

taxreturn

FORMULARZ NORWEGIA PERMITTERING

1. DANE OSOBOWE

Nazwisko		Imiona	
Norweski numer personalny (11 cyfr)		Stan cywilny	
Email		Tel. kontaktowy	
Kod pocztowy		Miejscowość	
Ulica i numer			
Hasło dostępu w systemie NAV (z uwzględnieniem małych i wielkich liter)			

2. ADRES DO KORESPONDENCJI (wypełnij, jeżeli jest inny niż adres zameldowania)

Miejscowość		Kod pocztowy	
Ulica i numer			

3. OKRESY ZATRUDNIENIA W NORWEGII

Data rozpoczęcia:	Data zakończenia:	Dane pracodawcy:	Przychód w NOK

4. DODATKOWE INFORMACJE

1. W jakich rotacjach pracowałeś ?			
2. Jaka była przyczyna permittowania?			
3. Data rozpoczęcia pracy w Norwegii			
4. Data zakończenia stosunku pracy			
5. Czy w okresie ostatnich 18-stu miesięcy przebywałeś na jakimś zasiłku? (jeśli tak, wpisz jaki to zasiłek)			
6. Okres przebywania na permittingu	Od	Do	
7. Imię, nazwisko i pesel dzieci	Dziecko 1		
	Dziecko 2		
	Dziecko 3		

5. UWAGI

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6. OŚWIADCZENIE

Wyrażam zgodę na przetwarzanie moich danych osobowych zawartych w niniejszym formularzu dla potrzeb realizacji zlecenia zgodnie z Ustawą z dnia 29 sierpnia 1997 r. o ochronie danych osobowych (Dz. U. 1997, Nr 133, poz. 883 z późn. zm.). Jednocześnie potwierdzam, iż zostałem poinformowany o przysługującym mi prawie do wglądu, poprawiania i usunięcia

moich danych osobowych. Administratorem danych osobowych jest: Tax Return Podatki Zagraniczne Ilona Kozieńców

DATA

PODPIS

taxreturn

UMOWA - ZLECENIE zawarta w dniu-2020

pomiędzy:

**Tax Return Podatki Zagraniczne Ilona Kozińców z siedzibą w Gdańsku przy ul. Dyrekcyjna 6 pok.409,
80-852 Gdańsk**

zwanym w niniejszej umowie **Zleceniobiorcą**, a Panem/Panią:

Imię i nazwisko

Adres

zwanym(a) w niniejszej umowie **Zleceniodawcą**, o następującej treści:

§1

- Przedmiotem niniejszej umowy jest sporządzenie wniosku zasiłek dla bezrobotnych z tytułu tymczasowego zwolnienia, rejestracji w NAV oraz przeszkolenie z zakresu składania kart meldunkowych
W szczególności Zleceniobiorca jest zobowiązany do:
a) przygotowania i złożenia we właściwym miejscowo i rzeczowo dla podatku Zleceniodawcy zagranicznym urzędzie skarbowym wniosku
b) udzielenia informacji na temat sposobu rejestracji w NAV
- Do obowiązków Zleceniobiorcy nie należy:
1) reprezentacja, zastępstwo
2) doradztwo prawne, doradztwo podatkowe,
3) tłumaczenie dokumentów.
- Za datę wykonania usługi przez Zleceniobiorcę uznaje się dzień sporządzenia finalnej wersji wniosku dla Zleceniodawcy, gotowych do złożenia we właściwym zagranicznym organie.
- Zleceniobiorca może powierzyć wykonanie umowy w całości lub części osobom trzecim..
- Dodatkowe usługi, mające być zrealizowane przez Zleceniobiorcę, będą dodatkowo wynagradzane przez Zleceniodawcę na rzecz Zleceniobiorcy według aktualnego cennika obowiązującego u Zleceniobiorcy w dniu zlecenia przez Zleceniodawcę tych usług do wykonania.

§2

- Zleceniodawca zobowiązuje się do:
a) wypełnienia zgodnie z prawdą i dostarczenia Zleceniobiorcy dokumentów i informacji niezbędnych do wykonywania zadań określonych w §1 pkt 1;
b) niezwłocznego aktualizowania swoich danych adresowych i kontaktowych w zagranicznym urzędzie oraz u Zleceniobiorcy z tym skutkiem, że pismo skierowane przez Zleceniobiorcę bądź zagraniczny urząd na dotychczasowy adres zleceniodawcy będzie uważane za skutecznie doręczone;
c) niezwłocznego przedstawienia Zleceniobiorcy wszelkiej korespondencji otrzymanej z zagranicznego urzędu dotyczącej usługi będącej przedmiotem niniejszej;
d) nie występowania w okresie trwania umowy samodzielnie ani za pośrednictwem osób trzecich przed zagranicznymi urzędami, z których ma nastąpić zwrot wynagrodzenia wakacyjnego,
e) wycofania z zagranicznego urzędu pełnomocnictwo udzielone w związku z rozliczeniem wcześniejszego roku podatkowego.
f) wysłania na własny koszt i we własnym zakresie do zagranicznego organu wszelkich dodatkowych informacji, w tym zaświadczenia o numerach konta, dokumentów, odpowiedzi na zapytania.
g) przekazania Zleceniobiorcy kopii dokumentów lub elektronicznie utrwalone bazy, a w razie udostępnienia oryginałów dokumentów odebrać od Zleceniobiorcy własnym staraniem, na własny koszt i ryzyko w terminie nie dłuższym niż 5 lat od daty złożenia.

§3

- Jeżeli w kolejnych latach podatkowych, nie objętych postanowieniami niniejszej umowy Zleceniodawca zdecyduje się korzystać z usług innego podmiotu, zobowiązany jest samodzielnie dokonać zmian we właściwej instytucji wprowadzonych przez Zleceniobiorcę w trakcie wykonywania niniejszej umowy np. pełnomocnictwo, adres korespondencyjny, numer konta itp. Zleceniobiorca nie ponosi odpowiedzialności za zaniechanie tych czynności przez Zleceniodawcę.
- Za wykonanie czynności wymienionych w §1 pkt 1 Zleceniobiorca jest uprawniony do wynagrodzenia:
a) bezpośrednio przy zawarciu tej umowy, np. w gotówce, bądź
b) w terminie do 14 dni od daty zawarcia tej umowy przelewem na rachunek bankowy: mbank, 68 1140 2004 0000 31026471 6164 w wysokości: 300 zł (trzysta złotych) z podaniem w tytule tego przelewu imienia i nazwiska Zleceniodawcy oraz kraju i roku podatkowego, którego dotyczy usługa objęta tą umową (np. Jan Kowalski, permitting).

- Warunkiem realizacji usługi jest dokonanie płatności, o której mowa w punkcie 2. Brak wpłaty w wyznaczonym terminie oznacza odstąpienie od umowy przez strony. W przypadku wpłaty po terminie 14 dni Zleceniodawca zobowiązany jest o tym fakcie powiadomić Zleceniobiorcę w formie pisemnej.
- Zleceniodawca może wypowiedzieć umowę w każdym czasie, jednak wówczas zapłaci wynagrodzenie ryczałtowe w wysokości 100 zł (sto złotych) odpowiadające wydatkom poczynionym w celu należytego wykonania usług.

§4

- Zleceniobiorca nie odpowiada za:
a) nieterminowe rozpatrywanie wniosków przez właściwe zagraniczne urzędy,
b) działania lub zaniechania Zleceniodawcy, dostawców mediów (w tym Internetu), operatorów pocztowych, w tym zagranicznych urzędów.
c) skutki wynikłe z niedostarczenia przez Zleceniobiorcę bądź dostarczenia z opóźnieniem wszystkich wymaganych dokumentów i informacji, w tym wpływające z nieprawdziwości czy nieprawidłowości danych i informacji podanych przez Zleceniobiorcę (w szczególności: niepoprawnych lub nieaktualnych informacji na temat adresu oraz numeru konta bankowego Zleceniobiorcy) w szczególności informacji dotyczących adresu oraz numeru konta ;
d) skutki innych okoliczności wynikłych z przyczyn leżących po stronie Zleceniodawcy.

§5

- Zleceniobiorca zastrzega sobie prawo odstąpienia od umowy, jeżeli Zleceniodawca nie dostarczy wszystkich wymaganych informacji i dokumentów niezbędnych do wykonania umowy.
- Zleceniodawca ma prawo odstąpienia od niniejszej umowy w terminie 14 dni od daty podpisania umowy, chyba że uprzednio nastąpiło przekazanie jego dokumentów do zagranicznego urzędu w terminie 14 dni od daty podpisania umowy. Oświadczenie to wymaga formy pisemnej pod rygorem nieważności

§6

- Wszelkie zmiany niniejszej umowy wymagają formy pisemnej pod rygorem nieważności
 - W sprawach nieuregulowanych niniejszą umową mają zastosowanie odpowiednie przepisy polskiego Kodeksu cywilnego.
 - Wszelkie spory umowne będą rozstrzygane przez sądy powszechne, właściwe miejscowo dla Zleceniobiorcy.
- Umowę sporządzono w dwóch jednobrzmiących egzemplarzach, po jednym dla każdej ze Stron.

