

A guide for those *receiving unemployment benefits*



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Help is available

This brochure is your guide while you receive unemployment benefits. It explains the main requirements you must meet, your rights, and how we can support you.

Please read the guide before attending your welcome meeting at Lederne A-kasse, which is your first meeting with us.

Your membership of Lederne A-kasse is an insurance. Like all insurance, it comes with requirements you must meet to receive unemployment benefits. These requirements are governed by legislation passed by the Danish Parliament.

In this guide, you can also read about your rights and opportunities while receiving unemployment benefits, including options for education, part-time work, or voluntary unpaid work that may help you obtaining to your next job.

We hope this guide provides an overview of what will happen and what is expected of you during your unemployment period.

Learn more at www.lederne.dk/faa-hjaelp-og-svar/dagpenge

If you have any doubts about the rules or need personal advice, call us at 32 83 32 83.

Be available for work – *a crucial condition*

For you to be entitled to unemployment benefits, you must be available to the Danish labour market. This means that a.o. you must apply actively for jobs and be prepared to accept work on short notice.

Key requirements:

- **Live and reside in Denmark while receiving benefits**
- **Register as unemployed on jobnet.dk**
- **Start job searching from your first day of unemployment**
- **Comply with job search agreements made with us and the jobcenter**
- **Attend meetings with us and the jobcenter**
- **Be able to start a job at one day's notice – including jobs referred to you by the jobcenter**
- **If full-time insured: be able to work 37 hours/week**
- **If part-time insured: be able to work at least 30 hours/week**

Health limitations

As long as you can manage a full-time job (or a 30-hour job if you have a part-time insurance), you are considered available, even with certain health limitations. Examples include being unable to do heavy lifting or having severe allergies.

You must inform us of any health limitations in order for us to determine together which jobs you can manage and to what extent you are available. This helps avoid situations like being placed in internships that you cannot manage.

We will register your limitations on Jobnet.dk. If there is doubt about your ability to work full-time, we may ask for a medical certificate.



Attend your meetings – *with the unemployment insurance fund (A-kasse) and jobcenter*

While receiving unemployment benefits, you must attend meetings with your jobcenter as well as with us at the unemployment insurance fund. At these meetings, we will assess your situation and guide you on your way to your next job.

Meetings with Lederne A-kasse during the first three months

Once you have registered yourself as unemployed on Jobnet.dk, you will receive a letter from us in "Mit Lederne" inviting you to a personal welcome meeting. This meeting must take place in person within two weeks following your registration.

At the meeting, we will create a job search plan tailored to your situation. Together, we will also prepare "My Plan" and "Job Search Requirements" - both of which are explained further in this guide.

Within the first three months of receiving benefits, you must also attend two additional advisory meetings with us. You can choose whether these meetings are in person, online, or by phone.

Meetings at your local jobcenter – after the first three months

After having received benefits for three months, your meetings will shift to the jobcenter in your municipality. You will receive a notification from Jobnet.dk when it is time to book these appointments.

Over the next three months, you must attend three meetings. For the first one, you may choose to have an advisor from Lederne A-kasse join you. You can also choose the format: in person, online, or by phone.

The jobcenter may also choose to assign your case to a private provider, known as a "third-party actor."

You will only have meetings with Lederne A-kasse during this period if your job search does not meet our agreed standards or if for other reasons we have doubts about your availability.

If you are still unemployed after 16 months, we will participate with you in a joint meeting at the jobcenter.

When do you need to attend meetings?

A two-year unemployment schedule

Month	Lederne A-kasse	Jobcenter
1	Welcome meeting (Lederne A-kasse)	
2	Advisory meeting (Lederne A-kasse)	
3	Advisory meeting (Lederne A-kasse)	
4	Meetings as needed (jobcenter or Lederne A-kasse)	interviews (jobcenter)
5		interviews (jobcenter)
6		interviews (jobcenter)
7		Meetings as needed (jobcenter or Lederne A-kasse)
8		
9		
10		
11		
12		
13		
14		
15		
16	Group conversation	Group conversation
17	Meetings as needed (jobcenter or Lederne A-kasse)	Meetings as needed (jobcenter or Lederne A-kasse)
18		
19		
20		
21		
22		
23		
24		

Attend your meetings

You must remember to attend your meetings and be available digitally or by phone if you have a scheduled appointment with us. If you fail to attend a meeting without notifying us in advance or without a valid reason, you may lose your unemployment benefits - see below for when you may cancel without having your benefits reduced.

