

Agreement on Salary and employment conditions for employees at:

☐ Chalmers Foundation · The Chalmers Group and all companies thereunder

The afore-mentioned operations are hereafter referred to as Chalmers.

This agreement is concluded based on chapter 2, §2 of the General agreement on salaries and benefits (Villkorsavtal/Villkorsavtal-T).

Chapter 1 General provisions

In the event of any problems concerning interpretation of the agreement or if certain issues are unregulated in the agreement, contact should be made between the contracting parties and in the first instance guidance should be obtained from the General agreement on salaries and benefits for employees within state authorities.

§1 Scope of the agreement

The agreement regulates employment conditions for all employees within Chalmers with the following exceptions:

- employees with special recruitment incentive or in sheltered employment
- employees in leading positions, which currently comprise the MD, also President.
- employees with special employment contracts

§2 Permanent employment

The employment is permanent, unless agreed otherwise in accordance with §3.

§3 Temporary employment

The agreement on temporary employment may, in addition to that stated in the Swedish Employment Protection Act (LAS), be concluded in accordance with local agreements on temporary employment for teachers and researchers (see appendix 1).

§4 General obligations

The employment relationship should be based on mutual loyalty and trust. The employee should generally consider and promote the interests of Chalmers.

§5 Sideline activities

An employee may not, without Chalmers' approval, hold employment or assignments with a company within Chalmers' areas of operation, and neither own a company, fully or partially, or with the purpose of acquisition manage operations which are related to the mentioned area.

However, a teacher at Chalmers may, on the side of his/her employment, hold other employment or run operations which relate to research or development work within the employment's area of expertise, if the teacher thereby does not damage the public's confidence in Chalmers. All employees should report all sideline activities in accordance with Chalmers' applicable policy document on sideline activities.

Chalmers may order an employee to completely or partially terminate sideline activities which, according to Chalmers, has a detrimental effect on the work or competes with Chalmers' operations.

Chapter 2 Salary

§6 Setting salaries

When hiring a new employee, an agreement on salaries and employment conditions should be concluded between Chalmers and the individual employee. Before Chalmers makes such a decision, the trade unions should be informed about the intended decision.

If an employee is already an employee at Chalmers, the university may decide that the employee should have a higher salary than the present one. Before Chalmers makes such a decision, the trade unions should be informed about the intended decision. This also applies to remuneration and other benefits of a financial nature.

§7 Monthly salary and calendar day salary

Employees get salary by a certain amount per calendar month, individual salary, or by a certain amount per day, calendar day salary.

Some employees have fixed or variable salary supplements.

In the agreement, individual salary refers to a fixed monthly salary and any fixed salary supplement, corresponding to the employment scope.

Salaries are paid per calendar month. Payment should normally be made no later than the 26th of the same month the salary was earned.

Salary supplements and salary deductions are regulated during the month following the month they arise or otherwise as soon as possible.

In the event of incorrect paid salary, a salary deduction will be made. Depending on the specific situation and the employee's repayment capacity, a repayment plan can be prepared.

Chapter 3 Working hours etc.

§8 Duration of working hours and scheduling

The regular working hours for full-time employees are maximum 40 hours on average per ordinary week. A work shift included in the regular working hours should cover at least two hours. As a fundamental rule, for both full-time and part-time employment the working hours should be scheduled with equally large scope for each ordinary Monday-Friday. However, Chalmers may permit concentration of the working hours.

New Year's Day, Epiphany, Good Friday, Easter Eve, Easter Sunday, Easter Monday, 1 May, Ascension Day, the Friday after Ascension Day, Whitsunday, 6 June, Midsummer Eve, Midsummer Day, All Saints Day, Christmas Eve, Christmas Day, Boxing Day and New Year's Eve are considered vacations.

The working hours are scheduled in accordance with either of the following options.

1. Normal working hours of Chalmers

Normal working hours are 08:00 – 16:45 with 45 minutes lunch break. Weekly working hours should on average comprise 40 hours.

Shortened working days

On the following working days, the regular working hours are reduced by 4 hours (half day): Walpurgis Eve, the day before All Hallows Eve and December 23.

Flexible working hours

Flexible working hours refers to the opportunity to, within specified frameworks, schedule working hours in an appropriate manner for the employee. Flexible working hours may only be utilised if the operations permit it. Depending on the role of the employee, the possibility of working flexible hours varies.

Flexible working hours are based on the notion that work should be performed when there is a lot to do, and leave should be taken when there is less to do, and that it is done freely and with individual responsibility.

Individual agreements on concentrated flexible working hour usage of one day or less can be agreed between managers and employees if the operations permit it.

For flexible working hours, fixed time between 09:00-15:00 is applied. Employees may start and end their work within the flexible working hours which are between 06:00-09:00 and 15:00-20:00. For a shortened working day, in accordance with this agreement, work can be ended between 10.00 and 13.00. The minimum possible working duration is 2 hours per work shift.

Lunch break is a minimum of 30 minutes, with the possibility of a total lunch flexibility of an additional 90 minutes.

Working hours are registered and checked at the end of each month towards the total working hours for the month in accordance with Chalmers' normal working hours. A flexible working hour balance of maximum 50 hours plus respective 10 hours minus may be transferred to the next month. If the plus hours during checking exceed 50 hours, the surplus hours will lapse. If the minus duration is more than 10 hours, a salary deduction can be made for the time which exceeds 10 hours.

At the end of the employment, the balance should be settled at zero.