Zleceniodawca oświadcza, że przyjmuje do wiadomości, że administratorem jego danych osobowych jest Ilona Kozińców, prowadząca działalność gospodarczą pod firmą TaxReturn Podatki Zagraniczne Ilona Kozińców z siedzibą przy ul. Dyrekcyjna 6, pok.409, Gdańsk 80-852, NIP: 958-130-65-89, REGON: 220886602. Podane przez Zleceniodawcę dane w formularzu zbierane są w celu zawarcia i realizacji niniejszej umowy. Przekazane dokumenty i materiały będą przechowywane na potrzeby możliwych kontroli oraz w celu udokumentowania realizowanej usługi, także po jej realizacji, a okres ich przechowywania będzie wynosił od 5 do 10 lat w zależności od regulacji we właściwej zagranicznej instytucji, której dotyczy usługa. Dane osobowe Zleceniobiorcy będą udostępniane właściwej zagranicznej instytucji upoważnionej przepisami prawa. Zleceniobiorcy przysługuje prawo do wglądu, poprawiania, usuwania, ograniczenia treści podanych danych oraz prawo do wniesienia skargi do organu nadzorczego. Zleceniodawca został poinformowany, że podanie danych jest dobrowolne, ale niezbędne do realizacji umowy.

Podpis Zlecenbiocy

Podpis Zleceniodawcy

taxreturn

Permittering

Norwegia

Aby uzyskać zasiłek postojowy z Norwegii należy spełnić następujące warunki:

- Podanie o zasiłek powinno być złożone do NAV w okresie czterech tygodni od daty zarejestrowania się jako poszukujący pracy (zarejestrowanie CV na www.nav.no)
- Na 14 dni przed wprowadzeniem permitteringu pracodawca powinien wręczyć pracownikowi pisemne ostrzeżenie o permitteringu.
- Minimalny dochód na Lonnsie w ostatnim roku wyższy niż 149 787 NOK brutto, jeżeli był niższy, należy przedstawić Lonnsy za 3 poprzednie lata, gdzie łączny dochód za ten okres musi wynosić co najmniej 299 574 NOK
- Okres rozpatrywania dokumentów przez NAV to 6 tygodni, jeśli będą potrzebne dodatkowe informacje lub dokumenty, okres ten może ulec wydłużeniu.
- Zasiłek jest ograniczony czasowo i można go pobierać przez 26 tygodni w okresie 18 miesięcy.

Dokumenty potrzebne do złożenia wniosku o permittering:

1. Kopia umowy o pracę oraz zawiadomienie o zwolnieniu tymczasowym zawierające - przyczynę zwolnienia -okres zwolnienia tymczasowego -w które dni pracodawca ma ustalony obowiązek płacowy
2. Zaświadczenie o permitteringu / Vasel om permittering
3. Dokument Bekreftelse wypełniony przez pracodawcę
4. Pozwolenie na pracę z policji
5. Karta podatkowa Skattekort za dany rok podatkowy
6. Lonns za poprzedni rok (jeśli dochód za poprzedni rok był niższy niż 138 864 NOK, należy przedstawić Lonnsy za 3 poprzednie lata, gdzie łączny dochód za ten okres musi wynosić co najmniej 277 728 NOK)
7. Odcinki z wypłat

DORADCA PODATKOWY
Ilona Kozińców



nr wpisu 11285

8. Dostęp do systemu NAV (logowanie przez token)

Oplata:

300zł – sporządzenie, zarejestrowanie i wysłanie wniosku wraz z kompletem dokumentów

KOMPLET DOKUMENTÓW PROSZĘ WYŚLAĆ LISTEM POLECONYM NA NASZ ADRES:

**Tax Return Podatki Zagraniczne
Ilona Kozińców
ul. Dyrekcyjna 6 / 409
80-852 Gdańsk**

Numer konta bankowego: Mbank 68 1140 2004 0000 3102 6471 6164

W RAZIE PYTAŃ SŁUŻYMY POMOCĄ:

**Tel. 58 712 62 96
Kom.509700565
E – mail: biuro@taxreturn.com.pl**

WAŻNE!!!

W razie otrzymania jakiegokolwiek korespondencji z norweskiego urzędu NAV prosimy o niezwłoczne przesłanie nam pisma na wyżej podany adres lub e-mail lub dostarczenie do naszego biura.

**DORADCA PODATKOWY
Ilona Kozińców**



nr wpisu 11285



Saksbehandler / Officer in charge	
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Skjema for fullmakt / Power of attorney

For å være sikre på at taushetsbelagt informasjon blir gitt til rette vedkommende, er vi avhengig av å ha skriftlig fullmakt med korrekte personopplysninger. Fyll ut skjemaet, og returner det til NAV Internasjonalt snarest. / *To be certain that your personal information is not given to unauthorized personnel, we kindly ask you to fill in this form and return it to NAV Internasjonalt— as soon as possible.*

1. Personopplysninger / Personal information

Norsk fødsels- og personnr.: <i>Norwegian birth- and identification number:</i>	
Navn: / <i>Name:</i>	
Adresse postnr./sted/land: <i>Address / postal code/city/country:</i>	

2. Fullmakt er gitt til / Power of attorney is given to

Norsk fødsels- og personnr.: <i>Norwegian birth- and identification number:</i>	
Navn: / <i>Name:</i>	
Adresse postnr./sted/land: <i>Address / postal code/city/country:</i>	

2.1 Dersom fullmakten er gitt for en begrenset periode / If the power of attorney is given for a specific periode

Fullmakt er gitt til dato: <i>Power of attorney is valid until:</i>	
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2.2 Dersom fullmakten er gitt for begrenset informasjon / If the power of attorney is given for specific information

Informasjon som kan utgis: <i>Information which can be given:</i>	
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Sted / Dato / City / Date

Underskrift / Signature

NAV Internasjonalt // NAV National Office for Social Insurance Abroad

Postadresse / Address Postboks 8138 Dep. N-0033 OSLO
Telefon / Telephone +47 21 07 37 00 Telefax +47 21 07 37 01



Claim for unemployment benefits in the event of temporary lay-off

1. Personal details

First names, Family name		Personal ID no. (11 digits)
Telephone no.	Mobile phone no.	E-mail address

Information

Submit the claim form to the NAV address at the top of the first page.

Read the information at www.nav.no/dagpenger ved permittering (unemployment benefits in the event of temporary lay-off) and the "Unemployment Benefits" brochure carefully before you fill out the claim form.

On page 8 of the form you will find instructions for filling out the claim form. Fill out the form accurately. If you provide incorrect or incomplete information, this may result in a demand for repayment, loss of entitlement to unemployment benefits for up to 26 weeks and criminal liability.

Before you claim unemployment benefit while you are temporarily laid-off, you must register as a jobseeker with NAV and update your CV.

As a general rule, the date you register as a jobseeker will be counted as the date of your claim. You then have four weeks to submit your claim. **If NAV decides that it is taking unreasonably long time for the completed claim form and the required documentation to be submitted, the date these are submitted will be regarded as the claim date.**

If information or documentation is missing, this could delay processing of your claim and may also result in a wrong decision in the case.

Claimants / recipients of unemployment benefits during temporary lay-off have a duty to disclose information pursuant to Section 21-3 of the National Insurance Act. If the claimant withholds information or fails to comply with an order to provide information in the case, NAV has the authority to refuse or stop an unemployment benefits claim, cf. Section 21-7 of the National Insurance Act.

To be entitled to unemployment benefits, you must be able to quickly accept any work for which you are physically or mentally suited. As a general rule, you must be willing to accept a job regardless of whether it is full-time or part-time or in a different occupation from your previous occupation. You must be willing to work anywhere in the country, which means that if necessary you must be willing to move.

If there are specific reasons that restrict your ability to accept full-time work or to accept work outside the district where you are living, these must be stated in writing. The requirement that you must be willing to accept work anywhere in the country is practised strictly. Medical grounds must be confirmed by a doctor's certificate. If you need childcare, you must be able to arrange this at short notice.

You must send an employment status form at the right time to NAV every 14 days. This duty to notify applies even if no decision has been made yet regarding your claim for unemployment benefits.

I have read the information above. Yes

I have read the "Unemployment Benefits" brochure or information at www.nav.no/dagpenger ved permittering. Yes

Claimants have a duty to familiarise themselves with the information at www.nav.no/Dagpenger, both the general rules on unemployment benefits in the event of unemployment and the special rules on unemployment benefits in the event of temporary lay-off.

2. Work, etc.

a) List all the employers you have had in the last 12 months. You must also list all self-employment, schooling, courses and other information covering the last 12 months. Use a separate sheet if necessary.

Employer, etc.	Period	Reason for leaving

b) Has your employer offered you continued employment, but in another place of work in Norway? Yes No

c) Are you receiving wages or are you entitled to wages from another employer? Yes No
Up to and including: No

d) Have you served compulsory national service or civilian national service in the last twelve months? Yes No

3. Self-employment

a) Do you farm or carry out other business activities? Yes No If yes, you must fill out special form NAV 04-03.03

b) Have you had income from hunting at sea or fishing in the last three years? Yes No

4. Lay-off

a) Employer's name:

b) Laid off from (date): to (date): (The lay-off period is counted from the first day out of work/ Reduced working hours due to being laid off.)

c) Documentation of the employer's reasons for the lay-off are enclosed (confirmation of the reason for the lay-off). Yes

d) Employer's due to pay wages from (date): Up to and including: Don't know

e) Degree of lay-off: Fully laid off Partly laid off: %

5. Bankruptcy (Only fill out this section if you left due to bankruptcy)

a) Employer's name:

b) Liquidator's name:

c) Have you applied or are you going to apply to the wage guarantee scheme? Yes No

6. Financial/coordinated benefits

Under this point tick off whether you receive any financial benefits that might affect your entitlement to unemployment benefit. Do you receive, or have you applied for, the following benefits in Norway or another EEA member state?