You should note that it is also your responsibility to ensure that you have a stable internet connection and are able to log in to the digital platform for your online meeting.

If your meeting is by phone, it is your responsibility to make sure we can reach you. Remember to check whether your phone blocks calls from unknown numbers.

If you do not participate in your meeting or fail to show up, you will lose your unemployment benefits from the day of the scheduled meeting until you re-establish contact with the person who invited you.

These rules also apply if you are unavailable for a digital or phone meeting.

How to cancel a meeting

If you are unable to attend a scheduled meeting, you must remember to cancel in advance.

You can cancel by calling us or sending a message in Mit Lederne. Make sure to cancel in good time and no later than prior to the start time of your meeting.

You may cancel a meeting without losing benefits in the following situations::

- If you are ill
- If you have a job interview
- If you are scheduled to work in your part-time job (this does, however, not apply if you are self-employed)
- If you are participating in activation under 'My Plan'
- If you are going on holiday and have reported the holiday well in advance of the meeting day



You must book your meetings yourself

You will receive an invitation for the welcome meeting - your first meeting with us. After that, you are responsible for booking all your meetings with us at Lederne A-kasse, the jobcenter, or another provider.

When it is time to book a meeting, you will automatically be notified by the jobcenter or us.

You must remember to book the meeting within the given deadline. If you cannot find an available time slot before the deadline, you must contact the sender of the message.

If you do not book a meeting

If you do not book a meeting within the specified deadline, you will, without notice, be deregistered as unemployed on Jobnet.dk. You will not be eligible for benefits again until you have re-registered yourself as unemployed. You are responsible for re-registering yourself as unemployed.

How to re-register yourself on jobnet.dk if you have been deregistered:

- Log in to Jobnet.dk and register yourself again as unemployed
- If your meeting was with the jobcenter, you must book a new meeting yourself. You should be aware that the meeting must take place within two weeks from the date you re-registered yourself as unemployed
- If your meeting was with us (the unemployment insurance fund), after having re-registered yourself as unemployed, you will automatically receive a new deadline to book a new meeting in Mit Lederne. If you fail to book within the new deadline, you will be deregistered again

Exemption from booking meetings yourself

In special circumstances, you may be exempted from having to book meetings yourself. For instance, if you lack IT skills or face language barriers.

If you wish to be exempted from booking meetings yourself, you must contact us, your jobcenter, or another provider.

Apply for jobs – and update your job log

When you receive unemployment benefits, you must be available to the labour market. This means that you must actively search for jobs, and your job search must be serious, realistic, and ongoing. You are required to start applying for jobs from the very first day you register as unemployed at the jobcenter.

You must continuously document your job search in the job log on Jobnet.dk, and you should primarily apply for advertised positions. If you are fully insured with the unemployment insurance fund, you must actively apply for full-time jobs (37 hours per week). If you are part-time insured, you must actively apply for jobs of at least 30 hours per week.

You may also apply for jobs in other ways if this is normal procedure in your field of work - such as unsolicited applications, network meetings, or contacting hiring managers directly.

Apply broadly geographically

When searching for jobs, you must apply within a wide geographical area that you can reasonably commute to and from using up to three hours of total daily travel time on public transport. If you have been unemployed for more than three months, you may be expected to accept a longer commute.

At your welcome meeting, we will help define the area within which you should seek jobs.

Apply across a wide range of available jobs

You are required to apply for a broad range of positions. This means applying for all jobs that you can handle with minimal training - both within and outside your field of work. This also includes unskilled jobs.

Your job search must also be realistic. This means not applying for jobs for which you are not qualified.

At your welcome meeting, we will also determine which professional areas you should be applying within.

Write strong applications

Your applications must be tailored specifically to each job. You are not to send generic applications in which you simply change the recipient's name and address.

It is a requirement that you apply for posted vacancies, but it is also a good idea to apply unsolicited and make use of your network.



Keep your job log updated

At least once a week, you must update your job log on Jobnet.dk, recording all your job search activities. You are required to apply for 1–2 jobs per week, ensuring at least 6 job applications per month, and upload at least one written application monthly. This demonstrates that you are actively seeking employment. This requirement also applies if you are working part-time.

We will send you a reminder if your job search appears insufficient. Remember, you must stay active in your job search even during weekends and public holidays.

Recognized job search activities in your job log, not all actions count as valid job search activities.