2. Non-regulated working hours

Non-regulated working hours should normally be applied for teachers, researchers, doctoral students and certain other employees. This means that they can perform their work freely in time and space, as long as operational reasons are not a hindrance.

Planning of working hours should take place in consultation with the relevant teacher/employee based on operational requirements and a holistic approach to the teacher's/employee's tasks and work situation during the year. The consultation should result in a general plan of the scope and scheduling of the teacher's teaching for the semester or academic year.

When non-regulated working hours are applied, they are regulated against the annual working hours in accordance with applicable agreements.

The departmental duties of doctoral students should be planned taking into account the doctoral student's education stage.

§9 Negotiation procedure for working hour issues

Chalmers may conclude agreements with the trade unions on changed duration and scheduling of the regular working hours others than the options in §8. If necessary, in the same agreement other conditions related to the change should be regulated. Such an agreement should be concluded at least 30 days before it is applied.

§10 Overtime

Overtime work is defined as work performed in excess of regular working hours for full-time employees. For part-time employees such work which is performed in hours above the regular working hours is referred to as work in additional hours.

Overtime does not refer to work which can be planned or scheduled within the framework of flexible working hours. Overtime is only due if it is ordered in advance and in exceptional cases it may be approved later.

The obligation to work overtime is restricted to a maximum of 50 hours per calendar month and a maximum of 150 hours per calendar year. Overtime which is compensated with leave is not included in the total overtime per year.

The employer is entitled to order overtime but in the first instance employees who voluntarily undertake such work should be appointed. The operations should be planned in such a manner that overtime work should only be required in exceptional cases.

An employee is liable to perform 'emergency overtime' in accordance with the Working Hours Act (§9).

Doctoral students cannot be obliged to work overtime.

§11 Entitlement to compensation for overtime

The entitlement to compensation for overtime exists for an employee if the overtime has been ordered in advance or in exceptional cases has been approved later.

However, the entitlement to compensation does not apply to employees whose monthly salary amounts to or exceeds the price base amount.

An agreement can be concluded between Chalmers and an employee that compensation should not be due if the employee has the freedom to himself/herself decide on his/her working hours scheduling and normally independently decides if the employee should perform work during overtime.

§12 Compensation for ordered overtime

Compensation for overtime is either provided in monetary terms (overtime compensation) or as leave (compensation leave).

For overtime the employee should, primarily, be given compensation leave if Chalmers assesses that it is possible taking into account the operational requirements.

§13 Calculation of compensation for ordered overtime

Overtime compensation per hour is paid in accordance with the following:

a)	For overtime 06:00 - 20:00 ordinary Monday – Friday	<u>Monthly salary</u> 94
b)	For overtime in other hours	<u>Monthly salary</u> 72

Overtime on Midsummer Eve, Christmas Eve and New Year's Eve will be paid in accordance with b) above.

Compensation is not paid for a shorter duration than 15 minutes consecutive.

For calculation of overtime compensation for a part-time employee, the salary should be adjusted upwards to the salary which corresponds to full-time work.

Vacation supplement is included in the overtime compensation.

§14 Calculation of compensation leave for ordered overtime

Compensation leave per overtime hour is provided in accordance with the following:

a)	For overtime 06:00 - 20:00 ordinary Monday – Friday	1½ hour
b)	For overtime in other hours in accordance with §13b)	2 hours

§15 Additional hours

Additional hours refer to the worked time which a part-time employee performs in addition to the regular daily working hours which apply for the employee, but which are within the regular working hours scope for a full-time employee. Work in additional hours is considered as regular working hours. Working hours for a part-time employee constitute overtime if the employee works in addition to the regular scope of working hours for full-time for one calendar day or works on a free day.

The employer is entitled to order work in additional hours but primarily employees who voluntarily undertake such work should be appointed.

The number of additional hours in a calendar year may be worked so that the general additional hours worked during the year plus the general overtime in total is a maximum of 200 hours. However, the general additional hours may not exceed 175 hours during the calendar year.

Those who are on part-time sick leave and those on part-time leave based on law or for care of a child are not liable to perform work in additional hours. Part-time pensioner's obligation is restricted to a maximum of 25 hours per calendar year.

An employee is liable to work 'emergency additional hours' in accordance with the Working Hours Act (§9).

§16 Entitlement to compensation for additional hours

The entitlement to compensation for additional hours exists for an employee if the additional hours have been ordered in advance or in exceptional cases have been approved later.

§17 Compensation for additional hours

Compensation for additional hours is either provided in monetary terms (additional hours' compensation) or as leave (compensation leave).

Compensation leave for additional hours is calculated hour per hour.

For additional hours the employee should, primarily, be given compensation leave if Chalmers assesses that it is possible taking into account the operational requirements.

Chalmers should take into account the employee's preferences for the timing of compensation leave.

§18 Calculation of compensation for additional hours' work

Additional hours' compensation per hour is	<u>Monthly salary</u>
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paid by:	140
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For calculation of additional hours' compensation, the salary should be calculated upwards to the salary which corresponds to full-time work.

Compensation is not paid for a shorter duration than 15 minutes consecutive.

Vacation supplement is included in the additional hours' compensation.

§19 Inconvenient working hours

An employee who works inconvenient working hours is entitled to a supplement for inconvenient working hours.

Supplement for inconvenient working hours is only paid for such work included in regular working hours which according to the work schedule or in accordance with a decision by a superior is performed in inconvenient working hours.

Supplement for inconvenient working hours is not paid for hours when an employee accrues working hours by working in order to take leave on a certain day.