- | | | | |
|---|--|---|--|
| a) Sickness benefit | <input type="checkbox"/> Yes <input type="checkbox"/> No | k) Interim pay | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| b) Work assessment allowance (AAP) | <input type="checkbox"/> Yes <input type="checkbox"/> No | l) Stand-off pay | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| c) Disability pension | <input type="checkbox"/> Yes <input type="checkbox"/> No | m) Pay after termination of employment by your employer | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| d) Maternity allowance | <input type="checkbox"/> Yes <input type="checkbox"/> No | n) Guarantee share from the guarantee fund for fishermen | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| e) Parental benefit for birth or adoption | <input type="checkbox"/> Yes <input type="checkbox"/> No | o) Have you received, are you receiving, will you receive, or might you receive one or more payments/other financial benefits from a former employer? If yes, what? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| f) Unemployment benefit from the guarantee fund for fishermen | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="text"/> | |
| g) Contractual early retirement scheme from a public or private pension scheme taken out before 1. January 2011 | <input type="checkbox"/> Yes <input type="checkbox"/> No | p) Unemployment benefit from another EEA member state | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| h) Public sector pension | <input type="checkbox"/> Yes <input type="checkbox"/> No | q) Other benefits | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| i) Retirement pension from a private occupational pension | <input type="checkbox"/> Yes <input type="checkbox"/> No | If yes, what sort of benefit? <input type="text"/> | |
| j) Reduced disability pension from public pension scheme | <input type="checkbox"/> Yes <input type="checkbox"/> No | | |

If you have answered yes to one of the above questions, state who is paying the benefit:

7. Pregnancy-related sickness benefit

Have you received sickness benefit due to a pregnancy-related illness in the last three calendar months? Yes No

If yes, state the period (from (date):

Up to and including (date):

8. Children

Own children (biological and adopted children) under 18 years of age, who are living in Norway or another EEA member state and who the claimant supports. The person who pays child support is also considered to be a provider.

Name	Personal ID no. (11 digits)	The child's pay/pension

Name of the other provider:

Personal ID no. (11 digits):

Does the other provider receive unemployment benefit? Yes No Don't know

Who has care and control of the child/children? Mother Father Shared

(Only answer the last question if the parents are not living together)

9. Genuine jobseeker – can you accept any work?

As a recipient of unemployment benefit, you must be an active jobseeker, and as a general rule, you must be willing to quickly accept any work. The authority to grant exemptions from this clear general rule is limited and it is NAV who will assess whether you meet the exemption criteria. If you limit yourself with respect to accepting a job, this may result in your claim for unemployment benefit during temporary lay-off being denied. Check the relevant criteria further before you chose to limit your job seeking activity.

As a general rule, you must be willing to quickly accept work for which you are mentally and physically suited, in any kind of occupation, anywhere in Norway and regardless of whether it is full-time or part-time. You can read more about these criteria in the “Unemployment Benefits” brochure and on NAV’s website: www.nav.no/dagpenger.

Your answers to the following questions will be decisive for whether you are entitled to unemployment benefit.

a) Is there any work you are unable to accept for medical reasons? Yes No

If the answer is yes, you must state the reason why and enclose a doctor’s certificate:

b) Are you willing to accept any job you have the health to carry out, in any occupation? Yes No

If the answer is no, you must state the reason:

c) Are you willing to accept a job and participate in welfare-to-work initiatives anywhere in Norway, even if this means you have to commute or move? Yes No

If the answer is no, you must state the reason:

d) Are you willing to accept a job regardless of the scope of the work and the working hours? Yes No

If you are only seeking part-time work, you must state the reason:

To be entitled to unemployment benefit you must be able to work at least 50 % of what is normal for your occupation.

State the maximum number of hours you want to work per week:

10. Education

Are you studying, including participating in courses or studying independently? Yes No

If yes, you must apply on a special form, NAV 04-06.05, for approval to study with entitlement to unemployment benefit. As a general rule, a claimant who is studying will not be entitled to unemployment benefit.

11. Supplementary information

The claim form must be fully filled out before unemployment benefit can be granted.

12. Signature

I have familiarised with the conditions for receiving unemployment benefit in the “Unemployment Benefit” brochure or via information at www.nav.no/dagpenger.

I hereby confirm that the information provided is correct. I am aware that providing incorrect or incomplete information may result in a demand for the repayment of received unemployment benefit, loss of entitlement to unemployment benefit for up to 26 weeks and criminal liability.

Place and date

Signature

13. Claim form enclosures

The jobseeker, employer and a number of other government agencies have a duty to inform NAV. NAV cannot grant unemployment benefit until the claim form is fully filled out and all the necessary enclosures have been submitted.

Follow the instructions for submitting forms at nav.no. Please note that in each case NAV may request further information.

Income

NAV collects income details electronically from the Tax Office, cf. Section 21.4 of the National Insurance Act. The information is based on the End-of-Year Certificates your employer(s) have submitted for the last three calendar years. Income from the last preceding calendar year is not available until March, so if you apply for unemployment benefit before 1 March, you will have to document your income in the preceding year yourself with payslips.

When you are informed of a decision on your unemployment benefit, you must check that the income reported to us is correct. If your information is incorrect, you must contact your local NAV office as soon as possible and document any changes.

Other enclosures:

- Notice of lay-off that states the reason for being laid off and the days the employer has a legal obligation to pay wages
- Confirmation of the reason for being laid off
- Minutes from negotiation meetings between the employer and the employees, or other corresponding documentation, if such minutes / corresponding documentation exists. The minutes of meeting or other corresponding documentation must provide information that the employer and employee agree that:
 - the lay-off has justifiable grounds within the framework of the Main Agreement
 - the lay-off is due to lack of work or other circumstances over which the employer has no control
 - the employers has done what could reasonably be required to avoid lay-offs
- If you are to continue to be laid off after the earlier stated period, a notice of lay-off must be submitted.
- If you have been employed for at least six months, your last employment contract before you became unemployed, or a completed NAV 04-08.03 form, which is available at www.nav.no/skjema.
- Document of your working hours in the last 12 months, if you have not had an agreement on fixed weekly working hours for at least 6 months prior to becoming unemployed
- Confirmation of the reason for termination of other employment in the last six months
- If you have work and social insurance periods in other EEA member states: Certificate PD U1 (replaces previous certificate E 301)
- If you have children who are resident in another EEA member state, you must enclose documentation from health professionals or other key parties if you are in a special care situation or you, or someone you have special care of, have health limitations.

Instructions for filling in the form

Claim for unemployment benefits in the event of temporary lay-off

Personal details

Here you must provide all the information necessary for your NAV office to contact you with offers of work or welfare-to-work initiatives and to pay you your unemployment benefit. If you are living temporarily at an address other than the one under which you are registered in the National Population Register, you must provide your current temporary address.

Work, etc.

- a) State what you have been doing in the last 12 months. If you have had more than one employer or have been occupied with various things, in some cases, the information will be necessary in order to determine your ordinary working hours. Information about your working hours in the last 12 months must be documented if this is necessary to determine your correct ordinary working hours.
- c) If you receive pay or are entitled to pay from another employer than the one from which you are laid off, you must describe this on a separate sheet.
- d) If you have served compulsory military service for at least three of the previous 12 months, you may be entitled to unemployment benefit pursuant to special rules. Ask NAV for further information.

Self-employment

- a) If you run a farm, you must fill out a special statement concerning your employment in form NAV 04-03.03.
- b) To be entitled to unemployment benefit based on hunting at sea or fishing, you must be unemployed after having had work other than hunting at sea or fishing for at least 12 weeks. Documentation of such work must be submitted.

Lay-offs

You must enclose:

- The notice of lay-off, which states the reason for the lay-off, the lay-off period and the number of days the employer has a legal obligation to pay wages
- Minutes from negotiation meetings between the employer and the employees, or other corresponding documentation. The minutes or other corresponding documentation must provide information that the employer and employees agree that:
 - the lay-off has justifiable grounds within the framework of the Main Agreement
 - the lay-off is due to lack of work or other circumstances over which the employer has no control
 - the employer has done what could reasonably be required to avoid lay-offs
- A new notice of lay-off must be submitted if the lay-off continues beyond the stated period.
- Employment contracts from all jobs in the last six months must show the fixed weekly working hours. If you have had varying working hours, you must document your working hours in the last twelve months. Or you can fill out form NAV 04-08.03, which is available from your local NAV office or may be printed out from www.nav.no.

Bankruptcy

If you left because of bankruptcy and you have applied to the wage guarantee scheme, you must sign a repayment declaration on form NAV 04-03.07 before your unemployment benefit payments may be advanced.

