clear and simple so that it is sufficiently easy to use and the competence factors or their weightings can be adjusted as necessary.

The associations agree that the maintenance of the pay system requires that the competence and performance assessment become a natural part of communication between line managers and staff. Professional competence development can be promoted through performance reviews, for example, by agreeing on individual training programmes.

## 5. SENIORITY ALLOWANCE

Employees are paid an incremental seniority allowance based on the continuous duration of the employment relationship. The rate of the allowance is specified in the collective agreement.

## 6. TRANSITION TO THE NEW PAY STRUCTURE

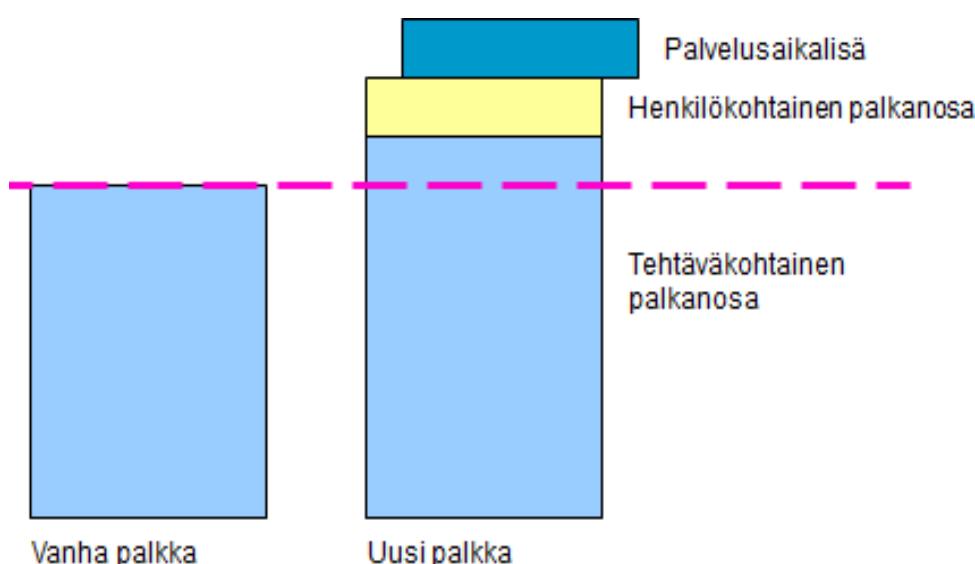
When switching to the new pay system and thereby to the new pay structure, the salary determined for each clerical employee is determined on the basis of the demands and qualifications of the clerical employee as described above and on the basis of the separate service time supplement agreed in the collective agreement.

If the salary according to the new salary structure is higher than the person's previous salary, it must be increased to correspond to the new salary (example 1). In a situation where the employee's personal pay in the new pay structure is lower than the previous personal pay (example 2), the employee's pay must not reduce when the new system is introduced. In such a situation, the personal pay element may have an instalment that will be cut later.

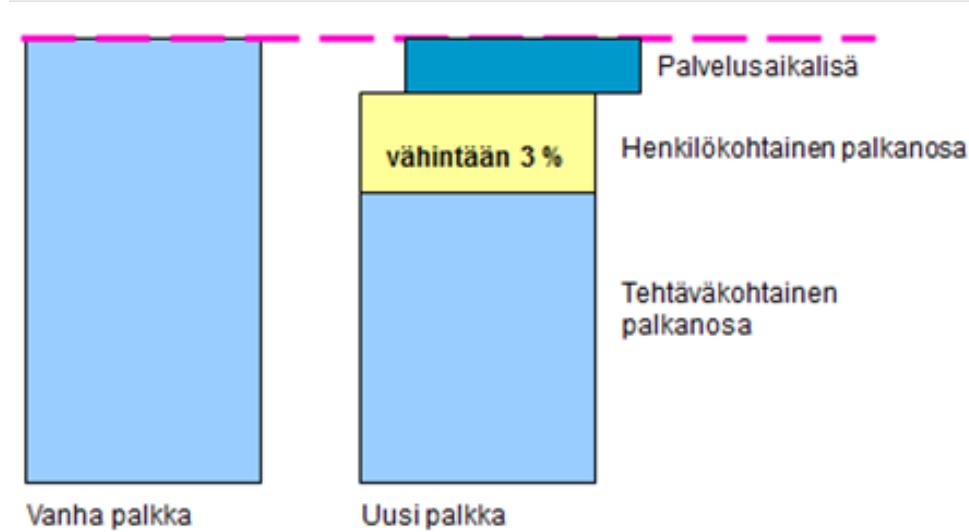
Cuts may also occur in the event of changes in competence factors or in situations where the job's job grade salaries have been increased more than the across-the-board increase in connection with the collective agreement.

During the transitional period, the seniority allowance will also be considered as part of the clerical employee's personal salary.

### Example 1



## Example 2:



## 7. FRINGE BENEFITS

The monetary value of fringe benefit is considered to be the fair value of the fringe benefit when applying the pay system. When the fair value cannot be determined, the taxable value is used instead. The tax administration annually confirms the basis of determining the monetary value of benefits in kind for tax purposes.

Example of calculating a benefit (accommodation)

Pay		EUR 1,600	
Rental value according to the current market value or the decision of the tax administration	EUR 280		
Rent charged	EUR 80		
Monetary value of the housing benefit recorded in the salary statistics	EUR 200	EUR 200	
Pay used in the application of pay rules			EUR 1,800

## **8. PAY FOR YOUNG EMPLOYEES AND INTERNS**

### **1. Interns and summer workers**

An intern is a student at a vocational school, university of applied sciences or higher education institution who works between term times or during other holiday periods or is in a work placement to acquire work experience required by the degree programme. Interns can also refer to school-age young people or those under the age 25 who study other fields than that of the company.

The pay of interns can be up to 25% lower than the job grade-based pay grade in question.

### **2. Layoff order and reinstatement obligation**

The provisions of the collective agreement concerning the order of reduction of labour force and the obligation to take back employees in the Employment Contracts Act do not apply to cases of compulsory work placement related to the degree. The prerequisite is that the employer and the shop steward jointly state that the internship does not affect the employment relationships or terms of employment of other employees.

### **3. Summer intern programme “Tutustu työelämään ja tienaa”**

The provisions of this paragraph apply to school-age children, high school students and participants of the VALMA internship programme whose employment relationship is based on the “Tutustu työelämään ja tienaa” summer intern programme.