Accepted activities include::

- Submitting applications for advertised positions
- Sending unsolicited applications

Other recognized activities (when supported by written documentation):

- Coffee meetings
- Networking events
- Personal contacts
- Phone inquiries
- Participation in job fairs

It only counts as job search if you submit something in writing, such as a CV or application, or follow up by email. The person you contact must also have the authority to hire.



Job search strategy and "My Plan"

While receiving unemployment benefits, you must prepare a job search strategy together with us. Details can be found in your invitation via Mit Lederne.

At your welcome meeting, we review and complete your job search strategy. This strategy forms the basis of your "My Plan," which you co-develop and which follows you throughout your unemployment period. "My Plan" is available on jobnet.dk where you can log in to view it. Here you can read about the requirements for your job search, as well as summaries of the conversations you have had with us and your jobcenter.

You should note that in order for you to maintain your entitlement to employment benefits, you are obliged to adhere to "My Plan".

"My Plan" outlines:

- The expected extent of your job search
- Job titles you should be applying for
- The geographical scope you should search within
- Job databases to use, such as Jobindex, Jobnet, LinkedIn, StepStone
- Job search methods to use: advertised/unsolicited applications, networking, personal/phone inquiries, temp agencies, headhunters, etc.



Complete your CV on jobnet.dk

Within the first two weeks of unemployment, you must complete your CV on Jobnet.dk. Be sure to include at least one job goal.

Make your profile visible for potential employers to see it and for us at the unemployment insurance fund to review and approve it.

Once your CV is completed and made publicly available, we will be notified automatically.





Participate in activation programs – *get closer to your next job*

While receiving unemployment benefits, you may be placed by your jobcenter in an activation program if they believe it will improve your chances of finding a job. You can also initiate activation yourself to move closer to employment. Your activation plan is determined together with your jobcenter.

Activation program options:

- Courses and supplementary training
- Company internships
- Salary subsidy jobs

In order for you to continue receiving benefits, you are required to accept an activation offer from your jobcenter.

Activation rules:

In principle, you may be offered activation from your first day of unemployment, and throughout your benefits period. However, activation must begin no later than after 6 months of unemployment.

It is crucial that you attend your activation program. Failing to show up on the first day or withdrawing from the program will result in a three-week quarantine during which you will not receive benefits.

While in activation, you must still be available to the labour market, apply for jobs, maintain your job log, and attend your scheduled meetings.

Check your messages – *stay informed*

When receiving unemployment benefits, you must regularly check messages from us as well as from your jobcenter. Messages are typically sent via multiple digital channels.

It is your responsibility to have access to a computer with internet and a valid MitID, so you can read your messages.

Where to check messages daily:

- "Mit Lederne" on lederne.dk for messages from Lederne A-kasse
- [Jobnet.dk](https://jobnet.dk) for messages from your jobcenter
- e-Boks for rulings from the jobcenter, such as activation offers
- Your physical mailbox

Under "Plans and Agreements" on jobnet.dk, you can:

- Report illness or recovery
- Notify about holidays
- Book meetings within the deadline given by the jobcenter
- View scheduled meetings with the jobcenter
- View your "My Plan"





Job search support

– *get help while looking for work*

There is support available while you are job searching.

On our website, you have access to a wide range of guides, advice, and concrete examples to help strengthen your job search. For instance, you can learn how to use ChatGPT, write a CV and application, present yourself on LinkedIn, and prepare for job interviews.

On our website, you can also book one-on-one guidance sessions with our experienced career counsellors who can support you throughout your job search process — from resignation to contract negotiation. Additionally, you can sign up for our online courses:

- CV and application – write purposefully and land an interview
- Boost your visibility on LinkedIn

**You can find inspiration
for your job search here**



Repatriation opportunities

– *guidance from your unemployment insurance fund*

If you wish to return to your home country, you can apply for financial assistance related to your return journey.

To qualify for financial support, you must meet certain conditions.

These include:

- You have had a residence permit in Denmark for up to 5 years, and
- You are a refugee, or a family member reunited with refugees, or
- You are a foreign national with a residence permit granted under regulations from before 1983, or a descendant of such individuals, or
- You are a Danish citizen with dual citizenship - excluding dual citizenship with other Nordic or EU/EEA countries, or

- You are a foreign unaccompanied minor under 18, and your residence permit cannot be extended after you turn 18, or
- You are a foreigner with a residence permit under the act on temporary residence for individuals who have assisted Danish authorities in Afghanistan.