Financial benefits

- a) Sickness benefit is a benefit from the National Insurance to members on sick leave due to sickness or injury and who have a doctor's certificate. You must have previously been in work to be entitled to sickness benefit.
- b) Work assessment allowance is a benefit from the National Insurance to guarantee income in a transition period where, as a result of illness, injury or disability, you have a need for welfare-to-work initiatives, medical treatment or other follow-up from NAV in order to find work.
- c) Disability pension is a benefit from the National Insurance to members who have suffered a permanent reduction in their earning ability or work capacity due to sickness, injury or disability.
- d) and e) Maternity and parental allowance are benefits from the National Insurance to members who prior to a birth or adoption have had pensionable income.
- k) Interim pay is the same as stand-off pay, see letter l) below.
- l) Stand-off pay is a special benefit that may be paid to employees in the public sector who have been dismissed and are not personally to blame for this dismissal. The benefit is relevant in the event of staff reductions.

m) Pay after termination of your employment is money that is fully or partly intended to cover lost income during a period when the employee is not covered by an employment contract and which the employer has previously agreed to pay in writing or verbally. The employer must have undertaken to pay it before the employment relationship is ended. Payments agreed in connection with a termination of employment are not regarded as pay after employment. People receiving pay after termination of employment will be able to receive unemployment benefit to the extent that the unemployment benefit exceeds the pay after termination of employment being received.

o) Payment or other financial benefits from a previous employer include financial benefits of any kind that do not come under any of the other benefits listed in the claim form.

Pregnancy-related sickness benefit

Here you must state the period(s) you have received sickness benefit due to pregnancy-related sickness. Do not state every period of illness during pregnancy. If pregnancy is the cause of the illness, you must state the sickness benefit period (e.g. sickness benefit granted due to pelviolysis).

Children

To be entitled to child supplement, as a general rule, the child must be a member of the Norwegian National Insurance Scheme. As a rule, children resident in Norway are members. For a person to be regarded as resident in Norway, they must have lived in the country for more than one year. People who are out of the country for more than twelve months or more than six months per year in the space of two or more consecutive years are not members of the Norwegian National Insurance Scheme. Under certain circumstances, child supplement may be paid for children resident in the EEA area. If you have dependents resident in another EEA member state, you must document this by submitting certificate SED U006. This is issued by the social security authorities in the country where the child is resident. If you have more than four children, use the field on page 4 for supplementary information. The question of who has care and control of the child should only be answered if the parents do not live together.

Genuine jobseeker – can you accept any work?

To be entitled to unemployment benefit, you must be a genuine jobseeker, registered with NAV and submit an employment status form every 14 days.

You must

- be fit for work
- be available and be able to decide quickly on offers of work or welfare-to-work initiatives
- be able to start work at short notice. If you have children you require care, you must be able to arrange this at short notice
- state your address on a separate form, NAV 95-20.20, if this is different from the address you are registered under in the National Population Register, so that written correspondence from NAV reaches you
- as general rule, be willing to accept any work, which is paid according to tariff or customary rates, anywhere in Norway. You cannot make demands regarding workplace or type of work, so that it is difficult to find work.
- as a general rule, you must be willing to work full-time and part-time. If you have part-time work, you must be willing to leave this in order to accept an offer of full-time employment / more work
- actively seek work yourself. NAV may require that you document agreed job-seeking activity and that you update your CV on www.nav.no.

Job seekers who are over 60 years old may, if the person concerned wishes, limit themselves to only seeking part-time-work or work in their hometown. NAV may also grant exemptions from the general rule if social considerations associated with health or responsibility for caring for small children or close relatives requiring care so dictate. If you limit yourself with respect to working hours or place of work, NAV must approve this before unemployment benefit may be granted.

Education

If you are studying at an educational institute or on your own, NAV must approve that your studying is compatible with an entitlement to unemployment benefit. You must apply on a separate form, NAV 04-06.05, for approval to study with entitlement to unemployment benefit. As a general rule, if you are a student you will not be entitled to unemployment benefit.

Signature

By signing the claim form you confirm that you are also familiar with the regulations regarding unemployment benefit and that you have provide correct and complete information.



Til (arbeidsgiver): _____

Adresse: _____

Bekreftelse på permitteringsårsak

Jeg er permittert fra arbeidsforholdet hos dere, og har derfor registrert meg som dagpengesøker hos NAV. For å kunne behandle søknaden min, og for å kunne beregne arbeidsgivers lønnspliktperiode, må NAV ha nøyaktige opplysninger om arbeidsforholdet og permitteringsårsaken. Jeg ber om at skjemaet returneres til meg i ferdig utfylt stand, så fort som mulig. Jeg får ikke dagpenger før dette foreligger, og jeg risikerer forsinkelser hvis dere ikke gir fullstendige opplysninger.

Arbeidstakerens

navn: _____ Fødselsnr: _____

Adresse: _____

Postnr: _____ Sted: _____

Sted: _____ Dato: _____

Arbeidstakerens underskrift: _____

Arbeidsgiveren fyller ut resten av skjemaet

Om arbeidsforholdet

Arbeidsgiverens organisasjonsnummer og evt. bedriftsnummer: _____

Arbeidstakeren tiltrådte: _____

Stillingstype: Fast stilling Vikariat/tilkalling/ekstrahjelp/
 Annet, spesifiser: _____

Stillingens størrelse / arbeidstid pr. uke: _____

Har arbeidstakeren hatt avtale om fast ukentlig arbeidstid i minst 6 måneder før og til sluttdato?

Nei Ja, antall timer pr. uke: _____

Dersom arbeidstakeren ikke har hatt fast ukentlig arbeidstid de siste 6 måneder må det gis nærmere opplysninger i skjemaet på neste side. Dette er ikke nødvendig dersom arbeidstakeren har hatt fast ukentlig arbeidstid i minst 6 måneder før og til sluttdato.

Alternativ 1 – dokumentert enighet

Arbeidsgiveren skal bare bruke denne delen av skjemaet dersom det foreligger dokumentert enighet. Hvis det ikke foreligger enighet, skal alternativ 2 brukes (se neste side).

Tre av vilkårene for dagpenger under permittering, er at:

- det er saklig grunn for permitteringen,
- permitteringen skyldes mangel på arbeid eller andre forhold arbeidsgiver ikke kan påvirke, og
- arbeidsgiver har gjort det som med rimelighet kan forventes for å unngå permitteringen.

Hvis partene er enige om at disse tre vilkårene er oppfylt, vil NAV som hovedregel godta det. Det må tydelig fremgå av dokumentasjonen at det er oppnådd enighet om hvert av de tre punktene.

En slik enighet skal fremgå av protokoll eller annen tilsvarende skriftlig dokumentasjon fra møte mellom partene, og arbeidsgiver har plikt til å gi NAV kopi.

Dokumentasjon er vedlagt: Ja Nei

Har arbeidsgiveren tapt lisens, bevilgning, bevilling, tillatelse eller liknende før permitteringen?

Nei Ja, hva? _____

Har den permitterte tapt lisens, bevilgning, bevilling, tillatelse eller liknende før permitteringen?

Nei Ja, hva? _____

Arbeidsgiverens bekreftelse på at opplysningene er riktige

Kontaktperson ved bedriften: _____

Tlf.: _____

Sted og dato: _____

Arbeidsgiverens underskrift: _____

Skjemaet bes snarest returnert i undertegnet stand til adressen arbeidstakeren har opplyst om. Legg ved kopi av skriftlig arbeidsavtale, permitteringsvarsel og protokoll fra møte om permitteringen med de ansatte, eller annen tilsvarende skriftlig dokumentasjon, jf. folketrygdloven § 21-4 om arbeidsgivers opplysningsplikt.

Nærmere om virksomheten

Virksomhetens etableringsdato: _____

Tilbyr virksomheten kun arbeid i deler av året?

Nei Ja, spesifiser: _____

Drives virksomheten på flere steder i landet?

Nei Ja, oppgi hvor: _____

Antall ansatte i virksomheten da permitteringen ble iverksatt: _____

Faste: _____ Midlertidige: _____ Antall ansatte som er permittert: _____

Har virksomheten tidligere permittert?

Nei Ja, sist gang fra og med: _____ til og med: _____

Dersom ja, hva var bakgrunnen for tidligere permittering(-er)?

Om permitteringen

Permitteringsvarsel ble gitt/sendt (dato): _____

Permitteringsperiode fra og med: _____ til og med: _____

Lønnspliktperiode fra dato: _____

Lønn utbetales (inkl. lønnspliktperiode) til og med (dato): _____

Ved delvis permittering, oppgi ny arbeidstid per uke: _____ Fra og med dato: _____

Ved delvis permittering, oppgi hvor mange prosent den ansatte er permittert: _____

Har arbeidstakeren fått tilbud om annet arbeid i virksomheten? Ja Nei

Alternativ 2 – ikke dokumentert enighet

Dersom det ikke er oppnådd enighet om permitteringen må det gis fullstendige opplysninger om permitteringen. Arbeidsgiveren må da besvare alle spørsmålene nedenfor.

Partene har ikke oppnådd enighet om at:

- det er saklig grunn for permitteringen,
- permitteringen skyldes mangel på arbeid eller andre forhold arbeidsgiver ikke kan påvirke, og
- arbeidsgiver har gjort det som med rimelighet kan forventes for å unngå permitteringen.

NAV må derfor ha nærmere opplysninger for å kunne vurdere om permitteringsårsaken fyller kravene i folketrygdloven § 4-7.

Skyldes permitteringen forhold internt i virksomheten?