The unions want to support opportunities for young people to explore the world of work via the programme experience of the operations of a workplace organisation, its various job tasks, personnel structure, forms of co-operation and opportunities in the industry, and the opportunity to work in a suitable practical role.

An employment pursuant to a summer intern programme of two weeks or ten working days can be placed in the time period of 1 June and 31 August. Under this recommendation, each young person can spend one period with the same employer per year.

The programme participants are paid a one-off wage of €350 in 2025–2027, which includes the holiday bonus accrued during the internship. Statutory social security contributions are deducted from the pay depending on the person's age.

The provisions of the existing collective agreement on pay, pay calculation basis or other monetary benefits do not apply to students and VALMA participants whose employment relationship is based on the summer intern programme referred to herein. Excluding the length of regular working time, the collective agreement's provisions on working time will not be applied to them if the provisions hinder the practical realisation of the summer intern programme.

## **9. COMPANY-SPECIFIC SYSTEMS**

A local agreement can be made on the use of another pay system, especially if the intention is to apply another joint pay system for different personnel groups of the company.

Such local agreements must be communicated to the associations.

## **10. DISPUTE RESOLUTION**

Local disputes arising from the application of this pay system are to be resolved according to the negotiation procedure of the collective agreement. The associations agree on the establishment of a separate dispute settlement board, which acts as the final instance in the resolution of disputes relating to job grade assessments.

The board has an equal number of representatives from both employee and employer associations. If necessary, the representatives may elect an impartial chair.

## **NATURE OF THE JOB**

JOB NATURE	IMPACT OF DECISION-MAKING
<p>The nature of the job measures the level of independent judgement required in the role.</p> <p>The requirement level depends on</p> <ul style="list-style-type: none"><li>• the frequency of situations requiring judgement</li><li>• the range of situations requiring judgement</li><li>• the time within which decisions must be made</li></ul>	<p>The impact of decision-making refers to the significance and scope of decisions made in the job.</p> <ul style="list-style-type: none"><li>• The requirement level depends on the economic impacts, the impacts on production and quality, the level of independent ability to influence with regard to HR management or customer service</li><li>• the magnitude of impacts relating to the environment, labour protection and public safety</li></ul> <p>In addition to decision-making, this refers to expert duties relating</p>

- the frequency of situations requiring judgement
- the range of situations requiring judgement
- the time within which decisions must be made

- The requirement level depends on the economic impacts, the impacts on production and quality, the level of independent ability to influence with regard to HR management or customer service
- the magnitude of impacts relating to the environment, labour protection and public safety

<ul style="list-style-type: none"> <li>the breadth and depth of knowledge needed for decision-making</li> <li>the degree of independence and availability of instructions in decision-making</li> <li>the level of scrutiny and speed of feedback</li> <li>the scope of the standards and regulations of which knowledge is required</li> </ul> <p>The breadth and depth of knowledge required in decision-making depends on educational background as well as experience requirements</p>	<p>to the provision of advice, recommendations or other forms of influential specialist communications.</p>								
<p><b>DECISIONS AND SOLUTIONS</b> influenced <input type="checkbox"/></p> <p><b>NATURE OF THE JOB</b></p>	<table border="1"> <thead> <tr> <th>OWN WORKING OR SMALL WORKING GROUP</th> <th>WORKING GROUP'S IMMEDIATE ENVIRONMENT</th> <th>DEPARTMENT/UNIT</th> <th>DEPARTMENTS/LARGE UNIT</th> </tr> </thead> <tbody> <tr> <td>P.1</td> <td>P.2</td> <td>P.3</td> <td>P.4</td> </tr> </tbody> </table>	OWN WORKING OR SMALL WORKING GROUP	WORKING GROUP'S IMMEDIATE ENVIRONMENT	DEPARTMENT/UNIT	DEPARTMENTS/LARGE UNIT	P.1	P.2	P.3	P.4
OWN WORKING OR SMALL WORKING GROUP	WORKING GROUP'S IMMEDIATE ENVIRONMENT	DEPARTMENT/UNIT	DEPARTMENTS/LARGE UNIT						
P.1	P.2	P.3	P.4						
<p>T. 1</p> <p><b>ADVISORY AND/OR KNOWHOW TASKS</b></p> <p>decisions in particular types of situations</p> <p>the area of responsibility is defined by instructions or familiar practices</p> <p>enforcement and/or application of guidelines and standards</p>	<p>165</p> <p>180</p> <p>195</p>								
<p>T. 2</p> <p><b>DEMANDING KNOWHOW DUTIES</b></p> <p>exercise of judgement and decision-making in new situations based on familiar resources</p> <p>application of extensive, multidisciplinary, in-depth or changing guidelines and standards, requiring precision, care or high level of trust</p>	<p>185</p> <p>200</p> <p>215</p> <p>235</p>								

T. 3 JUDGEMENT TASKS	planning, judgement and decision-making based on expertise and experience in several areas	225	245	265
T. 4	developmental or creative application of guidelines and standards			
DEMANDING DUTIES REQUIRING JUDGEMENT	planning, analyses and demanding decision-making based on feedback received from multiple sources, producing independent conclusions and summaries	255	275	295
	decision-making based on extensive knowledge and precedents			
	development of guidelines and standards, independent and new solutions			
T. 5	DEVELOPMENT OBJECTIVES, USE OF EXTENSIVE DATASETS			
	loosely guided by the unit's policies in combination with feedback received from multiple specialist sources	310	335	

## INFLUENCE

### COMMUNICATION / LEADERSHIP AND POSITION

Communication skill requirements refer to the requirements relating to communication that influences the company/workplace personnel and external parties.

They refer to typical communications relating to management, planning, marketing, HR management and commercial activity and other communications relating to the company's business.

The requirement level depends on

- the level of duties relating to the provision of advice, guidance or training
- the size and scope of the target networks (customers, other organisations, public authorities, suppliers, media and other stakeholders)
- the level of expertise and experience required and the range of contact
- the level and range of interpersonal and/or motivational skills required

In management roles, the communication skill requirements depend on the nature of the managerial duties.

Managerial roles are comparable to various project management or specialist roles which involve leading various types of teams based on the expertise required by the job.

Independent responsibility for a specific area may require communication skills at the same level as managerial roles.