§20 Supplement for inconvenient working hours

For inconvenient working hours, a supplement for inconvenient working hours is paid per hour in accordance with the following:

Monday - Friday:

From 18:00 to 24:00	<u>Monthly salary</u> 600
From 00.00 to 07.00	<u>Monthly salary</u> 400

Saturday - Sunday:

From Saturday 00.00 to Saturday 07.00	<u>Monthly salary</u> 400
From Saturday 07.00 to Sunday 24.00	<u>Monthly salary</u> 300

However the following applies on holidays:

From 07:00 on Epiphany, 1 May, Ascension Day and All Saints Day to 00.00 the first working day after each holiday.	<u>Monthly salary</u> 300
From 18:00 on Maundy Thursday, and from 07:00 on 6 June, on Midsummer Eve, Christmas Eve and New Year's Eve to 00.00 the first working day after each holiday.	<u>Monthly salary</u> 150

Holiday supplement is included in the supplement for inconvenient working hours.

§21 Credit for extra work shifts

If an employee is ordered to perform work during overtime or additional hours which are not directly linked to the regular working hours, overtime or additional hours' compensation is provided as if the work was performed for at least three hours. However, this does not apply if only a break of maximum 30 minutes divides the extra work shift from the regular working hours.

If the employee comes in to work an extra shift, the employer should compensate the travel costs which are incurred. This also applies for employees who are not entitled to compensation for overtime work.

Chapter 4 Vacation

§22 The right to vacation

Each employee is entitled to vacation by law with the amendments and supplements stated in §§ 24-31 of this agreement.

Absence with parental leave pay qualifies for vacation pay. For full-time absence where non-qualifying vacation pay leave (without salary) is combined with parental leave pay, the absence qualifies for vacation pay only for the share for which parental leave pay is paid.

§23 Vacation year

The accrual year coincides with the vacation year and comprises the calendar year.

§24 Duration of the vacation

An employee is entitled to vacation in accordance with the following:

- 28 days up to and including the year the employee turns 29
- 31 days as of the year the employee turns 30
- 35 days as of the year the employee turns 40

§25 Vacation pay and vacation supplement

Vacation pay comprises the monthly salary which applies during the vacation.

Vacation supplement is 0.65% of the applicable monthly salary per paid day of vacation.

§26 Payment of the vacation supplement etc.

The vacation supplement is paid on the regular salary payment date in connection with or immediately after the vacation.

§27 Settlement

If during the vacation year the employee gets a higher vacation pay or vacation supplement than that which corresponds to the accrued vacation pay and vacation supplement, Chalmers may make a settlement against the regular salary and vacation supplement.

In the event of incorrect paid salary, a salary deduction will be made. Depending on the specific situation and the employee's repayment capacity, a repayment plan can be prepared.

§28 Deduction for unpaid vacation day

For each unpaid vacation day, a deduction is made for the employee's applicable monthly salary by 4.6% of the monthly salary.

§29 Saving vacation days

If for a certain calendar year an employee is entitled to more than 20 vacation days, the employee may save one or more of the surplus days for a later vacation year.

However, on each occasion the employee may not have more than 40 saved days. An employee who, by 31 December, has not taken vacation from the previous year and has 40 saved days forfeits the entitlement to surplus days.

As of December 31st 2015, the employee may not have more than 35 saved days.

Vacation pay plus vacation supplement for a saved vacation day is calculated for the monthly salary which applies during the vacation.

§30 The vacation's scheduling for concentrated working hours

Concentrated working hours mean that working hours are scheduled so that the number of working days in a week or on average for a week are less than five. When employees with concentrated working hours have vacation, quota calculation should be applied.

Quota-calculated vacation for employees with office hours with concentrated scheduling

For an employee who works less than five days on average per week (concentrated part-time), the number of vacation days which are deemed to be included in the vacation leave should be calculated in accordance with the following formula:

$5/a \times b = c$

a = the number of regular work days which the employee in accordance with determined service schedule on average should work per week

b = the number of regular work days which are included in the vacation leave

c = the number of vacation days which are included in the vacation leave

§31 Vacation compensation

Vacation compensation is paid when an employee ends his/her employment or passes away without utilising the vacation the employee is entitled to.

Vacation compensation is 4.6% of the applicable monthly salary per vacation day plus vacation supplement.

Chapter 5 Salary deduction

§32 General provisions on salary deduction

An employee should have salary deduction during leave or other absence from work in accordance with the provisions of this chapter. In chapters 6, 7 and 8, compensation for absence due to illness, parental leave and other leave is regulated.

§33 Calculation of salary deduction

Salary deduction is made as monthly deduction, work day deduction, calendar day deduction or hourly deduction.

a) Monthly deduction	Percentage of fixed salary in relation to the scope of leave.	
b) Work day deduction	4.6 (12/260) per cent of applicable salary for each work day which the leave covers.	
c) <i>Quota-calculated work day deduction for concentrated service</i>	$\frac{5 \times b}{a} = c$	<p><i>a</i> = the number of regular work days which the employee should work on average per week</p> <p><i>b</i> = work day deduction in</p>

		SEK C = quota-calculated work day deduction in SEK
d) Calendar day deduction	3.3 (12/365) per cent of applicable salary for each calendar day which the leave covers.	
e) Hourly deduction	1/175 of fixed salary adjusted to full-time.	
f) <i>Quota-calculated hourly deduction for irregular (scheduled) working hours</i>	$\frac{40 \times b}{a} = c$	a = the average weekly working hours which the employee should work b = hourly deduction in SEK C = quota-calculated hourly deduction in SEK

The salary deduction for a certain month may not exceed the salary for the month in question. If a leave period covers one or several whole calendar months, a deduction is made by the entire fixed salary (= entire monthly deduction).