Nei Ja, beskriv nærmere:

Skyldes permitteringen endringer i bransjen/markedet som virksomheten opererer innenfor?

Ja Nei

Hva er virksomhetens beskrivelse av årsaken til mangel på arbeid/sysselsetningsmulighet? (Hva mener bedriften er grunnen til manglende oppdrag eller etterspørsel etter virksomhetens produkter?)

Beskriv eventuelle andre forhold som har forårsaket permitteringen:

Hvis det er flere forhold som fører til permitteringen, hvilken vekt tillegger virksomheten de ulike permitteringsårsakene?

Når ble virksomheten oppmerksom på de aktuelle forholdene/endingene som er årsaken til permitteringen?

Har de aktuelle endingene pågått over tid? _____

Hvilke tiltak er iverksatt for å unngå permitteringen?

Når ble tiltakene iverksatt? _____

Når antar dere at permitteringssituasjonen vil opphøre? _____

Hvorfor tror dere at permitteringen vil opphøre på dette tidspunktet?

Arbeidsgiverens bekreftelse på at opplysningene er riktige

Kontaktperson ved bedriften: _____

Tlf.: _____

Sted og dato: _____

Arbeidsgiverens underskrift: _____

Skjemaet bes snarest returnert i undertegnet stand til adressen arbeidstakeren har opplyst om. Legg ved kopi av skriftlig arbeidsavtale, permitteringsvarsel og protokoll fra møte om permitteringen med de ansatte, eller annen tilsvarende skriftlig dokumentasjon, jf. folketrygdloven § 21-4 om arbeidsgivers opplysningsplikt.



Egenerklærings skjema for fastsettelse av grensearbeiderstatus

1. Personopplysninger

Etternavn	Fornavn	Fødselsnummer
Statsborgerskap	Fødested	

2. Hvilket land har du arbeidet i og hva har du arbeidet med?

--

3. Arbeidsforhold

Hvilken type av arbeid/sysselsetting hadde du?		
Selvstendig næringsdrivende	F.o.m.	T.o.m.
Rotasjonsarbeid	F.o.m.	T.o.m.
Heltid Deltid	Hvordan var rotasjonsordningen? Beskriv.	
Arbeidstid pr uke		
Legg ved dokumentasjon av arbeidsavtalen		

4. Bostedsland

Hva var ditt bostedsland mens du arbeidet i Norge?	Hva er adressen i ditt bostedsland?
Har du leiet bosted i Norge (har kontrakt)?	Har du under arbeidsperioden i Norge beholdt bostedet i ditt bostedsland?
Ja Nei	Ja Nei

5. Hjemreiser

Har du regelmessig reist hjem til ditt bostedsland mens du arbeidet i Norge?	En gang i uken eller oftere?	Sjeldnere, hvor ofte?
Nei Ja	Ja Nei	

6. Dato og underskrift

Dato	Underskrift



Egenerklæringsskjema for fastsettelse av grensearbeiderstatus

1. Personopplysninger

Efternavn	Fornavn	Fødselsnummer
Statsborgerskap		Fødested

2. Hvilket land har du arbeidet i og hva har du arbeidet med?

3. Arbeidsforhold

Hvilken type av arbeid/sysselsetting hadde du?		
<input type="checkbox"/> Selvstendig næringsdrivende	F.o.m.	T.o.m.
<input type="checkbox"/> Rotasjonsarbeid	F.o.m.	T.o.m.
<input type="checkbox"/> Heltid <input type="checkbox"/> Deltid	Hvordan var rotasjonsordningen? Beskriv.	
Arbeidstid pr uke		
Legg ved dokumentasjon av arbeidsavtalen		

4. Bostedsland

Hva var ditt bostedsland mens du arbeidet i Norge?	Hva er adressen i ditt bostedsland?
Har du leist bosted i Norge (har kontrakt)? <input type="checkbox"/> Ja <input type="checkbox"/> Nei	Har du under arbeidsperioden i Norge beholdt bostedet i ditt bostedsland? <input type="checkbox"/> Ja <input type="checkbox"/> Nei

5. Hjemreiser

Har du regelmessig reist hjem til ditt bostedsland mens du arbeidet i Norge? <input type="checkbox"/> Nei <input type="checkbox"/> Ja	En gang i uken eller oftere? <input type="checkbox"/> Ja <input type="checkbox"/> Nei	Sjeldnere, hvor ofte?
--	--	-----------------------

6. Dato og underskrift

Dato	Underskrift
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Til (arbeidsgiver): _____

Adresse: _____

Bekreftelse på permitteringsårsak

Jeg er permittert fra arbeidsforholdet hos dere, og har derfor registrert meg som dagpengesøker hos NAV. For å kunne behandle søknaden min, og for å kunne beregne arbeidsgivers lønnspliktperiode, må NAV ha nøyaktige opplysninger om arbeidsforholdet og permitteringsårsaken.

Jeg ber om at skjemaet returneres til meg i ferdig utfylt stand, så fort som mulig. Jeg får ikke dagpenger før dette foreligger, og jeg risikerer forsinkelser hvis dere ikke gir fullstendige opplysninger.

Arbeidstakerens navn: _____ Fødselsnr: _____

Adresse: _____

Postnr: _____ Sted: _____

Sted: _____ Dato: _____

Arbeidstakerens underskrift: _____

Arbeidsgiveren fyller ut resten av skjemaet

Om arbeidsforholdet

Arbeidsgiverens organisasjonsnummer og evt. bedriftsnummer: _____

Arbeidstakeren tiltrådte: _____

Stillingstype: Fast stilling Vikariat/tilkalling/ekstrahjelp/

Annet, spesifiser: _____

Stillingens størrelse / arbeidstid pr. uke: _____

Har arbeidstakeren hatt avtale om fast ukentlig arbeidstid i minst 6 måneder før og til sluttdato?

Nei Ja, antall timer pr. uke: _____

Dersom arbeidstakeren ikke har hatt fast ukentlig arbeidstid de siste 6 måneder må det gis nærmere opplysninger i skjemaet på neste side. Dette er ikke nødvendig dersom arbeidstakeren har hatt fast ukentlig arbeidstid i minst 6 måneder før og til sluttdato.

Nærmere om virksomheten

Virksomhetens etableringsdato: _____

Tilbyr virksomheten kun arbeid i deler av året?

Nei Ja, spesifiser: _____

Drives virksomheten på flere steder i landet?

Nei Ja, oppgi hvor: _____

Antall ansatte i virksomheten da permitteringen ble iverksatt: _____

Faste: _____ Midlertidige: _____ Antall ansatte som er permittert: _____

Har virksomheten tidligere permittert?

Nei Ja, sist gang fra og med: _____ til og med: _____

Dersom ja, hva var bakgrunnen for tidligere permittering(-er)?

Om permitteringen

Permitteringsvarsel ble gitt/sendt (dato): _____

Permitteringsperiode fra og med: _____ til og med: _____

Lønnspliktperiode fra dato: _____

Lønn utbetales (inkl. lønnspliktperiode) til og med (dato): _____

Ved delvis permittering, oppgi ny arbeidstid per uke: _____ Fra og med dato: _____

Ved delvis permittering, oppgi hvor mange prosent den ansatte er permittert: _____

Har arbeidstakeren fått tilbud om annet arbeid i virksomheten? Ja Nei

Alternativ 1 – dokumentert enighet

Arbeidsgiveren skal bare bruke denne delen av skjemaet dersom det foreligger dokumentert enighet. Hvis det ikke foreligger enighet, skal alternativ 2 brukes (se neste side).

Tre av vilkårene for dagpenger under permittering, er at:

- det er saklig grunn for permitteringen,
- permitteringen skyldes mangel på arbeid eller andre forhold arbeidsgiver ikke kan påvirke, og
- arbeidsgiver har gjort det som med rimelighet kan forventes for å unngå permitteringen.

Hvis partene er enige om at disse tre vilkårene er oppfylt, vil NAV som hovedregel godta det. Det må tydelig fremgå av dokumentasjonen at det er oppnådd enighet om hvert av de tre punktene.

En slik enighet skal fremgå av protokoll eller annen tilsvarende skriftlig dokumentasjon fra møte mellom partene, og arbeidsgiver har plikt til å gi NAV kopi.

Dokumentasjon er vedlagt: Ja Nei

Har arbeidsgiveren tapt lisens, bevilgning, bevilling, tillatelse eller liknende før permitteringen?

Nei Ja, hva? _____

Har den permitterte tapt lisens, bevilgning, bevilling, tillatelse eller liknende før permitteringen?

Nei Ja, hva? _____

Arbeidsgiverens bekreftelse på at opplysningene er riktige

Kontaktperson ved bedriften: _____ Tlf.: _____

Sted og dato: _____

Arbeidsgiverens underskrift: _____

Skjemaet bes snarest returnert i undertegnet stand til adressen arbeidstakeren har opplyst om. Legg ved kopi av skriftlig arbeidsavtale, permitteringsvarsel og protokoll fra møte om permitteringen med de ansatte, eller annen tilsvarende skriftlig dokumentasjon, jf. folketrygdloven § 21-4 om arbeidsgivers opplysningsplikt.

Alternativ 2 – ikke dokumentert enighet

Dersom det ikke er oppnådd enighet om permitteringen må det gis fullstendige opplysninger om permitteringen. Arbeidsgiveren må da besvare alle spørsmålene nedenfor.