You may seek further information and apply for financial support from the Danish Refugee Council ("Dansk Flygtningehjælp").

How long are you eligible for receiving unemployment benefits?

You can receive unemployment benefits for two years within a three-year period. This is calculated as 3,848 benefit hours within 36 months. However, if you are receiving benefits after having completed an education, your benefit period is one year to be used within two years.

You use your benefit hours when you:

- Receive unemployment benefits, including benefits during illness
- Receive holiday benefits
- Are quarantined
- Are employed in subsidized employment
- Participate in job-oriented education

If you fall ill while receiving unemployment benefits, the hours for the first six weeks during which you receive benefits or sickness benefits will be deducted from your unemployment benefit hours. This applies each time you report yourself ill.

Extend your benefit period by working

You can extend your benefits by working. Each hour worked adds to an employment account, which you may use to:

- Extend your current benefit period
- Save up to requalify for a new two-year benefit period (1,924 hours required)
- Combine both options

You can only use these hours once, i.e. if you use the hours to extend your unemployment

benefit period, you cannot also use them to requalify for a new two-year unemployment benefit period.

Requalifying for a new benefit period

When you have worked 1,924 hours, you regain entitlement to benefits. This includes both salaried employment and self-employment (converted into hours using a rate of DKK 142.15/hour in 2025). When you regain the right to unemployment benefits, we are to calculate a new unemployment benefit rate for you.

If your right to benefits has expired and you do not have hours saved for you to have requalified for a new benefit period, you need to have earned DKK 273,504 (2025 figures) within the last three years. A maximum of DKK 22,792 can be counted per month.

You can track your saved and used hours on Jobnet.dk.

If you have any questions, you are always welcome to contact us.

Reduction in benefit period

If you have received unemployment benefits (i.e. if you have been unemployed) for at least four years within the past eight years (7,696 hours within 96 months), your benefit period will be reduced by 160.33 hours.

Rate and Payment of Unemployment Benefits

We calculate your unemployment benefit rate based on the average of the 12 months with the highest total income within the past 24 months. Both regular employment income (A-income), B-income (for instance fees), and profits from self-employment may be included when calculating your rate.

The work must have been carried out without public subsidies and under standard salary and working conditions. If your average income during those 12 months exceeds DKK 25,474 gross per month (before tax), in 2025 you will receive the maximum unemployment benefit rate of DKK 21,092 per month (before tax). If you receive unemployment benefits based on completing an education, you will receive a fixed rate that depends on your age and whether you have dependents. In your approval letter, you can read more about your specific rate.

Increased Unemployment Benefit Rate for the First 3 Months of the Benefit Period

If you meet the conditions, you will receive a higher rate for the first 481 hours of unemployment benefits. This is called the employment supplement ("beskæftigelsestillæg").

The maximum rate is DKK 25,070 per month (2025).

In order to receive the unemployment supplement, you must:

- Have been a continuous member of an unemployment insurance fund for at least 4 years prior to becoming unemployed
- Have worked full-time for at least 2 years within the past 3 years
- Be entitled to a benefit rate higher than DK 21,092 (2025)

Your benefit rate can never exceed 90 per cent of your average wage. This also applies when calculating your employment supplement.

If your salary is low enough for you not to be eligible for the highest unemployment benefit rate, even if you meet the other requirements, we are not in a position to provide you with an employment supplement.

Deadlines for filling out the benefit card

Benefits are paid monthly and follow the calendar months. You can fill out your benefit card from the 24th of each month.

To receive payment on the last banking day of the month, we must receive your benefit card no later than at 9:00 AM (CET) on the third-from-last banking day. You have a deadline of one month and 10 days from the last calendar day of the relevant benefit month to complete your benefit card.

Be accurate

Be precise when completing the benefit card, to ensure that all entries are correct. Report all paid working hours, volunteer work, other income (for instance pensions and income from functions), sickness, and holidays. Also report hours spent on self-employment. All forms of work reduce your benefits - including unpaid work and work outside regular hours, on weekends, and public holidays. If you are paid for more hours than you worked (for example holiday pay, sick pay, preparation for training or the like), you must report those hours as well.

Payments are made as advance payments (a conto)

Even though you can fill out the benefit card starting from the 24th of the month, you must

report all expected working hours and income for the last part of the month. There may therefore be a difference between what you report on your benefit card and what is the actual result. Consequently, all unemployment benefit payments are initially made as “advance payments” based on what you have reported.