If the leave only covers a certain share of the working hours, a partial deduction (monthly deduction, work day deduction or calendar day deduction) should be made which corresponds to the scope of leave.

Information

For regular recurrent parental leave of maximum 4 days per week, a work day deduction is made.

If the employer believes that there are special reasons, the employer may decide whether or not to make a salary deduction or base a deduction on grounds other than those stated in the agreement.

§34 Salary deduction for leave

Salary deduction for leave should be made in accordance with a) – d) below unless specified otherwise in §§35-39 of this chapter.

a) Leave of maximum 5 work days in a row

1. For leave of maximum 5 work days in a row, a work day deduction is made in accordance with §33 b) for each work day which the leave covers.
2. For employees with irregular scheduled work hours (full-time or part-time) an hourly deduction is instead made in accordance with §33 e) for each work hour the leave covers. If the average weekly working hours are less than 40 hours, the hourly deduction should be subject to quota-calculation in accordance with §33 f).
3. For employees who have concentrated working hours, the work day deduction for absence due to illness or other absence should be subject to quota-calculation in accordance with §33 c). This applies both to full-time and part-time employees and employees with partial pension.

Note: Partial parental leave which is scheduled for 1-4 days per week is not concentrated service in terms of the agreement. Deduction for additional absence is therefore made in accordance with point 1 above, (§33 b)) for the additional free days and the deduction should not be subject to a quota-calculation. Also see §38 below.

b) Leave of 6 work days or more in a row

For leave of *6 work days or more in a row*, a calendar day deduction in accordance with §33 d) for each calendar day which the leave covers is made.

If a leave period covers *two or more weeks*, a calendar day deduction is made for seven days per week.

c) Leave for a whole calendar month or more

For *leave of a whole calendar month or more*, a monthly deduction is made in accordance with §33 a) in relation to the scope of absence.

d) Leave for a part of the day

For leave for a *part of the day*, an hourly deduction is made in accordance with §33 e).

§35 Salary deduction for qualifying day

If the employee is absent for only a part of the qualifying day, a work day deduction should be made in accordance with the following. (For employees with irregular working hours, see § 35 a below.)

Duration of sickness absence	Percentage of entire work day deduction
max 25% of working hours	25
more than 25% but maximum 50%	50
more than 50% but maximum 75%	75
more than 75%	100

§35 a Salary deduction during sick pay period for employees with irregular work hours

For employees with irregular work hours (full-time or part-time), an hourly deduction is made in accordance with §33 e) for each work hour the leave covers throughout the entire sick pay period (day 1-14). If the average weekly working hours are less than 40 hours, the hourly deduction should be subject to quota-calculation in accordance with §33 f).

§36 Salary deduction when the employee gets sickness compensation or activity compensation

(Up to and including 31 December 2002 referred to as sickness compensation or disability pension.)

An employee who gets sickness compensation or activity compensation should have monthly deduction which corresponds to the benefit's scope (i.e. whole, three-quarters, half or one-fourth benefit).

Transitional provision

If the Swedish Social Insurance Agency has made a decision before 1 January 1997 on sickness compensation or disability pension and payment of the benefit started before the turn of the year 1997/98, deduction for sickness should be made in accordance with the older provisions stated in appendix 4 b of the General agreement on salaries and benefits.

§37 Salary deduction for work injuries

If an employee has activity compensation or sickness compensation due to an approved work injury and therefore also has work injury annuity, an entire monthly deduction is made. For partial work injury annuity, a corresponding partial monthly deduction is made.

§38 Salary deduction for parental leave

For regular recurrent parental leave of maximum 4 days per week, for more than four calendar weeks in a row, a work day deduction in accordance with §33 b) above is made. However, this only applies if the total absence together with other leave does not exceed 5 work days in a row.

As a basis for the applicable salary for calculation of sickness allowance supplement and supplement for temporary parental allowance for such an employee on parental leave, the applicable salary during calculation of the supplement comprises the fixed salary and a fixed salary deduction in relation to the parental leave's scope.

§38 a Salary deduction for parental leave for employees with irregular work hours

For regular recurrent parental leave of maximum 4 days per week, a work day deduction is instead made in accordance with §38, hourly deduction in accordance with §33 e) for each work hour which the leave covers. If the average weekly working hours are less than 40 hours, the hourly deduction should be subject to quota-calculation in accordance with §33 f).

§39 Salary deduction due to other absence than leave or when an employee is absent from work

When an employee is absent from work, a salary deduction is made in accordance with §34. However, if the reason is that the employee has been arrested or detained or has been deprived of liberty due to a crime, a maximum of 70% of the fixed salary should be paid, if the employer believes that there is reason for this. If later prosecution does not start, or if prosecution is withdrawn or dismissed through a legally binding judgment, the withdrawn salary should be paid.

For suspension or release from service, §§ 9-10 of the General agreement on salaries and benefits apply.

Chapter 6 Sick pay rules

§40 Entitlement to sick pay

An employee is entitled to sick pay for a sick pay period in accordance with the rules stated in this chapter. In addition to this, the Sick Pay Act (1991:1047) applies.

Sick pay period refers to the period during which Chalmers is liable to pay sick pay (cf. §7 of the Sick Pay Act).

The size of the sick pay is stated in §43.