LEADERSHIP AND POSITION	Own duties	Advisory or guidance duties or independent task area	Managerial position or a role with organisational and resourcing responsibilities (e.g. projects) or an extensive independent role	Managerial position with subordinates on multiple organisational levels or an extensive managerial role with organisation and resourcing responsibilities (e.g. extensive projects) or a demanding independent expert task.
INTERACTION	A	B	C	D

V. 1				
<b>NORMAL WORK CONNECTIONS</b>				
Communication within the immediate workplace environment	100	110		
other types of contact: primarily receipt and distribution of information				
V. 2				
<b>SPECIALIST-LEVEL CONTACTS RELATING TO OWN JOB</b>				
in the personal task area				
internal contacts within the workplace or with other workplace organisations of the company, its customers, public authorities or other stakeholders	120	130	140	
V. 3				
<b>GOAL-ORIENTED SPECIALIST-LEVEL CONTACTS</b>				
advocacy and negotiation skills or specialist interpersonal skills	135	145	155	165
including outside the personal task area				
contacts with external stakeholders				
V. 4				
<b>SIGNIFICANT LEVEL OF INDEPENDENT</b>				

COMMUNICATION				
professional expertise				
demanding interpersonal and teamwork skills		165	175	185
contact and advocacy with customers, experts or other stakeholders				

**JOB DESCRIPTION      DATE**

JOB TITLE	SECTOR, UNIT OR DEPARTMENT
NAME OF EMPLOYEE	JOB TITLE OF THE LINE MANAGER (and their name)
EMPLOYEE'S DEPUTY	DEPUTISING DUTIES / NATURE OF THE DEPUTISING ROLE
PURPOSE OF THE ROLE	
KEY DUTIES	
BASIC REQUIREMENTS OF THE ROLE	
EDUCATION AND EXPERIENCE	SPECIAL REQUIREMENTS
MANIFESTATION OF COMPETENCE REQUIREMENTS	
KNOWHOW, SOURCES AND THEIR COM- MAND NATURE OF DECISION-MAKING, SIT- UATIONS	IMPACTS AND SCOPE OF DECISIONS SIGNIFICANCE OF IMPACTS
WORK CONTACTS AND THEIR RANGE IN- TERACTIONS	POSITION RESPONSIBILITIES
EMPLOYEE	LINE MANAGER

## **COOPERATION AGREEMENT Palta - Pro**

### **1. GENERAL PROVISIONS**

The parties endeavour to promote negotiation relations and agreement for their part and in workplaces. The parties endeavour to develop these objectives by utilising various forms of cooperation and to oversee compliance with concluded agreements.

The freedom of association is an inviolable fundamental right. It applies to employers as well as employees. Employees have the right to establish and participate in trade union organisations without a threat of dismissal or discrimination in the workplace. The safety and health, non-discrimination and equal treatment of each individual employee are the starting points of the agreement provisions.

Before taking political or solidarity action, the National Conciliator and the relevant employer or employee association must be notified, if possible, at least four days in advance. If a decision on industrial action is taken later, it must be communicated as soon as practicably possible. The notice must state the reasons, start date and scope of the intended industrial action.

This agreement applies to all member enterprises of Service Sector Employers PALTA ry, if the application of the cooperation agreement has been adopted as part of the collective agreement in sector- or company-level collective agreements. In this agreement, "workplace" refers to a production unit or a comparable operational unit of a member enterprise of Service Sector Employers PALTA ry.

If the business of a workplace substantially declines or expands, or following a business transfer, merger, incorporation or other comparable substantial organisation change, the cooperation organisation must be changed accordingly to match the new size and structure of the workplace.

The employee association operating at the workplace must notify the employee in writing of the employees' representatives selected, if a deputy acts as the substitute of an employees' representative, and if employees' representatives act in labour protection positions. If a deputy acts as the substitute of a labour protection representative, the labour protection representative notifies the employer about it in writing. The employer must notify the local union representative in writing of the persons who negotiate with the local union representative on behalf of the company.

The parties agree that the employer has a right under labour legislation and agreements to hire and dismiss employees and issue instructions on the supervision of work.

Insofar as not otherwise agreed in this agreement, the Act on Co-operation within Undertakings and the Act on Occupational Safety and Health Enforcement and

Cooperation on Occupational Safety and Health at Workplaces, which are not part of this agreement, shall apply.

## **2. COOPERATION DUTIES AND ORGANISATIONS**

### **2.1 Provisions on local union representatives**

The purpose of the union representative system is to maintain and develop the negotiation and cooperation relations between the employer and the employees. The local union representative represents his or her association and the associated employees in matters concerning the application of the collective agreement, the safeguarding of industrial peace and the application of labour legislation.

Employees who are members of the associations that are bound by this agreement have the right to elect a local union representative and a deputy representative from among the employees of the workplace. The election can be held in the workplace. In this case, all employees as referred to above must have the opportunity to participate in the election. An agreement can be made at the workplace-level to authorise the labour protection representative to serve as a local union representative or vice versa.

In addition to local union representatives, the employees can elect a department-specific representative after agreeing with the employer the exact operational unit for which the representative is to be elected. In this case, attention must be paid to ensure that the agreed unit is of an appropriate size and scope from the point of view of facilitating the handling of matters in accordance with the negotiation system. The number of employees in the unit in question should also be taken into account in the evaluation. If no consensus can be reached, the matter is referred to the associations. An agreement can be made at the workplace-level to authorise the department-specific representative to serve as a labour protection official or vice versa.

### **2.2 Provisions on labour protection cooperation**

The provisions on labour protection cooperation apply to workplaces that regularly employ at least 20 employees. However, a labour protection representative must be elected if there are at least ten employees.

In addition to the labour protection officer who is responsible for labour protection activities and the elected representatives and their deputies, the personnel groups meant by this agreement have the right, by local agreement, to elect one or several labour protection officials, if warranted by the size of the enterprise or other factors.

The duties of a labour protection official include being in contact with the labour protection representative and labour protection officer concerning the labour protection matters of their sphere of activities and participating in inspections related to labour protection, if necessary. The term of the labour protection officials is the

same as that of labour protection representatives. If a labour protection official has to temporarily relocate outside his or her regular area of responsibility, effort must be made to ensure that the transfer does not unduly hinder the labour protection duties. If necessary, from the point of the duties, the labour protection official can agree with the employer to be relieved of work duties to enable him or her to perform the labour protection duties.

The parties cooperate with the occupational health personnel, line management and HR management in the planning, implementation and monitoring of work ability promotion activities. This includes monitoring of the employees' ability to cope with their jobs and, if necessary, drawing up instructions for referring employees who need work ability promotion measures to the appropriate specialists.

The labour protection officer and representative participate in the planning of work ability promotion activities in conjunction with the preparation of the occupational health care plan. They also participate in the implementation and monitoring of the plans.