Partene har ikke oppnådd enighet om at:

- det er saklig grunn for permitteringen,
- permitteringen skyldes mangel på arbeid eller andre forhold arbeidsgiver ikke kan påvirke, og
- arbeidsgiver har gjort det som med rimelighet kan forventes for å unngå permitteringen.

NAV må derfor ha nærmere opplysninger for å kunne vurdere om permitteringsårsaken fyller kravene i folketrygdloven § 4-7.

Skyldes permitteringen forhold internt i virksomheten?

Nei Ja, beskriv nærmere:

Skyldes permitteringen endringer i bransjen/markedet som virksomheten opererer innenfor?

Ja Nei

Hva er virksomhetens beskrivelse av årsaken til mangel på arbeid/sysselsetningsmulighet? (Hva mener bedriften er grunnen til manglende oppdrag eller etterspørsel etter virksomhetens produkter?)

Beskriv eventuelle andre forhold som har forårsaket permitteringen:

Hvis det er flere forhold som fører til permitteringen, hvilken vekt tillegger virksomheten de ulike permitteringsårsakene?

Når ble virksomheten oppmerksom på de aktuelle forholdene/endingene som er årsaken til permitteringen?

Har de aktuelle endingene pågått over tid? _____

Hvilke tiltak er iverksatt for å unngå permitteringen?

Når ble tiltakene iverksatt? _____

Når antar dere at permitteringssituasjonen vil opphøre? _____

Hvorfor tror dere at permitteringen vil opphøre på dette tidspunktet?

Arbeidsgiverens bekreftelse på at opplysningene er riktige

Kontaktperson ved bedriften: _____ Tlf.: _____

Sted og dato: _____

Arbeidsgiverens underskrift: _____

Skjemaet bes snarest returnert i undertegnet stand til adressen arbeidstakeren har opplyst om. Legg ved kopi av skriftlig arbeidsavtale, permitteringsvarsel og protokoll fra møte om permitteringen med de ansatte, eller annen tilsvarende skriftlig dokumentasjon, jf. folketrygdloven § 21-4 om arbeidsgivers opplysningsplikt.

Czym jest zwolnienie okresowe (permittering)?

Zwolnienie okresowe nie jest równoważne z wypowiedzeniem stosunku pracy. Zwolnienie okresowe oznacza, że pracownik zostaje tymczasowo zwolniony z obowiązku przychodzenia do pracy i wykonywania swoich zadań roboczych, podczas gdy pracodawca zostaje zwolniony z obowiązku wypłacania wynagrodzenia. Pracownik może mieć prawo do zasiłku dla bezrobotnych przez cały okres zwolnienia lub przez jego część.

Kto może otrzymać zasiłek dla bezrobotnych podczas zwolnienia okresowego?

Trzeba spełniać [zwykłe warunki otrzymania zasiłku dla bezrobotnych](#). Oznacza to, że ma się takie same obowiązki jak wszyscy inni pobierający zasiłek dla bezrobotnych, lecz dla osób zwolnionych okresowo obowiązują pewne specjalne zasady:

- Zwolnienie okresowe musi być spowodowane brakiem pracy lub innymi czynnikami, niezależnymi od pracodawcy.
- Pracodawca starał się uniknąć okresowego zwolnienia i podjął w tym celu wszelkie działania, których można wymagać.

Przyczyna okresowego zwolnienia

Jeśli pracownik (lub jego przedstawiciele) i pracodawca są zgodni w kwestii powodów okresowego zwolnienia, z zasady pracownikowi przysługuje prawo do zasiłku dla bezrobotnych, zakładając, że spełnia on pozostałe warunki otrzymania tegoż zasiłku.

Jeśli pracownik i pracodawca nie są zgodni w tej kwestii, NAV przeprowadzi dokładniejszą ocenę przyczyn zwolnienia okresowego. Jeśli warunki przeprowadzenia okresowego zwolnienia nie są spełnione, pracownikowi nie przysługuje prawo do zasiłku dla bezrobotnych.

NAV musi otrzymać dokumentację dotyczącą wszystkich okoliczności związanych z okresowym zwolnieniem. Osoby ubiegające się o zasiłek dla bezrobotnych podczas okresowego zwolnienia zostaną powiadomione o tym, jakie informacje muszą dostarczyć.

Pracodawca musi wypełnić formularz o nazwie [bekreftelse på permitteringsårsak NAV 04-08.04](#) (potwierdzenie przyczyn okresowego zwolnienia NAV 04.08.04).

Jak długo można otrzymywać zasiłek dla bezrobotnych podczas okresowego zwolnienia?

Okresowe zwolnienie bez wynagrodzenia może trwać maksymalnie 30 tygodni w ciągu 18 miesięcy (52 tygodnie dla pracowników zatrudnionych w przemyśle rybnym). Okresowe zwolnienie liczy się dniami, w którym pracownik został zarejestrowany jako okresowo zwolniony.

Czas trwania zwolnienia okresowego jest powiązany z pracodawcą. Jeśli pracownik otrzymywał zasiłek dla bezrobotnych przez 30 tygodni w związku ze zwolnieniem okresowym u jednego pracodawcy, może mu zostać przyznany zasiłek na czas okresowego zwolnienia u innego pracodawcy, o ile nie został przekroczony zwykły okres wypłacania zasiłku dla bezrobotnych.

Jeśli podczas zwolnienia okresowego pracownik wykorzystał prawo do zasiłku dla bezrobotnych przyznanego na 104 lub 52 tygodnie, musi ponownie złożyć wniosek o zasiłek. Trzeba spełniać wszystkie warunki uprawniające do nowego okresu wypłat zasiłku dla bezrobotnych.

W przypadku okresowo zwolnionych pracowników przemysłu rybnego, obowiązują odrębne zasady:

- Czas pracy musi być zredukowany o minimum 40 procent.
- Maksymalny okres wypłacania zasiłku dla bezrobotnych wynosi 52 tygodnie.
- Okresowo zwolnionych pracowników przemysłu rybnego nie obowiązuje czas oczekiwania.

Więcej informacji o szczególnych przypadkach:

- [Przerwanie czasu trwania zwolnienia okresowego](#)
- [Wypowiedzenie stosunku pracy podczas okresowego zwolnienia](#)
- [Zwolnienie okresowe podczas świąt Bożego Narodzenia i Świąt Wielkanocnych](#)
- [Zmiana właściciela](#)
- [Rotacyjny system pracy](#)

Odrębne zasady dotyczące osób na okresowym zwolnieniu

Mobilność geograficzna i zawodowa

Aby mieć prawo do zasiłku dla bezrobotnych, pracownicy na zwolnieniu okresowym muszą podobnie jak pozostali bezrobotni być chętni do podjęcia innej pracy.

NAV zwykle akceptuje, że osoba na częściowym okresowym zwolnieniu i/lub na krótkotrwałym okresowym zwolnieniu nie ma równie wielu możliwości podjęcia pracy, co osoba na pełnym i długotrwałym zwolnieniu okresowym lub osoba bezrobotna. Jednocześnie NAV stawia większe wymagania osobom, które przez dłuższy czas pozostają bez pracy i może wstrzymać zasiłek dla bezrobotnych, jeśli dana osoba nie jest gotowa się przeprowadzić, aby podjąć inną pracę.

Pracownik jest zobowiązany do przyjęcia ofert pracy, które nie trwają dłużej niż okresowe zwolnienie. Jeśli pracownik uważa, że okresowe zwolnienie powstrzymuje go od podjęcia pracy w innych częściach kraju (pracy w pełnym lub częściowym wymiarze godzin), należy wyjaśnić to we wniosku o zasiłek dla bezrobotnych. Jeśli dana oferta pracy koliduje z okresowym zwolnieniem, NAV może rozważyć, czy odrzucenie tej oferty jest odpowiednim rozwiązaniem.

Pracownicy dojeżdżający z innych krajów

Pracownicy z dojeżdżający innych krajów, którzy zostali okresowo zwolnieni, nie muszą mieszkać lub przebywać w Norwegii, aby otrzymywać zasiłek dla bezrobotnych. Proszę przeczytać więcej informacji o okresowo zwolnionych pracownikach dojeżdżających, którzy przebywają w innym kraju EOG (kraju zamieszkania).

Grupy nieuprawnione do zasiłku dla bezrobotnych podczas okresowego zwolnienia

Osoby prowadzące własną działalność gospodarczą i zatrudnieni właściciele firm

Osoby prowadzące własną działalność gospodarczą nie mogą same zwolnić się okresowo. To samo dotyczy zatrudnionych właścicieli firm w spółkach akcyjnych z jednym właścicielem. Jeśli między pracownikami a pracodawcą istnieje silna zbieżność interesów, NAV rozpatrzy dany przypadek bliżej.

Personel pomocniczy na wezwanie i przedstawiciele wolnych zawodów

Aby pracownik mógł zostać okresowo zwolniony, musi istnieć umowa o pracę, w której pracodawca zobowiązał się do zapewnienia określonej ilości pracy. Jeśli umowa taka nie została zawarta, pracownik nie może zostać okresowo zwolniony. Przykładem są przedstawiciele wolnych zawodów, w przypadku których nie ustalono określonej ilości pracy, oraz personel pomocniczy na wezwanie, który nie ma wyznaczonych stałych dyżurów.