§41 Notification of illness to employer

When an employee is ill, he/she should notify Chalmers thereof as soon as possible. The same applies if an employee is unable to work due to an accident or work injury or if the employee needs to refrain from working due to the risk of transmission of infection and an entitlement to compensation applies in accordance with the Act on compensation for disease carriers (1956:293).

§42 Declaration of illness and medical certificate

When the employee returns to work, the illness should be verified with a declaration. This should state both that the employee was unable to work and should specify the extent of the inability to work due to illness.

If the illness period is longer than seven calendar days, the employee should verify the illness with a medical certificate, which shows the extent to which the employee was unable to work. The medical certificate should also state the duration of the illness period.

If there are special reasons, Chalmers may also request that short-term illnesses are verified with a medical certificate.

Note:

Special reasons refers to the same grounds applied by the Swedish Social Insurance Agency.

Chalmers is entitled to request that the certificate is issued by a specified doctor. When Chalmers requests such a certificate, Chalmers is liable for the cost.

§43 Size of the sick pay

Sick pay (day 1-14)

For each day that an employee should have worked but is absent from work due to illness, work day calculated sick pay is paid in relation to the scope of the absence due to illness.

Day in illness period	Sick pay	Basis for calculation:
Day 1	0 %	
Day 2-14	80 %	Applicable work day salary

Applicable work day salary for employees on parental leave in certain cases

For employees with regular recurrent parental leave of 1 - 4 days per week with work day deduction (refer to Chapter 5, §§38 and 38 a) for calculation of sick pay the current salary comprises the fixed salary without deduction for parental leave. (Sick pay is only paid for the days the employee should have worked).

Quota-calculated sick pay for employees with concentrated working hours

For employees with concentrated working hours who get quota-calculated hourly deduction for absence due to illness, quota-calculated sick pay is paid in accordance with appendix 4 General agreement on salaries and benefits.

Information

1. Recurrent illness

If a new illness period starts within five calendar days of the end of the previous illness period, in accordance with the Social Insurance Code (SFB) it is considered as a continuation of the

earlier illness period in terms of qualifying day, size of the compensation and duration of the sick pay period.

2. General high-risk protection

If during the last 12 months an employee has had 10 qualifying days, in accordance with the Sick Pay Act, sick pay is paid in the next sickness period for the first day of absence due to illness by 80% in the same manner as that for the rest of the sick pay period.

3. Special high-risk protection

For an employee who, in accordance with a decision by the Swedish Social Insurance Agency for medical reasons already from the first compensation day is entitled to sickness allowance, in accordance with the Sick Pay Act sick pay is paid for the first day of absence due to illness by 80% in the same manner as that for the rest of the sick pay period.

§44 Sickness allowance supplement (as of day 15)

An employee who is absent due to illness is entitled to sickness allowance supplement in relation to the scope of absence for each calendar day the employee gets sickness allowance on normal level or continuation level from the Swedish Social Insurance Agency in accordance with SFB. If the employee's sickness allowance in accordance with SFB has been withdrawn completely or partially, no sickness allowance supplement should be paid or paid to an equivalent extent. Upon request by the employer, the employee should verify that sickness allowance is paid by the Swedish Social Insurance Agency.

Day in illness period	Salary components		Basis for calculation
	Below base amount ceiling	Above base amount ceiling	
Day 15 – 365 (Sickness allowance on normal level)	10 %	87.60 %	Current calendar day salary
Day 366 – 915 (Sickness allowance on continuation level)	0 %	72.75 %	
Day 366 – (More days with sickness allowance on normal level)	0 %	77.6 %	Current calendar day salary

Applicable calendar day salary for employees on parental leave in certain cases

For employees with regular recurrent parental leave of 1 - 4 days per week with work day deduction (refer to Chapter 5, §38) for calculation of sickness allowance supplement the current salary comprises the fixed salary and a fixed salary deduction in relation to the scope of parental leave. (Also refer to Chapter 7, §50).

More days with sickness allowance on continuation level

If the employee in exceptional cases has *more days with sickness allowance on continuation level* after day 915 the sickness allowance supplement is paid above the base amount ceiling also in continuation by 72.75%.

Base amount ceiling for sickness allowance

The base amount ceiling for years is an amount which corresponds to 7.5 times the current price base amount in accordance with SFB. The base amount ceiling for months corresponds to 62.5 (7.5/12) per cent and for calendar days 2.06 (7.5/365) per cent of the applicable price base amount.

§45 Sickness allowance supplement for preventative treatment

An employee who gets sickness allowance for preventative treatment in accordance with Chapter 27, §§6-7 and §28 of SFB is entitled to sickness allowance supplement in accordance with the following table.

Day in illness period	Salary components		Basis for calculation
	Below base amount ceiling	Above base amount ceiling	
Day 1-14	0 %	77.60 %	Applicable work day salary
Day 15 – 90	10 %	87.60 %	Current calendar day salary
Day 91 – 365	0 %	77.60 %	
Day 366 – 915	0 %	72.75 %	

§46 Rehabilitation supplement

An employee who gets rehabilitation allowance in accordance with Chapter 31, §§8-13 of SFB is entitled to rehabilitation supplement in accordance with the following table.

Day in illness period	Salary components		Basis for calculation
	Below base amount ceiling	Above base amount ceiling	
Day 1-14	0 %	77.60 %	Current calendar day salary
Day 15 – 365	10 %	87.60 %	
Day 366 – 915	0 %	72.75 %	

§47 Compensation for medication

Compensation is provided for prescription medication with reduced prices which has been prescribed by a doctor (or equivalent). Based on operational reasons, Chalmers may decide on compensation in general.