If it turns out that your information concerning the last part of the month was not accurate, you can subsequently adjust your benefit card. For example, it may turn out that you had more or fewer working hours than you expected.

Once you have resubmitted your benefit card, we will simply adjust the payment to ensure it is correct.

We verify your payments

Following the turn of the month, we compare the entries on your benefit card with your employer’s report to SKAT. If discrepancies arise, we will contact you and ask you to correct your entries or explain the discrepancies. If you reported more working hours than you actually had, you will receive the missing unemployment benefits as soon as possible. If you reported fewer working hours than you actually had, your unemployment benefit payment will be adjusted, so the amount you were overpaid will be deducted from your next unemployment benefit payment.

If there is a significant difference between your information and your employer’s information, or if we receive new information, we will need to investigate the matter. We will start by contacting you, and you will have the opportunity to explain the discrepancy. If we determine that you have deliberately provided incorrect information, it may result in you having to repay the unemployment benefits partially or in full. Additionally, it will lead to a 74-hour quarantine period during which you will not receive unemployment benefits. In the worst case, you risk being reported to the police authorities for social fraud.

Work and avoid losing up to DKK 974 every fourth month

The more working hours you can obtain, the bet-

ter. This is beneficial both for obtaining a new or extended unemployment benefit entitlement and for ensuring that every four months we assess whether you have had enough working hours to avoid the so-called “waiting day.” The rules regarding the waiting day mean that if you have not worked more than 148 hours over a four-month period, you lose an amount equivalent to one day of unemployment benefits (up to DKK 974 in 2025). All working hours are included in the 148 hours, but vacation hours are not. On jobnet.dk, under your unemployment benefit counters, you can keep track of the periods and assessments related to the waiting period.

Taxes on benefits

We automatically receive your tax card from SKAT and deduct taxes based on the information provided on the card. If you get part-time work, we apply your tax deduction according to the number of hours you are unemployed in the month. If your tax information changes during the tax year, we receive automatic notification from SKAT.

Check your payment details

When we pay out your unemployment benefits, at the same time we send you a payment specification, which you can find under “Minpost” on the website. On the payment specification, you can see the amount you have received, how much tax has been deducted, and when your unemployment benefits will be deposited into your “NemKonto”. Remember to check that all the information is correct and contact us immediately if you find any errors. If your own information was not entirely correct, you can resubmit the card with the correct information.

Holiday pay from the Danish Holiday Account (“FerieKonto”)

When you receive holiday pay from FerieKonto, we are automatically notified of the payment and the holiday period you have reported to FerieKonto. In case of discrepancies in relation to what you have reported to us, we will contact you to clarify the reason.

Supplementary unemployment benefits

In many cases, part-time work or self-employment may lead to full-time employment. You can receive supplementary benefits for up to 30 weeks while working part-time or being self-employed, provided you meet the requirements.

If your work or paid hours do not exceed 145.53 hours in a given month, you may receive supplementary benefits for up to DKK 160.33 hours per month.

While receiving supplementary benefits, you must remain registered as a job seeker at the jobcenter and continue participating in meetings and actively applying for full-time jobs. Update your job log weekly on Jobnet.dk.

Important: Contact us first Before accepting part-time work or starting self-employment as a sideline occupation, in order for us to guide you the best way possible, always contact us via the “Ask us about benefits” form. This also applies if you plan to continue an existing business.

Apply for supplementary benefits via the “Apply for supplementary benefits” form on our website. For more details, see our leaflet on supplementary benefits on our website.

Self-employment as a sideline

While being self-employed as a sideline occupation, it is possible for you to receive supplementary unemployment benefits for 30 weeks. All the hours you spend on the self-employment will result in deductions from your unemployment benefits.

You are entitled to 30 weeks of unemployment benefits while being self-employed as a sideline occupation. Even if there are weeks when you are not engaged in self-employment but receive unemployment benefits, you still subtract from the 30 weeks of entitlement to supplementary unemployment benefits.

Additionally, according to the rules, if you start up self-employment as a sideline occupation during a calendar month, when calculating the 30 weeks, you subtract all weeks in that month.

We will advise you well in advance before your entitlement to supplementary unemployment benefits expires.

Part-time work – remember the release certificate to qualify for supplementary benefits, you must be able to quit your job at one day’s notice if you are offered a job with more hours. If you have a notice period, your employer must sign a release certificate, which must be submitted to us no later than five weeks following you being bound by a notice period.