Personel pomocniczy na wezwanie i osoby objęte podobnymi stosunkami pracy mogą mieć prawo do zwykłego zasiłku dla bezrobotnych w okresach, w których nie mają zleceń.

Pracownicy instytucji publicznych i instytucji kultury

Z zasady pracownicy instytucji publicznych nie mają prawa do zasiłku dla bezrobotnych podczas okresowego zwolnienia. To samo dotyczy pracowników instytucji kultury, które otrzymują znaczące wsparcie finansowe ze środków publicznych.

Wyjątkiem są instytucje publiczne, które są zarządzane według tych samych zasad, co przedsiębiorstwa prywatne i które stanowią samodzielne podmioty prawne. Tutaj bierze się pod uwagę, czy działalność w pełni opiera się na sprzedaży towarów i usług zleceńodawcom lub klientom na otwartym rynku.

Ograniczenie dotyczące pracowników instytucji publicznych i instytucji kultury nie obowiązuje, jeśli okresowe zwolnienie spowodowane jest sporem pracowniczym, pożarem, wypadkiem, katastrofą naturalną lub innymi nieprzewidywalnymi zdarzeniami.

Jak ubiegać się o zasiłek dla bezrobotnych?

Najpierw należy [zarejestrować się jako osoba poszukująca pracy](#). W lokalach NAV można otrzymać pomoc w tej kwestii, jeśli korzysta się z dostępnych tam komputerów.

Najłatwiej jest ubiegać się o [zasiłek drogą elektroniczną](#) przez internetowy portal Ditt NAV (Twój NAV).

Osoba ubiegająca się o zasiłek dla bezrobotnych musi udzielić NAV pewnych informacji, które należy załączyć do wniosku. Proszę przeczytać więcej informacji o załącznikach.

Obowiązek zgłaszania zmian

Zmiany dochodu, sytuacji rodzinnej i/lub sytuacji zawodowej, bądź planowany pobyt za granicą mogą mieć wpływ na kwotę wypłacaną z NAV. Dlatego też zmiany takie należy [niezwłocznie zgłaszać do NAV](#).



Claim for unemployment benefits in the event of temporary lay-off

1. Personal details

First names, Family name		Personal ID no. (11 digits)
Telephone no.	Mobile phone no.	E-mail address

Information

Submit the claim form to the NAV address at the top of the first page.

Read the information at www.nav.no/dagpenger ved permittering (unemployment benefits in the event of temporary lay-off) and the "Unemployment Benefits" brochure carefully before you fill out the claim form.

On page 8 of the form you will find instructions for filling out the claim form. Fill out the form accurately. If you provide incorrect or incomplete information, this may result in a demand for repayment, loss of entitlement to unemployment benefits for up to 26 weeks and criminal liability.

Before you claim unemployment benefit while you are temporarily laid-off, you must register as a jobseeker with NAV and update your CV.

As a general rule, the date you register as a jobseeker will be counted as the date of your claim. You then have four weeks to submit your claim. **If NAV decides that it is taking unreasonably long time for the completed claim form and the required documentation to be submitted, the date these are submitted will be regarded as the claim date.**

If information or documentation is missing, this could delay processing of your claim and may also result in a wrong decision in the case.

Claimants / recipients of unemployment benefits during temporary lay-off have a duty to disclose information pursuant to Section 21-3 of the National Insurance Act. If the claimant withholds information or fails to comply with an order to provide information in the case, NAV has the authority to refuse or stop an unemployment benefits claim, cf. Section 21-7 of the National Insurance Act.

To be entitled to unemployment benefits, you must be able to quickly accept any work for which you are physically or mentally suited. As a general rule, you must be willing to accept a job regardless of whether it is full-time or part-time or in a different occupation from your previous occupation. You must be willing to work anywhere in the country, which means that if necessary you must be willing to move.

If there are specific reasons that restrict your ability to accept full-time work or to accept work outside the district where you are living, these must be stated in writing. The requirement that you must be willing to accept work anywhere in the country is practised strictly. Medical grounds must be confirmed by a doctor's certificate. If you need childcare, you must be able to arrange this at short notice.

You must send an employment status form at the right time to NAV every 14 days. This duty to notify applies even if no decision has been made yet regarding your claim for unemployment benefits.

I have read the information above. Yes

I have read the "Unemployment Benefits" brochure or information at www.nav.no/dagpenger ved permittering. Yes

Claimants have a duty to familiarise themselves with the information at www.nav.no/Dagpenger, both the general rules on unemployment benefits in the event of unemployment and the special rules on unemployment benefits in the event of temporary lay-off.

2. Work, etc.

a) List all the employers you have had in the last 12 months. You must also list all self-employment, schooling, courses and other information covering the last 12 months. Use a separate sheet if necessary.

Employer, etc.	Period	Reason for leaving

b) Has your employer offered you continued employment, but in another place of work in Norway? Yes No

c) Are you receiving wages or are you entitled to wages from another employer? Yes No
Up to and including: Yes No

d) Have you served compulsory national service or civilian national service in the last twelve months? Yes No

3. Self-employment

a) Do you farm or carry out other business activities? Yes No If yes, you must fill out special form NAV 04-03.03

b) Have you had income from hunting at sea or fishing in the last three years? Yes No

4. Lay-off

a) Employer's name:

b) Laid off from (date): to (date): (The lay-off period is counted from the first day out of work/ Reduced working hours due to being laid off.)

c) Documentation of the employer's reasons for the lay-off are enclosed (confirmation of the reason for the lay-off). Yes

d) Employer's due to pay wages from (date): Up to and including: Don't know

e) Degree of lay-off: Fully laid off Partly laid off: %

5. Bankruptcy (Only fill out this section if you left due to bankruptcy)

a) Employer's name:

b) Liquidator's name:

c) Have you applied or are you going to apply to the wage guarantee scheme? Yes No

6. Financial/coordinated benefits

Under this point tick off whether you receive any financial benefits that might affect your entitlement to unemployment benefit. Do you receive, or have you applied for, the following benefits in Norway or another EEA member state?

- | | | | |
|---|--|---|--|
| a) Sickness benefit | <input type="checkbox"/> Yes <input type="checkbox"/> No | k) Interim pay | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| b) Work assessment allowance (AAP) | <input type="checkbox"/> Yes <input type="checkbox"/> No | l) Stand-off pay | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| c) Disability pension | <input type="checkbox"/> Yes <input type="checkbox"/> No | m) Pay after termination of employment by your employer | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| d) Maternity allowance | <input type="checkbox"/> Yes <input type="checkbox"/> No | n) Guarantee share from the guarantee fund for fishermen | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| e) Parental benefit for birth or adoption | <input type="checkbox"/> Yes <input type="checkbox"/> No | o) Have you received, are you receiving, will you receive, or might you receive one or more payments/other financial benefits from a former employer? If yes, what? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| f) Unemployment benefit from the guarantee fund for fishermen | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="text"/> | |
| g) Contractual early retirement scheme from a public or private pension scheme taken out before 1. January 2011 | <input type="checkbox"/> Yes <input type="checkbox"/> No | p) Unemployment benefit from another EEA member state | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| h) Public sector pension | <input type="checkbox"/> Yes <input type="checkbox"/> No | q) Other benefits | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| i) Retirement pension from a private occupational pension | <input type="checkbox"/> Yes <input type="checkbox"/> No | If yes, what sort of benefit? <input type="text"/> | |
| j) Reduced disability pension from public pension scheme | <input type="checkbox"/> Yes <input type="checkbox"/> No | | |

If you have answered yes to one of the above questions, state who is paying the benefit:

7. Pregnancy-related sickness benefit

Have you received sickness benefit due to a pregnancy-related illness in the last three calendar months? Yes No

If yes, state the period (from (date):

Up to and including (date):

8. Children

Own children (biological and adopted children) under 18 years of age, who are living in Norway or another EEA member state and who the claimant supports. The person who pays child support is also considered to be a provider.

Name	Personal ID no. (11 digits)	The child's pay/pension

Name of the other provider:

Personal ID no. (11 digits):

Does the other provider receive unemployment benefit? Yes No Don't know

Who has care and control of the child/children? Mother Father Shared

(Only answer the last question if the parents are not living together)

9. Genuine jobseeker – can you accept any work?

As a recipient of unemployment benefit, you must be an active jobseeker, and as a general rule, you must be willing to quickly accept any work. The authority to grant exemptions from this clear general rule is limited and it is NAV who will assess whether you meet the exemption criteria. If you limit yourself with respect to accepting a job, this may result in your claim for unemployment benefit during temporary lay-off being denied. Check the relevant criteria further before you chose to limit your job seeking activity.

As a general rule, you must be willing to quickly accept work for which you are mentally and physically suited, in any kind of occupation, anywhere in Norway and regardless of whether it is full-time or part-time. You can read more about these criteria in the “Unemployment Benefits” brochure and on NAV’s website: www.nav.no/dagpenger.

Your answers to the following questions will be decisive for whether you are entitled to unemployment benefit.

a) Is there any work you are unable to accept for medical reasons? Yes No

If the answer is yes, you must state the reason why and enclose a doctor’s certificate:

b) Are you willing to accept any job you have the health to carry out, in any occupation? Yes No

If the answer is no, you must state the reason:

c) Are you willing to accept a job and participate in welfare-to-work initiatives anywhere in Norway, even if this means you have to commute or move? Yes No

If the answer is no, you must state the reason:

d) Are you willing to accept a job regardless of the scope of the work and the working hours? Yes No

If you are only seeking part-time work, you must state the reason:

To be entitled to unemployment benefit you must be able to work at least 50 % of what is normal for your occupation.