Medical care abroad. Chalmers compensates reasonable and, if possible, certified costs for medical care and medication during business trips abroad. It is a prerequisite that the costs are not compensated in another manner.

Chapter 7 Salary during parental leave

§48 Parental leave

The conditions below §§48-49 in this agreement apply in addition to that stated in the General agreement on salaries and benefits.

An employee who is on leave for the birth of a child or adoption is entitled to parental leave pay if the parental allowance is based on the Swedish Social Insurance Agency. Adoptees refers to children who are received for adoption purposes.

An employee should apply for parental leave as soon as possible, however no later than 2 months before the leave will commence. Vacation leave should be planned in connection with the application.

Parental leave pay is paid at the longest until the child turns 18 months. For adoption 18 months are calculated from the time the employee gets the child in its custody.

Parental leave pay is paid monthly in relation to the scope of the leave and is paid for a maximum of 330 days.

Leave with parental leave pay qualifies for vacation pay.

For employees who have been on leave (completely or partially) it is necessary that the leave ends no later than 90 days before the start of the parental leave so that the parental leave pay can be calculated for the calendar day salary in the employment.

The parental leave may be divided for a maximum of 3 periods per calendar year. A new period starts on each occasion an employee changes the schedule of parental leave. If the leave is separated only by one or several non-service days, if the leave is based on the same circumstances, the latest leave should also be considered as covering it or the intermediate days.

Leave during the intermediate non-working days should have the same scope (whole or partial) as the later leave.

§49 Size of the parental leave pay

Parental leave pay is calculated on the current calendar day salary for the parental leave's start in accordance with the following. Parental leave pay is 10% below and 90% above the base amount ceiling.

Employees who take three-fourths, half or a quarter of parental allowance get three-fourths, half or a quarter of parental leave pay respectively.

Salary components		Basis for calculation
Below base amount ceiling	Above base amount ceiling	
10 %	90 %	Current calendar day salary

Base amount ceiling for parental allowance

The base amount ceiling for years is an amount which corresponds to 10 times the current price base amount in accordance with SFB. The base amount ceiling for months corresponds to 83.33 (10/12) per cent and for calendar days 2.74 (10/365) per cent of the applicable price base amount.

§50 Supplement for temporary parental allowance

For leave with temporary parental allowance, a supplement can be paid. The supplement is paid for salary components above the base amount ceiling in relation to the absence. The supplement is calculated in accordance with the following:

Salary components above base amount ceiling	Basis for calculation
77.6 %	Applicable work day salary

Applicable work day salary for employees on parental leave in certain cases

For employees with regular recurrent parental leave of 1 - 4 days per week with work day deduction, for calculation of the supplement for temporary parental allowance, the current salary comprises the fixed salary and a fixed monthly deduction in relation to the scope of parental leave.

Base amount ceiling for temporary parental allowance

The base amount ceiling for years is an amount which corresponds to 7.5 times the current price base amount in accordance with SFB. The base amount ceiling for months corresponds to 62.5 (7.5/12) per cent and for work days 2.88 (7.5/260) per cent of the applicable price base amount.

Chapter 7 Other leave

§51 Paid leave

An employee who wants leave with retained salary should - if possible - apply for this in a timely manner before the leave should commence. In his/her application, the employee should state the reason and desired time period for leave. Leave is granted in the following cases:

Reason	Time
<p>1. Family matters:</p> <p>Leave can be granted in accordance with the following and only applies to immediate family, which refers to husband/wife, registered partner, cohabitant, child, parent, sibling, parents-in-law, grandchildren and grandparents.</p> <p>a) Fatal illness b) Death c) Funeral d) Estate inventory or estate distribution (only if the employee is entitled to inheritance).</p>	<p>The duration required for leave should be taken into consideration as well as any trip which <u>needs to be made during working hours</u>.</p> <p>1 day 1 day 1 day 1 day</p> <p>In addition to the above leave, a maximum of two days per leave reason for trips outside the Gothenburg region are granted. However, a total of maximum nine work</p>

	days' leave with salary/calendar year/employee are granted for family matters.
2. Moving	One day
<p>3. Doctor's visit or dentist's visit etc. in the following cases:</p> <p>a) For visits to a doctor or dentist for emergency care.</p> <p>b) For treatment by a doctor or dentist following a referral.</p> <p>c) For other visits to doctors, occupational health service or outpatient care and for maternity welfare clinic.</p> <p>Upon request, it should be possible to certify the above visits with a receipt or certificate.</p> <p>d) For service as a reserve officer (does not cover education as reserve officer) which you are liable to perform, 25% of the fixed salary will be paid.</p>	<p>Requisite duration.</p> <p>Requisite duration.</p> <p>Requisite duration.</p>

In addition to the above, Chalmers may approve leave with a reduced salary for employees.

Leave with salary is not granted in so far as the employee during the applicable period is absent due to another reason, for example, parental leave.

Other dentist's visits are handled within the framework of the employee's flexi hours.

§52 Leave without salary

An employee who wants leave without salary should apply for this as soon as possible, however no later than 3 months before the leave will commence. In his/her application, the employee should state the desired time period for leave.

Leave until further notice cannot be granted.

During examination of the leave application, in its assessment Chalmers should place the operational interests (disadvantages/advantages) against societal interests and the interest of the individual.

Leave without salary can be granted for certain duration for state and municipal assignments and international assignments, for example, SIDA.