### **3. PROVISIONS ON THE STATUS OF LOCAL UNION REPRESENTATIVES, LABOUR PROTECTION REPRESENTATIVES AND LABOUR PROTECTION OFFICIALS**

#### **3.1. Exemption from work duties and compensation for loss of earnings**

The local union representative and the labour protection representative are entitled to temporary, periodical or full exemption from work duties for the purpose of carrying out their representative duties. In this case, attention must be paid to the number of employees in the personnel group in question, the nature of production and operations, and the workload according to this agreement.

If the exemption from duties of a labour protection representative who represents all personnel groups of the workplace has not been agreed locally, the time use of the official is calculated using the sector-specific multipliers effective as of 1 April 1986. A labour protection representative who represents only salaries employees is entitled to adequate exemption from work to enable him or her to perform the duties as appropriate and at a suitable time from the point of view of work duties. The length of the exemption and other arrangements are determined and agreed locally.

No deduction is made from the monthly salary of a personnel representative meant by this agreement, if he or she during working hours negotiates with the employer's representatives or otherwise serves in duties agreed with the employer.

## **Union representative fee**

Unless otherwise agreed in sector- or company-specific collective agreements, the employer pays the local union representative a fee in addition to the monthly salary. In the period of 1 June 2025 to 30 April 2026, the fee is determined as follows:

Number of employees	€/month
5–9	88
10–24	117
25–50	148
51–100	206
101–200	246
201–400	293
401–600	324
601–	382

The amount of shop steward remuneration during 1 May 2026 and 30 April 2027 is:

Number of employees	€/month
5–9	91
10–24	120
25–50	152

51–100	212
101–200	253
201–400	301
401–600	333
601–	393

The amount of shop steward remuneration during 1 May 2027 and 31 January 2028 is:

Number of employees	€/month
5–9	93
10–24	122
25–50	155
51–100	216
101–200	258
201–400	307
401–600	340
601–	401

If, after duly notifying the employer, the deputy union representative deputises for the union representative for a period of two weeks or longer, the full fee for that month is paid to the deputy union representative only.

If the workplace has fewer than 5 employees and the union representative performs the duties agreed with the employer outside his or her regular working hours, the loss of time is compensated by overtime pay or, by mutual agreement, another form of compensation.

#### Labour protection representative fee

The labour protection representative is entitled to a separate fee in addition to the monthly salary. The fee is two thirds (2/3) of the union representative's fee based on the number of employees who are represented by the labour protection representative.

If, after duly notifying the employer, the deputy labour protection representative deputises for the labour protection representative for a period of two weeks or longer, the full fee for that month is paid to the deputy labour protection representative only.

The amount of the compensation is determined according to the situation on

1 January. If the number of employees changes, the fee is adjusted accordingly at the start of the next calendar year. If the same person serves as the local union representative and the labour protection representative, the fee is increased by one increment.

### **3.2. The status of the representatives**

If necessary, the employer provides a suitable place for storing materials and supplies needed in the duties of the local union representative and labour protection representative. If possible, the employer will provide a suitable facility where discussions which are integral to the representatives' duties can be held. If necessary due to the size of the workplace, by local agreement the union representative may use the company's other regular office facilities.

The associations note unanimously that regular office facilities also include IT equipment, software and internet connection (email) which are generally in use in the company and by the workplace community. When assessing the above needs, matters such as the size of the company and community, the scope of the representatives' duties, and time use can be taken into account. Practical arrangements are agreed locally.

While an employee serves as a local union representative, department-specific representative or labour protection representative, he or she cannot be moved to another position of a lower pay grade than that in which he or she was at the time

of election. If the work duties of a person who has been elected as a labour protection representative to represent all personnel groups of the work-place is prevented from duly performing the representative duties by his or her work duties, he or she must be offered other work duties as appropriate taking into account the workplace situation and the representative's professional competence. This kind of an arrangement cannot cause their earnings to be decreased.

The wage growth of the local union representative and the labour protection representative must correspond to the general wage growth trend of the company. The associated review and any subsequent pay increases are implemented annually.

If the employer organises vocational training, the representatives must be given the opportunity to participate in the training during their elected term in the same way as other personnel.

When a local union representative or labour protection representative who has been exempted from work duties steps down from the representative role, the representative and the employer together must determine whether the representative requires additional training in order to return to his or her previous job or comparable work duties. The employer organises training required by the report.

In the event of a business transfer, the status of the local union representative and the labour protection representative remains unaffected, if the transferred business or its part retains its independence. If the transferred business or part of it loses its independence, the local union representative and the labour protection representative have the right to retroactive protection, as agreed in paragraph 3.3, from the date of the end of term caused by the business transfer.

### **3.3. Protection against unjustified termination**

If the company lays off employee or terminates employment contracts for financial or production reasons, the local union representative and the labour protection representative cannot be laid off or dismissed, unless the production unit of the personnel group in question is shut down completely. However, this rule may be deviated from if it is together with the local union representative or the labour protection representative discovered that they cannot be offered work that corresponds to their profession or is otherwise suitable.

In accordance with section 7(10)(2) of the Employment Contracts Act, the employment contract of a department-specific union representative cannot be terminated unless work stops completely and the employer is unable to offer other work that matches the representative's competence or is otherwise suitable to him or her, or offer training in another type of work as referred to in section 7(4) of the Employment Contracts Act.

The employment contract of a local union representative, department-specific union representative or labour protection representative may not be terminated due to a reason arising from them without the consent of the employees they represent, as is required in section 7(10)(1) of the Employment Contracts Act.

The employment contract of a local union representative, department-specific union representative or labour protection representative may not be terminated against the provisions of sections 8(1)–3 of the Employment Contracts Act.

The provisions on protection specified above also apply to a local union representative candidate nominated in the workplace, when the employer has been notified of the nomination in writing, and to a labour protection representative, when the labour protection committee or another corresponding cooperation body has been notified of the nomination in writing. However, the representative protection begins, at its earliest, three months before the term of the union representative or labour protection representative being selected starts and ends for those not selected in the election once the election results have been confirmed.

The provisions on protection against unjustified termination also apply to employees who have served as local union representatives or labour protection representatives for six months after the end of the representative duty.

If the employment contract of a local union representative, department-specific union representative or labour protection representative is terminated in a way that breaches this agreement, the employer must compensate the representative by paying 10–30 months' salary. The compensation amount is determined on the basis of section 12(2)(2) of the Employment Contracts Act. Violation of rights under this agreement must be taken into account as a factor that may increase the compensation amount. If a production facility or comparable production unit regularly employs fewer than 20 employees, the above compensation for the labour protection representative is 4 months' pay as minimum.