The release certificate is a document where the employer signs to confirm that if you are offered another job with more working hours per week, you are not bound by your notice period. You can find and submit the release certificate on our website via the form “Download and Submit Release Certificate.”

It is very important that we receive the release certificate within the five-week deadline. If the deadline is not complied with, you will only re-

ceive supplementary unemployment benefits from the day we receive the certificate.

Uncontrollable work

Typically, deductions in unemployment benefits are made for the actual hours you have worked, but if the number of your hours has not affected your remuneration, special rules for deductions apply, for instance if you have carried out work for a pre-agreed fixed fee.

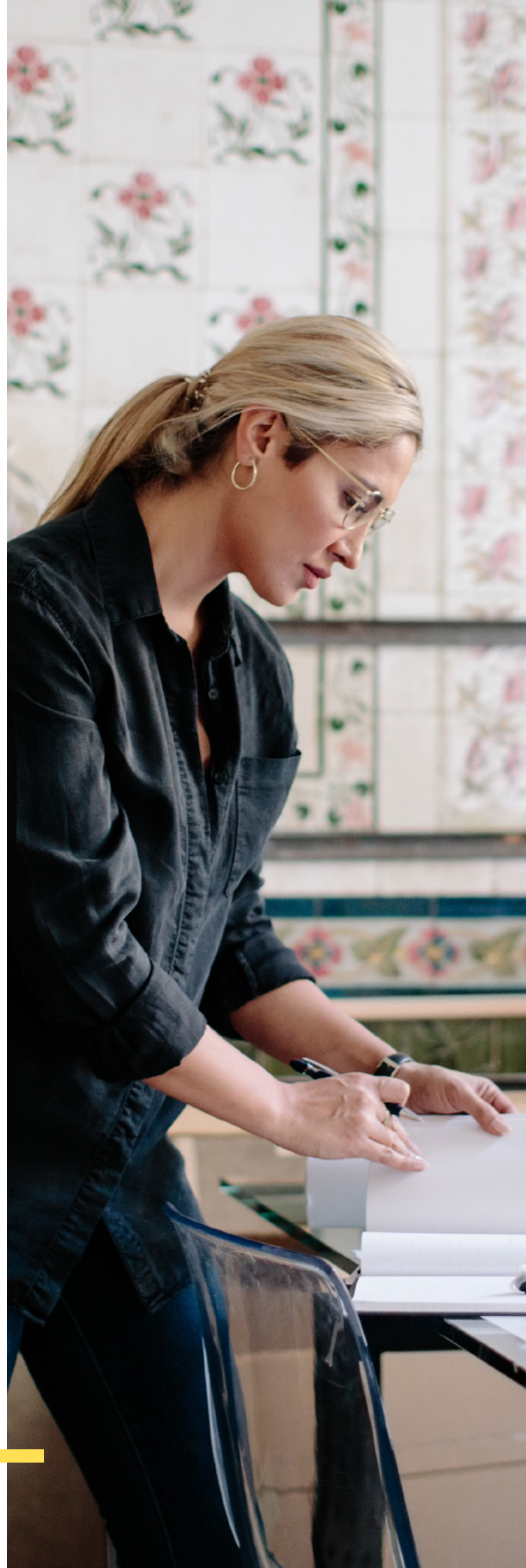
If your employer does not report hours to SKAT's income register, it means that the number of your hours has not affected your remuneration. According to the rules in unemployment legislation, your working hours have therefore been "uncontrollable."

If this is the case, the deduction in your unemployment benefits will be calculated based on your income, which we convert into hours. This is done using a fixed conversion rate, which in 2025 is DKK 295.54 per hour.

First two days of unemployment ("G"-days)

If within the last four weeks you have had at least 74 hours of work with an employer, the said employer must pay for the first two days of unemployment. If you are entitled to payment from your employer, we are not allowed to pay unemployment benefits for the first two days of unemployment. The first two days of unemployment are referred to as "G"-days (employer compensation days).

If you encounter problems getting your former employer to pay, you are welcome to contact us so that we can assist you.



Voluntary unemployment

If you become voluntarily unemployed, you will be subject to a 111-hour quarantine and lose your benefits for that period.

