



# Employer's checklist

If you have employees, here are some matters that you must take care of.

## Employment contract and terms of employment

- Prepare the employment contracts in writing or provide your employees with the key terms of employment in writing.
- You must observe Finnish terms of employment for all your employees (including foreign workers). The terms of employment are specified in the law and in collective agreements.
- Check whether a universally binding collective agreement applies to your sector. A collective agreement is an agreement between employer and employee organisations that determines such matters as the pay and working hours in a specific sector. You must comply with its provisions even if you are not a member of the organisation representing employers in the sector.

## Shift schedule

- Remember to give your employees the shift schedules well in advance. A shift schedule must state when the regular working hours of each employee start and end and when the employees can have breaks.
- Check what the collective agreement says about shift schedules in your sector.

## Working hours

- Under the Working Hours Act, the maximum number of regular hours that an employee may work is 8 hours each day and 40 hours each week. There are also other options and regulations for arranging working hours and you can check them in the Working Hours Act and the collective agreement.
- You must always agree on overtime with the employees concerned. There is an upper limit to overtime. Make sure that the maximum statutory working hours are not exceeded (the upper limit rule also applies to short-term employment relationships).
- Make sure that your employees can have the breaks and rest periods specified in the law and collective agreements.
- You must record all hours worked by your employees and the compensations paid for them. Retain the record of working hours.

## Occupational safety and health

- By law, you must provide occupational health care for your personnel even if you have only one employee.
- Remember to monitor your working environment on a continuous and systematic basis. Check the harms and hazards arising from the work and assess the risks to the health and safety of your employees. If necessary, use external experts, such as occupational health care personnel in the assessment.
- Take out statutory occupational accident and disease insurance for your employees.

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## Pay

- Check the minimum wage in the collective agreement in your sector. If there is no collective agreement, you must pay your employees a salary that is reasonable and in line with the overall pay levels in the sector.
- You must pay your employees a compensation for Sunday work, additional work and overtime as specified in the Working Hours Act or in the collective agreement.
- You must also pay your employees a salary for sickness absence (see the applicable collective agreement).
- You may not demand that an employee should work for free during a trial period.
- Remember to give each employee a pay slip stating the amount of the pay and the way in which it is determined.

## Annual holidays

- Employees accumulate paid annual holiday during the employment relationship. Check in the collective agreement or the Annual Holidays Act how the number of holiday days and holiday pay are calculated. In many sectors, employees are also entitled to a holiday bonus, which is usually 50% of the holiday pay.
- Employees that do not accumulate annual holiday may be entitled to days off and a holiday compensation.
- Remember to keep annual holiday records. You must give your employees a calculation showing the amount of holiday pay or holiday compensation and the way in which it is determined.

## Certificate of employment

- After the end of the employment relationship, you must give the employee a certificate of employment if the employee requests it.

## Foreign employees

- If you employ persons that are not Finnish citizens, make sure that they have the right to work in Finland. Keep the document stating this available at the workplace.
- If you employ a non-EU or a non-EEA national or a member of their family, please provide the required information to the Finnish Immigration Service and the personnel representatives.

## Read more

- > Information on work and entrepreneurship in Finland in 12 languages: [InfoFinland.fi](https://infofinland.fi)



- > Information on hiring an employee: [Suomi.fi/guides/recruiting-an-employee](https://suomi.fi/guides/recruiting-an-employee)



## Occupational safety and health authorities provide help and advice

- > We ensure that statutory terms of employment and working conditions are observed at workplaces. Information on employer's obligations: [Tyosuojelu.fi](https://tyosuojelu.fi). Telephone service: **0295 016 620**.
- > Employment contract template; in Finnish also employment certificate and holiday pay slip templates: [tyosuojelu.fi/forms](https://tyosuojelu.fi/forms)
- > This Employer's checklist is available online: [tyosuojelu.fi/employers-checklist](https://tyosuojelu.fi/employers-checklist)