The maximum is determined on the basis of section 12(2)(1) of the Employment Contracts Act. Compensation for a lay-off that is unfounded pursuant to this agreement is determined in accordance with section 12(1)(1) of the Employment Contracts Act.

### **Union consultation concerning the status of an employees' representative**

The employer must notify the employer association without undue delay about disputes relating to the termination of the employment contract of a local union representative or labour protection representative.

The employer association must then notify the employee association of the matter.

Upon finishing the investigation, the associations must, without undue delay and in any case within two weeks, discuss the disputes relating to the termination in a

negotiation between the associations and present their views on the matter. The unions' opinions are made known to the employer.

### **Deputy union representative**

If the employer lays off the deputy union representative or terminates his or her contract at a time when he or she is not deputising for the local union representative or otherwise holding the position of a representative, the decision to lay off the deputy representative or terminate his or her contract is considered to have been the result of the employee's representative position, unless the employer can demonstrate otherwise.

#### **3.4. Deputies**

The provisions of this chapter apply to the deputy union representative and deputy labour protection representative when they are serving as deputies pursuant to a notice stipulated by this agreement.

### **4. COOPERATION**

By local agreement, a cooperation body can be established to review such matters as those relating to development activities. The joint body can be a substitute for separate cooperation and labour protection committees and other comparable committees. A single joint body can also be responsible for measures and plans relating to the Act on Cooperation, Act on Occupational Safety and Health Enforcement, occupational healthcare and the Gender Equality Act as agreed locally.

### **5. TRAINING**

#### **5.1. Vocational training**

When the employer organises vocational training or sends an employee to a training event relating to his or her job, the direct costs of the training are compensated and no deductions are made from the employee's salary, unless otherwise agreed. If the training takes completely place outside of the working hours, the actual costs caused by it are compensated.

If the training is organised at such a time that the employee has to arrive to the training in his or her free time in the same 24h period after a work shift, he or she is entitled to a compensation based on the basic pay for that period, or a corresponding period of time off. If participating in the training takes place on the employee's day off, the parties agree that the compensation rules for participating in the training are agreed on locally, if necessary.

Time spent on travel to a training event outside working hours will not be compensated. Other travel costs are compensated in accordance with the travel expense

provisions of the collective agreement. An employee may incur additional costs from participation in training outside working hours. The compensation of such costs can also be agreed locally, if necessary.

When organising training, the participating employees must be given a sufficiently long daily rest break.

## **5.2. Joint training**

Training on workplace cooperation is organised by the social partner organisations or the employer and employees together in the workplace or another location.

Basic courses in labour protection cooperation and the necessary associated specialist courses are considered joint training for this purpose.

The provisions on joint training also apply to training on participation systems and local agreement. Alternatively, participation in training can also be agreed between the employer and the individual employee.

Employees who participate in training are entitled to the compensation referred to in paragraph 5.1. Depending on the nature of the training, participation is agreed locally in the relevant cooperation body or between the employer and the local union representative.

## **5.3. Trade union training**

### **5.3.1. Retention of employment contract, notice periods**

Employees are given the opportunity to participate on courses organised by the Finnish Confederation of Salaried Employees STTK and its member associations which last one month or less, if their participation does not cause a considerable disadvantage to the company's operations. When the disadvantage above is being assessed, the size of the workplace is taken into account. The employer must be notified of the employee's intention to attend a course as early as possible. If the request is refused, the contact person must be notified at least 10 days before the start of the course of the reason why the employee's absence would cause a considerable disadvantage. In this case, it is recommended to determine another period of time during which the employee may be able to attend the course.

It must be determined in advance whether the training would entitle the employee to compensation paid by the employer in accordance with this agreement.

Employees' representatives specified in paragraph 5.3.2 must be given the opportunity, in accordance with the same paragraph, to attend training, as referred to in

this agreement, which promotes the representatives' competence to perform the duties referred to in this agreement.

### **5.3.2. Compensation**

With regard to courses that are organised in the training facilities of STTK or its member association or, on special grounds, at another location, and which have been approved by the Palta-Pro working group on education and training, the employer pays the union representative, the department-specific union representative, the deputy union representative, the labour protection representative and his/her deputy, the members of the labour protection committee and the labour protection official their monthly salary during a period of training as required by their respective duties and, for the union representative and department-specific union representative for a maximum of one month, and for employees in the labour protection positions referred to above for a maximum of two weeks.

The local union representative and department-specific union representative are compensated correspondingly for loss of income for one month when they participate in a course organised at a STTK institute that lasts for three months, at maximum. The same

applies to the chair of a local member association, provided that he or she works in a company that employs at least 100 employees that come under this agreement, and the local member association has at least 50 members.

In addition, for each course day for which the employee's monthly salary is not deducted, employees referred to in paragraphs 5.3.2 are entitled to a meal allowance, as agreed in the Palta-Pro working group on education and training, to cover the catering costs incurred by the course organiser.

The employer is obligated to pay the remunerations referred to above to the same person only once for the same training event or a training event that has equivalent content.

Participation in training referred to in paragraph 5.3 up to one month in total does not cause deduction of annual holiday, pension or other comparable benefits.

## **6. INFORMATION PROVISION**

The employer must provide the local union representative with information about the company's economic standing in accordance with chapter 3, section 10 of the Act on Cooperation.

The company must supply details of any substantial changes to said information without delay.

In companies that regularly employ at least 30 people, the financial statements referred to in chapter 3, section 10 of the Act on Cooperation must be provided to employees' representatives in writing if requested.

The employer notifies the local union representative and, if possible, the labour protection representative, in advance of any use of external workforce that will carry out employee duties in the company. If notice cannot be given due to the urgent nature of the work or another comparable reason, the matter can be communicated retrospectively but without delay.

The use of agency personnel must, where possible, be limited to addressing peaks in workload or otherwise to duties which cannot be reasonably assigned to the company's own personnel due to the urgent nature of the duties, their limited duration, skill requirements or specialist competence requirements or other comparable reasons.

A personnel group referred to in this agreement has the right to hold at the workplace or other agreed space meetings about labour market matters or issues that concern the workplace employment contracts or that are pursuant to the Act on Cooperation. Further, personnel groups have the right to distribute meeting notifications to its members and bulletins concerning workplace relations or labour market issues.

Personnel groups also have the right to provide information about general matters on the workplace noticeboard.