The assessment is done by the head of department or president in consultation with the relevant manager and HR specialist for consistent handling. Such reasons may include achieving development and learning in the organisation. Internal lending of resources is regulated through a written agreement between the relevant managers. If an employee permanently and without support by legislation wants to reduce working hours, the scope of the employment should normally be changed.

§53 Absence due to other reasons

When an employee is absent from work in other cases than those stated in §§51-52, a salary deduction is made in accordance with §34 unless decided otherwise by Chalmers.

Chapter 8 Notice periods etc.

§54 Notice periods

From the employee's side the period of notice is the following unless agreed otherwise between Chalmers and the employee:

Employment duration	Period of notice
maximum 1 year	1 month
more than 1 year	2 months

For notice **from the employer's side**, the following periods of notice apply:

Employment duration	Period of notice
maximum 1 year	1 month
more than 1 year	3 months

In the event that the period of notice which applies in accordance with §11 of the Employment Protection Act is more preferable for the employee, this should be applied.

A special agreement can be concluded between Chalmers and employees on periods of notice other than those stated above.

For employment contracts which were concluded before 1 July 2002, the longer periods of notice in accordance with the below table are applied

From the employee's side the period of notice is the following unless agreed otherwise: between Chalmers and the employee.

The employment duration at Chalmers (refer to §3 of the Employment Protection Act and transitional provision, appendix 4)	Period of notice in months if the employee			
	not 25	25	30	35
Age				
Less than 6 months	1	1	1	1
Minimum 6 months but less than 4 years	1	1	2	2
Minimum 4 years	1	2	2	3

From Chalmers' side the period of notice is the following unless agreed otherwise between the University and the employee.

The employment duration at Chalmers (refer to §3 of the Employment Protection Act and transitional provision, appendix 4)	Period of notice in months if the employee					
	not 25	25	30	35	40	45
Age						
Less than 6 months	1	1	2	2	2	2

6 months or more	1	2	3	4	5	6
As of 12 months	3	3	4	4	5	6

Longer periods of notice may also apply in accordance with the agreement on safety issues.

§55 Termination of employment upon reaching retirement age

An employee is obliged to retire from his/her employment at the end of the month the employee turns 67.

Chapter 9 Concluding provisions

§56 Validity period

This agreement applies as of 1 October 2013. The agreement then continues to apply for one year at a time unless it is terminated at the latest three months before the end of the validity period.

Appendix 1 with sub-appendix

of the collective agreement between Chalmers and employee organisations concerning temporary employment for teachers and researchers

Employment	Employment duration
1. Adjunct teachers including adjunct professors	The appointment applies until further notice, however for a maximum of three years. The appointment can be extended in addition to the specified maximum duration. Prior to extension in addition to a total of six years is done, the trade unions should be informed and given the opportunity to call for negotiation in accordance with §12 of the Co-Determination Act. The scope may relate to a maximum of 40% of full-time.
2. Professor of the practice	The appointment applies until further notice, however for a maximum of two years. The employment can be extended for a maximum

	of another two years. The scope may relate to a maximum of 60% of full-time.
3. Non-Tenured Artistic Professor	The appointment applies until further notice, however for a maximum of three years. The appointment can be extended in addition to the specified maximum duration. Prior to extension in addition to a total of six years is done, the trade unions should be informed and given the opportunity to call for negotiation in accordance with §12 of the Co-Determination Act. Extension above nine years is not possible. The scope is normally a maximum of 50% of full-time, with a possible stretch to a maximum of 80% of full-time.
4. Artistic Senior Lecturer	The appointment applies until further notice, however for a maximum of three years. The employment can be extended for a maximum of another three years. The scope is normally a maximum of 50% of full-time, with a possible stretch to a maximum of 80% of full-time.
5. Artistic Lecturer	The appointment applies until further notice, however for a maximum of two years. The employment can be extended for another two years. The scope is normally a maximum of 50% of full-time, with a possible stretch to a maximum of 80% of full-time.
6. Non-Tenured Assistant Professor	The appointment applies until further notice, however for a maximum of four years. 1)
7. Doctor	The appointment applies until further notice, however for a maximum of two years. 1)
8. Doctoral student	The appointment applies until further notice, however for a maximum of five years. 1)
9. Teaching assistant	The appointment applies until further notice, however for a maximum of two years. The scope may relate to a maximum of 20 % of full-time.
10. Visiting teacher/visiting researcher	The appointment applies until further notice, however for a maximum of three years. The employment can be extended for a certain duration in addition to the maximum duration. Prior to extension, the trade unions should be informed and given the opportunity to call for negotiation in accordance with §12 of the Co-Determination Act.
11. Affiliated professor	The appointment applies until further notice, however for a certain maximum duration, at most three years. The employment can be extended for a certain duration in addition to the specified maximum duration.
12. Jubilee Professor	The appointment applies until further notice, however for a maximum of one year. The scope normally corresponds to two to four months' stay at Chalmers.
13. Part-time fixed-term lecturer	a) The appointment applies until further notice, however for a certain maximum duration, at most one year. The employment can be extended for a certain duration in

	<p>addition to the specified maximum duration. Prior to extension in addition to the maximum duration, the trade unions should be informed and given the opportunity to call for negotiation in accordance with §12 of the Co-Determination Act.</p> <p>The same applies when a part-time fixed-term lecturer who has been an employee for one year is to be employed for a new period within a year after the previous one has ended. 2)</p> <p>b) The appointment applies until further notice, however for a certain maximum duration. The scope may relate to a maximum of 20%. 2)</p>
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1) The employment can be extended for a certain duration in addition to the specified maximum duration if there are reasons for this. Extension is approved for employees who have been on leave from work based on the Parental Leave Act and due to illness.