State the maximum number of hours you want to work per week:

10. Education

Are you studying, including participating in courses or studying independently? Yes No

If yes, you must apply on a special form, NAV 04-06.05, for approval to study with entitlement to unemployment benefit. As a general rule, a claimant who is studying will not be entitled to unemployment benefit.

11. Supplementary information

The claim form must be fully filled out before unemployment benefit can be granted.

12. Signature

I have familiarised with the conditions for receiving unemployment benefit in the “Unemployment Benefit” brochure or via information at www.nav.no/dagpenger.

I hereby confirm that the information provided is correct. I am aware that providing incorrect or incomplete information may result in a demand for the repayment of received unemployment benefit, loss of entitlement to unemployment benefit for up to 26 weeks and criminal liability.

Place and date

Signature

13. Claim form enclosures

The jobseeker, employer and a number of other government agencies have a duty to inform NAV. NAV cannot grant unemployment benefit until the claim form is fully filled out and all the necessary enclosures have been submitted.

Follow the instructions for submitting forms at nav.no. Please note that in each case NAV may request further information.

Income

NAV collects income details electronically from the Tax Office, cf. Section 21.4 of the National Insurance Act. The information is based on the End-of-Year Certificates your employer(s) have submitted for the last three calendar years. Income from the last preceding calendar year is not available until March, so if you apply for unemployment benefit before 1 March, you will have to document your income in the preceding year yourself with payslips.

When you are informed of a decision on your unemployment benefit, you must check that the income reported to us is correct. If your information is incorrect, you must contact your local NAV office as soon as possible and document any changes.

Other enclosures:

- Notice of lay-off that states the reason for being laid off and the days the employer has a legal obligation to pay wages
- Confirmation of the reason for being laid off
- Minutes from negotiation meetings between the employer and the employees, or other corresponding documentation, if such minutes / corresponding documentation exists. The minutes of meeting or other corresponding documentation must provide information that the employer and employee agree that:
 - the lay-off has justifiable grounds within the framework of the Main Agreement
 - the lay-off is due to lack of work or other circumstances over which the employer has no control
 - the employers has done what could reasonably be required to avoid lay-offs
- If you are to continue to be laid off after the earlier stated period, a notice of lay-off must be submitted.
- If you have been employed for at least six months, your last employment contract before you became unemployed, or a completed NAV 04-08.03 form, which is available at www.nav.no/skjema.
- Document of your working hours in the last 12 months, if you have not had an agreement on fixed weekly working hours for at least 6 months prior to becoming unemployed
- Confirmation of the reason for termination of other employment in the last six months
- If you have work and social insurance periods in other EEA member states: Certificate PD U1 (replaces previous certificate E 301)
- If you have children who are resident in another EEA member state, you must enclose documentation from health professionals or other key parties if you are in a special care situation or you, or someone you have special care of, have health limitations.

Instructions for filling in the form

Claim for unemployment benefits in the event of temporary lay-off

Personal details

Here you must provide all the information necessary for your NAV office to contact you with offers of work or welfare-to-work initiatives and to pay you your unemployment benefit. If you are living temporarily at an address other than the one under which you are registered in the National Population Register, you must provide your current temporary address.

Work, etc.

- a) State what you have been doing in the last 12 months. If you have had more than one employer or have been occupied with various things, in some cases, the information will be necessary in order to determine your ordinary working hours. Information about your working hours in the last 12 months must be documented if this is necessary to determine your correct ordinary working hours.
- c) If you receive pay or are entitled to pay from another employer than the one from which you are laid off, you must describe this on a separate sheet.
- d) If you have served compulsory military service for at least three of the previous 12 months, you may be entitled to unemployment benefit pursuant to special rules. Ask NAV for further information.

Self-employment

- a) If you run a farm, you must fill out a special statement concerning your employment in form NAV 04-03.03.
- b) To be entitled to unemployment benefit based on hunting at sea or fishing, you must be unemployed after having had work other than hunting at sea or fishing for at least 12 weeks. Documentation of such work must be submitted.

Lay-offs

You must enclose:

- The notice of lay-off, which states the reason for the lay-off, the lay-off period and the number of days the employer has a legal obligation to pay wages
- Minutes from negotiation meetings between the employer and the employees, or other corresponding documentation. The minutes or other corresponding documentation must provide information that the employer and employees agree that:
 - the lay-off has justifiable grounds within the framework of the Main Agreement
 - the lay-off is due to lack of work or other circumstances over which the employer has no control
 - the employer has done what could reasonably be required to avoid lay-offs
- A new notice of lay-off must be submitted if the lay-off continues beyond the stated period.
- Employment contracts from all jobs in the last six months must show the fixed weekly working hours. If you have had varying working hours, you must document your working hours in the last twelve months. Or you can fill out form NAV 04-08.03, which is available from your local NAV office or may be printed out from www.nav.no.

Bankruptcy

If you left because of bankruptcy and you have applied to the wage guarantee scheme, you must sign a repayment declaration on form NAV 04-03.07 before your unemployment benefit payments may be advanced.

Financial benefits

- a) Sickness benefit is a benefit from the National Insurance to members on sick leave due to sickness or injury and who have a doctor's certificate. You must have previously been in work to be entitled to sickness benefit.
- b) Work assessment allowance is a benefit from the National Insurance to guarantee income in a transition period where, as a result of illness, injury or disability, you have a need for welfare-to-work initiatives, medical treatment or other follow-up from NAV in order to find work.
- c) Disability pension is a benefit from the National Insurance to members who have suffered a permanent reduction in their earning ability or work capacity due to sickness, injury or disability.
- d) and e) Maternity and parental allowance are benefits from the National Insurance to members who prior to a birth or adoption have had pensionable income.
- k) Interim pay is the same as stand-off pay, see letter l) below.
- l) Stand-off pay is a special benefit that may be paid to employees in the public sector who have been dismissed and are not personally to blame for this dismissal. The benefit is relevant in the event of staff reductions.

m) Pay after termination of your employment is money that is fully or partly intended to cover lost income during a period when the employee is not covered by an employment contract and which the employer has previously agreed to pay in writing or verbally. The employer must have undertaken to pay it before the employment relationship is ended. Payments agreed in connection with a termination of employment are not regarded as pay after employment. People receiving pay after termination of employment will be able to receive unemployment benefit to the extent that the unemployment benefit exceeds the pay after termination of employment being received.

o) Payment or other financial benefits from a previous employer include financial benefits of any kind that do not come under any of the other benefits listed in the claim form.

Pregnancy-related sickness benefit

Here you must state the period(s) you have received sickness benefit due to pregnancy-related sickness. Do not state every period of illness during pregnancy. If pregnancy is the cause of the illness, you must state the sickness benefit period (e.g. sickness benefit granted due to pelviolysis).

Children

To be entitled to child supplement, as a general rule, the child must be a member of the Norwegian National Insurance Scheme. As a rule, children resident in Norway are members. For a person to be regarded as resident in Norway, they must have lived in the country for more than one year. People who are out of the country for more than twelve months or more than six months per year in the space of two or more consecutive years are not members of the Norwegian National Insurance Scheme. Under certain circumstances, child supplement may be paid for children resident in the EEA area. If you have dependents resident in another EEA member state, you must document this by submitting certificate SED U006. This is issued by the social security authorities in the country where the child is resident. If you have more than four children, use the field on page 4 for supplementary information. The question of who has care and control of the child should only be answered if the parents do not live together.

Genuine jobseeker – can you accept any work?

To be entitled to unemployment benefit, you must be a genuine jobseeker, registered with NAV and submit an employment status form every 14 days.

You must

- be fit for work
- be available and be able to decide quickly on offers of work or welfare-to-work initiatives
- be able to start work at short notice. If you have children you require care, you must be able to arrange this at short notice
- state your address on a separate form, NAV 95-20.20, if this is different from the address you are registered under in the National Population Register, so that written correspondence from NAV reaches you
- as general rule, be willing to accept any work, which is paid according to tariff or customary rates, anywhere in Norway. You cannot make demands regarding workplace or type of work, so that it is difficult to find work.
- as a general rule, you must be willing to work full-time and part-time. If you have part-time work, you must be willing to leave this in order to accept an offer of full-time employment / more work
- actively seek work yourself. NAV may require that you document agreed job-seeking activity and that you update your CV on www.nav.no.

Job seekers who are over 60 years old may, if the person concerned wishes, limit themselves to only seeking part-time-work or work in their hometown. NAV may also grant exemptions from the general rule if social considerations associated with health or responsibility for caring for small children or close relatives requiring care so dictate. If you limit yourself with respect to working hours or place of work, NAV must approve this before unemployment benefit may be granted.

Education

If you are studying at an educational institute or on your own, NAV must approve that your studying is compatible with an entitlement to unemployment benefit. You must apply on a separate form, NAV 04-06.05, for approval to study with entitlement to unemployment benefit. As a general rule, if you are a student you will not be entitled to unemployment benefit.

Signature

By signing the claim form you confirm that you are also familiar with the regulations regarding unemployment benefit and that you have provide correct and complete information.