### **Provision of personnel information and statistics to the local union representative**

#### **1. General communications**

The employer must ensure that the local union representative is provided with information without delay about matters that indirectly or directly concern the employees of the workplace in question.

#### **2. Disputes**

If a dispute or uncertainty arises about an employment contract matter, the local or department-specific union representative must be provided with all the relevant information needed to resolve the matter so that the facts can be determined and assessed. The information is provided in advance before the matter is discussed with the employer.

### **3. Personal information**

The local union representative has the right to receive once a year details of the first and last names, employment start dates, departments or similar units of the employees of his or her area of responsibility. Upon request, the employer will supply the local union representative with details of new employees.

### **4. Workforce information**

If the requirements of the Act on Cooperation are fulfilled, upon request the local union representative must be provided with a quarterly report on the numbers of fixed-term and part-time employees of the company.

In addition, upon request the local union representative must be notified of any employees hired on a probationary and fixed-term basis. Upon separate request, the local union representative must be notified of the grounds for a fixed-term employment contract.

### **5. Pay statistics**

Pay statistics are supplied to the local union representative once a year in writing immediately after the completion of the employee statistics in accordance with the statistics cooperation agreement; the data include the employee numbers, pay levels based on the terminology used in the pay statistics of the Confederation of Finnish Industries, and classification data based on the job grades of the pay system and itemised by gender. Additionally, **the information concerning the entire industry which is contained in the pay statistics is supplied with the classification mentioned above.**

### **6. Pay system, etc.**

The local union representative must be given the opportunity to familiarise himself/herself with the pay determination and calculation systems which are in use in the company in the representative's area of responsibility. In addition, the local union representative has the right to examine a list of emergency and overtime work and the associated premium payments with regard to the employees of his area of responsibility. The list must be drawn up in accordance with the Working Hours Act.

### **7. Confidentiality of information**

The information referred to above is provided to the local union representative on a confidential basis for the purpose of performing his or her duties. Any form of distribution, including the provision of information to the employee representatives of other companies, is prohibited.

## **8. BINDING EFFECT OF THE AGREEMENT**

This agreement enters into force on 25 February 2020 as part of the collective agreement.

## Appendix 1: SHORTENED WORKING TIME IN SINGLE AND TWO-SHIFT WORK

### 1. Scope of application

Working time is shortened in single- and two-shift work in those working time patterns in which the regular working hours are 40 hours per week, 100 hours or 12.5 days per year.

In the types of work referred to above, the annual working time is otherwise shortened by an annual holiday of max. 30 working days, religious holidays, Midsummer's Eve, Independence Day, Christmas Eve, New Year's Day and May Day.

### 2. Holiday accrual

Annual holiday is accrued on regular working days during the calendar year as follows:

at least	17 shifts	1	leave
"	34 "	2	leave
"	51 "	3	"
"	68 "	4	"
"	85 "	5	"
"	102 "	6	"
"	119 "	7	"
"	136 "	8	"
"	153 "	9	"
"	170 "	10	"
"	187 "	11	"
"	210 "	12.5	"

Regular working days also include periods during which the employer pays sick pay and any training periods whose costs are fully or partially paid by the employer,

if the employee receives pay during the training. In addition, the total paid portion of pregnancy and parental leave, parental leave of the non-birthing parent and adoption leave are counted as regular working days. Time off referred to in section 46 (short-term temporary absence) is considered equal to a workday for which the employee is paid. In effect, holiday is both accrued and spent during such periods. Days off as meant by this agreement are also comparable to working days.

Annual holiday arrangements other than those referred to in paragraph 1 that shorten the annual working time and are based on an agreement or common practice, and days off that recur frequently every year, are also counted towards the shortening of working time.

### **3. Granting of leave**

Leave entitlement accrued during a calendar year is granted to the employee by the end of April in the following year or, by mutual agreement, settled in the form of pay or by granting leave at another mutually agreed time. The leave is scheduled by the employer. The employer must notify the employee of the leave at least two weeks in advance, unless otherwise agreed.

At least one shift must be granted as leave at a time, unless otherwise agreed. If the employee's employment contract ends and the accrued leave has not been granted, the remaining leave is settled to the employee in accordance with the part-time pay calculation instructions provided in section 21. Only full working days are compensated.

If, at the end of the employment contract, the employee has been granted too much leave, the employee is entitled to withhold a corresponding amount from the final pay as referred to in section 21. Only full working days are deducted.

### **4. Level of earnings**

Working time is shortened without affecting the employee's level of earnings.

### **5. Annual holiday**

When calculating the length of the annual holiday, any days on which the employee has been unable to work due to taking leave in accordance with this agreement are considered as comparable to working days.

## Appendix 2: SHORTENED WORKING TIME IN SINGLE AND TWO-SHIFT WORK BASED ON AVERAGE WEEKLY WORKING HOURS

### Alternative working time shortening system

Alternatively, working hours can be arranged to correspond to an average of 36.2 hours per week in 2025, 36.4 hours in 2026 and 36.6 hours in 2027.

The average weekly working hours have been determined by taking into account the shortening of working time. In this case, midweek public holidays, Midsummer's Eve and Christmas Eve also adjust the weekly working hours during the calendar year.

Working time is shortened by granting leave so that the working hours over a period of max. one calendar year are adjusted on average to the weekly amount referred to in paragraph 1. Annual holiday cannot be used to shorten the working hours.

Leave is taken as instructed by the employer and at least one shift at a time, unless the employer and the employee agree on another arrangement or form of compensation. Any remaining leave that is not recorded in the working hours adjustment system must be granted by the end of June the following year. Any leave not taken by that date is compensated in the same way as weekly overtime.

If the timing of each individual period of leave is not decided separately, and several or all leave periods are confirmed at once, the plan is referred to as a working hours adjustment system. When setting up the working hours adjustment system, the employer should take into account the individual requests of employees regarding the timing of leave periods, within the constraints of production requirements and visiting and service hours.

The working hours adjustment system is collective by nature and applies to a period during which the working time pattern of the site, department or workplace in question is single- or two-shift work. If another working time pattern such as three-shift work is introduced, the working hours are determined according to the provisions on the working time pattern in question.

If the working hours adjustment system referred to above is not confirmed in advance, the timing of a leave period must be communicated at least one week before it, unless locally otherwise agreed in advance. The same applies if the working hour system changes.

Working time is shortened without affecting the employee's level of earnings.

Leave days granted on the basis of this agreement, which would otherwise be working days, are counted as working days for the purposes of annual holiday accrual.