2) In accordance with point a), the part-time fixed-term lecturer role is intended to cover the temporary need of reinforcement within education. The part-time fixed-term lecturer role under point b) is intended to cover the need of professional competence and may relate to recurrent initiatives for several years.

Preferential right

Employees in temporary roles in accordance with the above have preferential right to reemployment in accordance with §§ 25-27 of the Swedish Employment Protection Act. However, preferential right only applies for roles/tasks which correspond to the employment level the employee has previously held. Assessment of qualifications should take place in accordance with Chalmers University of Technology's rules regarding recruitment and promotion of academic staff.

Sub-appendix to appendix 1

The following clarifications apply for certain temporary roles in Chalmers' agreement on temporary roles.

Adjunct teachers including adjunct professors

Chalmers may appoint adjunct teachers at different levels with the aim of gaining access to specialist expertise and experience outside the University sphere. An adjunct teacher at Chalmers should not be employed by another college or university, or by any company within the Chalmers group. Within his/her area of expertise, the candidate should be a leading specialist and boast an international reputation. The specialist competence may have been acquired within industry or public activities. Adjunct teachers should participate in research and doctoral studies and preferably also in under graduate education. An adjunct teacher has a role at the University, normally 20% and maximum 40%, but no employment relation, but continues to be employed by his/her main employer. The first employment period normally covers three years. Thereafter all parties conduct an evaluation of the experiences. Normally the first appointment period is extended by another three year period. Reappointment is decided by the head of department.

Professor of the practice

One way of expanding the University's skills within undergraduate education is to appoint people with vast proficiency and long-term experience within the vocational field with relevance for Chalmers' engineering education and thereby gain access to specialist expertise within areas in which engineers will work. The specialist competence may have been acquired within industry or public administration. A professor of the practice has a role at the University, normally 20% and maximum 60%, which may be funded by Chalmers. The appointment applies for a limited period, maximum two years. Thereafter all parties conduct an evaluation of the experiences. The head of department may later reappoint for another two year period.

Non-tenured artistic professors, senior lecturers and junior lecturers

The aim of the roles is to, for the areas architecture, design and engineering be able to link people with high artistic expertise and current experience of the vocational practice within any of these areas. The person should be a respected practitioner who should work part-time outside the University. Non-tenured artistic professors, senior lecturers and junior lecturers work part-time ($\leq 50\%$ and maximum 80%) at Chalmers for a limited period of, in general, three + three years (junior lecturers two + two years). In these cases artistic expertise should be valued in an equivalent manner as scientific expertise. The tasks for a non-tenured artistic professor should correspond to those of a professor, but should focus on subject development and undergraduate education. The tasks for an artistic senior lecturer should correspond to those of a senior lecturer with a focus on teaching and continuing professional development as well as participation in subject development. The tasks for an artistic lecturer should correspond to those of a junior lecturer with a focus on teaching and participation in subject development.

Non-Tenured Assistant Professor

The employment and operations should be designed so that the Non-Tenured Assistant Professor can attain Senior Lecturer competence during the employment duration of maximum 4 years. The employment should be seen as preparation for a higher academic role within the university sphere or a higher research role within industry or at independent research institutes. The recruitment is governed by the expected need of such higher roles. The competence requirements for new recruitment should be such that it is considered likely that the holder within the employment period attains the competence required for employment as a senior lecturer or professor.

Doctor

For those who, after their Degree of Doctor primarily want to continue their career within the University, additional research qualifications are required in many areas as well as other skills development in international environments. The aim of the role as doctor is primarily that the holder, directly in connection with graduating with a Degree of Doctor, should get research experience from international and/or industrial (equivalent) environment and that international (equivalent) contacts within the area are promoted. Therefore, in the event that any established post-doctor system is not in place, Chalmers wants to appoint recently graduated doctors for corresponding personal qualifications with flexible scheduling of service location. If possible, a doctor should spend at least half of the employment duration abroad. Chalmers' intentions are to increase mobility and the international contacts within all areas within the University. At the same time Chalmers hopes that the University's international (equivalent) and scientific contact network is strengthened.

Comments: The total duration for holding temporary qualification roles and any scholarships after the Degree of Doctor may not exceed six years. Exceptions may be approved for employees who have been on leave from work based on the Parental Leave Act and for illness.

Teaching assistant

In order to facilitate recruitment of doctoral students, within certain areas Chalmers has a need to employ teaching assistants. The teaching assistants should participate in the research

which is conducted at the department and may participate in the teaching. The experience which the teaching assistant gains during this period should result in the doctoral studies in the initial phase being conducted with a high level of efficiency.

Visiting teacher/visiting researcher

The employment as visiting teacher/visiting researcher is intended to be used when Chalmers wishes to connect a Swedish or foreign researcher working outside Chalmers to the operations for a limited duration. Examples of visiting teacher/visiting researcher include jubilee professors.

Affiliated professor

An affiliated professor may be appointed when Chalmers wishes to connect with a Swedish or foreign researcher for a limited period without employing the person as a visiting teacher/visiting researcher. Those who hold, or have held, a full professorship at a well-reputed university or those who have demonstrated equivalent competence in another manner qualify as affiliated professors.

Jubilee Professor

A jubilee professor should add new competence to the University, collaborate with several areas and strengthen the University's international contacts.