Unless otherwise dictated by the working hours adjustment system, an absent employee is considered to have been granted leave without a separate notice if the entire company,

department or team to which the employee belongs has also been on leave as meant by this agreement.

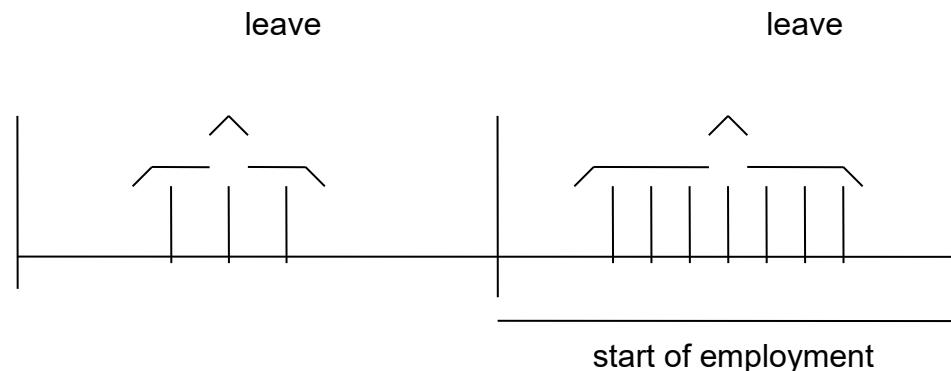
Before the deployment of the working hours arrangement referred to in this agreement, the employer must negotiate with the employees' representatives. In the negotiations, the nature of the work duties, the organisation of visiting and service hours, the working hour arrangements of other personnel groups and other relevant matters must be taken into account.

Note in the record:

The average working hours referred to above do not take into account the shortening of working time in accordance with the competitiveness pact, which is provided for in section 22(8) of the collective agreement.

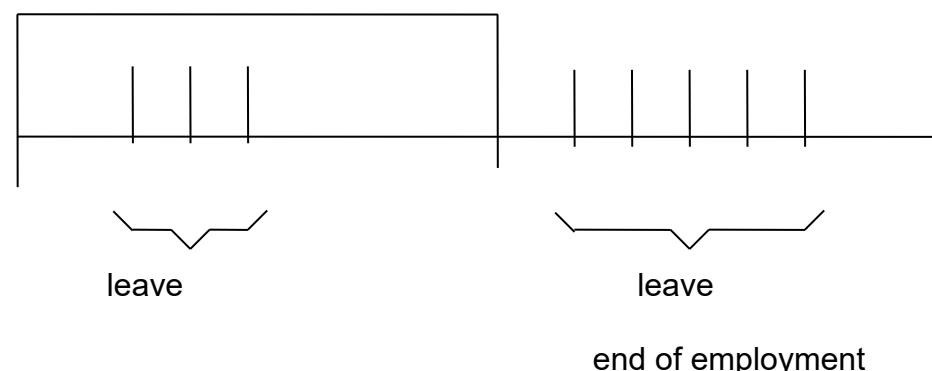
## CERTAIN SPECIAL CASES

### 1. The employment contract starts in the middle of the year



After the start of employment, the employee takes leave on the same days as those granted to the employees of the same team, unit, etc. Alternatively, personal average weekly working hours can be determined for the employee for the remainder of the year.

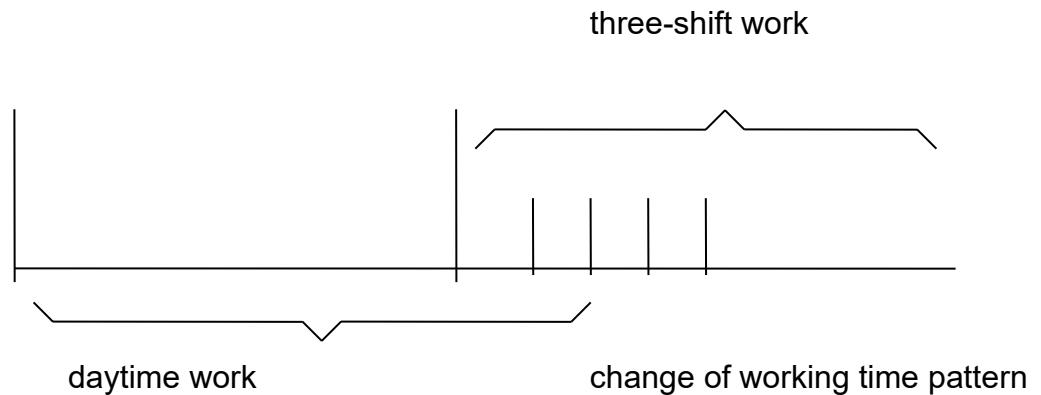
### 2 The employment contract ends in the middle of the year



If employment ends in the middle of the year, the pay and benefits are paid to the employee as per normal. In this case, any remaining leave days that are not recorded in the working hours adjustment system are not taken into account. Remaining leave days which are not recorded in the working hours adjustment system are compensated in the form of pay based on regular working hours.

## *2 Change of working time pattern or department*

For example, before taking leave pertaining to the shortening of working time in daytime work, the employee may move to discontinuous three-shift work, and the scheduled leave days become working days.



The leave days are not carried over when the working time pattern changes. However, leave days may be granted ahead of schedule or, if three-shift work only lasts a limited time, the leave days can be granted when the employee returns to daytime work. If the employee's working time pattern changes often, care must be taken to ensure that his or her relative working hours do not increase.

## Appendix 3: SHORTENING THE WORKING TIME IN DISCONTINUOUS THREE-SHIFT WORK

Regular discontinuous three-shift work can be shortened so that it corresponds to an average of 36.2 hours per week in 2023, 36.3 hours in 2014 and 36.2 hours in 2025.

Working hours are shortened by granting leave so that the working hours over a period of max. one year are adjusted to the weekly amount referred to in paragraph 1.

A working hours adjustment system must be drawn up in advance for a period of max. one year, during which the weekly regular working hours are adjusted to the specified average.

### **Note in the record:**

The employee is covered by this agreement if he or she has worked evening or night shifts in discontinuous three-shift work. However, morning shifts that are linked to evening or night shifts in the same shift work period are considered work time shortening as meant by this agreement.

Working time is shortened without affecting the employee's level of earnings. A possible decrease in the level of earnings is determined locally and the method of compensation is decided.

The employee is entitled to annual holiday in accordance with the Annual Holidays Act and the collective agreement.

When determining annual holiday, leave days under the working hours adjustment system are considered as comparable to working days, but the number of regular days off of daytime employees in the calendar month in question is deducted.

In discontinuous three-shift work, work done in excess of the weekly working hours as per the working hours adjustment system in question is compensated according to the collective agreement provisions on weekly overtime.

When calculating overtime pay, the monthly salary divisor is 155.

When transferring from discontinuous three-shift work to another working time pattern or at the end of employment, remaining accrued leave days can be settled by granting corresponding leave or, by the employee's consent, in the form of pay.

An employee performing temporary three-shift work in a working time pattern pursuant to this agreement earns one day off for every twenty (20) working days performed in the working time pattern in question.

Note in the record:

The average working hours referred to above do not take into account the shortening of working time in accordance with the competitiveness pact, which is provided for in section 22(8) of the collective agreement.

#### Appendix 4: SHORTENED WORKING TIME IN CONTINUOUS THREE-SHIFT WORK

In continuous three-shift work, regular working hours are shortened to an average of 35 hours per week.

In work referred to in paragraph 1 above, the working hours (excluding annual holiday) must be adjusted to an average of 35 hours per week over a period of max. one year. Therefore, for employees who are entitled to 30 days of annual holiday and who take the annual holiday during the calendar year, the annual working hours are 1,651. Correspondingly, for employees who are entitled to 24 weekdays of annual holiday, the annual working hours are 1,686.

A working hours adjustment system must be drawn up in advance for a period during which the weekly regular working hours are adjusted to the specified average. When determining annual holiday, leave days under the working hours adjustment system are considered as comparable to working days, but the number of regular days off of daytime employees in the calendar month in question is deducted.

In working time patterns meant by this agreement, work done in excess of the weekly working hours as per the working hours adjustment system in question is compensated according to the collective agreement provisions on weekly overtime.

When transferring from a working time pattern meant by this agreement to another working time pattern or at the end of employment, remaining accrued leave days can be settled by granting corresponding leave or, by the employee's consent, in the form of pay as specified in this agreement.

If during the determination period for work time shortening leave it was not possible to give the employee work time shortening leave, the unused work time shortening leave are compensated for by giving them as leave by the end of the next year's April or, if agreed with the employee, by paying for them a monetary remuneration pursuant to this agreement on the next pay date after the end of their determination period but still so that there is a calculation time of one month.

If an employee who regularly works in some other working time pattern works temporarily continuous three-shift work, their working time and the separate allowance paid for it during the period in question are determined in accordance with this agreement.

Work time shortening leave is primarily granted in accordance with the employee's shift system. Work time shortening leave is spent and accrued during any periods during which the employer pays sick pay. The divisor in accordance with section 26 of the collective agreement is 149.

In three-shift work, completed regular shifts also include any training periods whose costs are paid partially or fully by the employer to the extent that the employer compensates the employee for loss of earnings in accordance with the training agreement. Further, regular work

shifts also include short-term temporary absences during which the employer pays the employee, as referred to in section 46 of the collective agreement. Part-time pay is calculated as agreed in section 21 on the calculation of part-time based on the number of workdays specified in the table of the collective agreement application instructions.

Employees who work continuous three-shift work are compensated for loss of earnings in the form of a separate monthly allowance of 5.5%. If the company uses a system that already takes this form of compensation into account, the system does not have to be changed.

#### **Note in the record**

The annual working hours referred to above do not take into account the shortening of working time in accordance with the competitiveness pact, which is provided for in section 22(8) of the collective agreement.

## Appendix 5: WORKING HOURS ACCOUNT

A working hours account is a system that is implemented to facilitate work-life balance. The employee and the employer can bank and withdraw hours in accordance with the rules agreed at the time of the system's introduction. Successful work-life balance promotes job satisfaction, employee engagement and productivity.

The purpose of the account is to respond to fluctuations in workload and thus support the company's productivity and competitiveness, and to address individual needs in various life circumstances.

### Introduction of the system

The agreement is made in writing between the employer and employee representatives.

The associations recommend that local parties set targets with regard to e.g. productivity, competitiveness, occupational safety and the consideration of employees' individual time needs.

### Terminology

- Saved time as well as time converted to pay are recorded and from which time taken off is deducted.
- Balance refers to the time balance saved onto the account.
- Banked time off refers to paid time off taken by withdrawing hours from the working hours account.
- Saving refers to the saving of time or pay converted to time and deposited to the working hours account.
- Withdrawal of banked time refers to the withdrawal of balance and using the time as paid time off.

For example, the following can be deposited to the working hours account

- flexitime accrual
- average regular daily or weekly working hours
- extra pay converted to time off, such as premium pay on additional, over-time or Sunday work
- annual holiday exceeding 18 days and saved leave already accrued
- holiday bonus that can be taken as leave

Matters to agree when introducing the system who is concerned by the agreement

- how to join and leave the scheme
- what types of leave can be saved and on what conditions, and times during which time off cannot be taken
- maximum saving and borrowing limits
- when can time off can be taken and in what scenarios
- how to convert pay into time off
- procedures for determining the amount of time accrued on the account
- how to determine pay for a period of leave, if there are multiple methods of determining pay
- how and when, in addition to end of employment, can leave be converted to pay
- how the functioning of the scheme will be monitored by the employer and employee representative

### **Leave deposited in the system**

The banking of hours must be agreed with the line manager. The use of banked leave is agreed locally. For example, the employer can notify the employee about the timing of granted leave with 14 days' notice. Unless prevented by specified reasons, the employee can take time off, for example, with 2 months' notice. With regard to shorter leave of e.g. 1–2 days, the notice periods are 7 days for the employer and one month for the employee, unless locally agreed otherwise. If necessary, the employer can specify a total period max. six months in each calendar year, during which employees cannot take time off by notice.

Banked time is not identifiable once banked, and provisions such as those of the Working Hours Act and Annual Holidays Act concerning adjustment or expiry periods do not apply to it. Each employee receives an annual statement of time accrued on his or her account.

The associations agree

- that the granting and taking of time off must not lead to overtime or disruption of work
- on a principle whereby the use of banked time should be prioritised over layoffs if there is a drop in workload

## **Settlement of pay under the scheme**

The employee's pay is determined based on the timing of the leave. Used leave does not reduce annual holiday accrual. At the end of employment, any remaining banked leave is settled as pay.

## **Monitoring the functioning of the system**

The employer and the employees' representative monitor the functioning of the system regularly based on the targets set at the time of the system's introduction and from the point of view of labour protection.

The employees' representative is given an annual summary statement of time deposits and withdrawals.



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