You are considered voluntarily unemployed if, without a valid reason, you:

- Terminate your employment relationship
- Refuse a job offered through the jobcenter
- Decline or interrupt the jobcenter's offer of activation
- Refuse to help develop your "My Plan"

Always contact us before quitting or refusing a job/offer of activation. The rules are complex, and we can advise whether your reason is valid to avoid quarantine.

You are also considered voluntarily unemployed if you act in a way that makes it appear you do not want the job or the offer of activation.

If you are dismissed, quarantine may still apply if:

- The dismissal is primarily due to circumstances attributable to yourself
- You agree to a shorter notice period than required

Quarantines

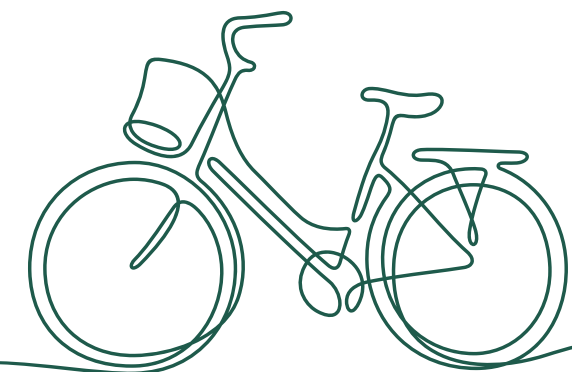
As previously mentioned, if you become subject to a quarantine, you will lose your unemploy-

ment benefits for a period. You can only unwind the quarantine during periods when you are otherwise entitled to unemployment benefits. For example, you cannot unwind the quarantine when you are on vacation or when you are not registered as a job seeker at the jobcenter.

If you have not unwound the quarantine within three months from the day it takes effect, your quarantine is considered completed, and it will no longer result in a loss of unemployment benefits.

If, after the day the quarantine takes effect, you obtain unsubsidized work equivalent to five weeks of full-time employment, the quarantine is also considered completed.

If you have been imposed a quarantine for voluntary unemployment and you become voluntarily unemployed again within 12 months, you forfeit your right to unemployment benefits until within three months you have completed 300 hours of regular work. You should note that even though you do not receive unemployment benefits during this period, you must continue to update your job log on jobnet.dk every week from the first day of unemployment.





Voluntary *unpaid work*

Voluntary unpaid work can give you valuable experience, new skills, and contacts that may help you land your next job.

You are allowed to carry out voluntary unpaid work in charitable organizations and associations without deductions from your benefits.

Before starting any voluntary unpaid work, you must inform us about the tasks and for whom you will be working. Use the form "Submit information and ask us about voluntary unpaid work" on our website. We must approve beforehand that you may carry the work without deductions in unemployment benefits.

The work must not involve the organization's or association's core operations. If the work you

carry out is usually paid work, you may face deductions - however not for the first 44 hours per month.

Self-building or DIY construction

Regular home maintenance, hobbies and spare time activities do not impact your benefits. However, if you undertake major construction projects like building an extension or new house, you are not eligible for receiving benefits during that time.

Before starting such projects, always consult us using the "Ask about benefits" form.

Note: Voluntary work does not count as job seeking. You must still apply for full-time jobs and update your job log weekly on Jobnet.dk.

Education

While receiving benefits, you can improve your qualifications by means of various forms of education, thereby also increasing your chances in the job market.

Job-oriented education

You are entitled to job-oriented education if you are skilled, unskilled, or have a short higher education combined with vocational training. You must be fully unemployed - no self-employment as a sideline occupation, or part-time work. Also, before starting the training, you must have been unemployed for at least 185 benefit hours. Apply using the "Download and submit application for job-oriented education" form on our website.

If you are less than 25 years of age, the training must be completed within 26 weeks of overall unemployment. If you are over 25, it must be completed within 39 weeks of overall unemployment.

You can take up to six weeks of training in the same occupational field listed in the national positive list on the website Star.dk.

Ledernes KompetenceCenter offers many relevant courses for unemployed individuals. Call 3283 3610 to discuss course options.

More info: lederkompetence.dk/jobrettet

Other education options

You can also pursue other types of training while receiving unemployment benefits. You must cover the costs yourself, the training must

be part-time (less than 20 hours per week), and the training must be officially offered as part-time and not full-time training.

While receiving unemployment benefits, you may not take full-time programs that qualify for student grants (SU). The hourly restriction does not apply if you are attending training equivalent to grades 8-10 in the Danish school system. Hobby-based evening school courses also have no time limits.

If you find a course you would like to take, you must apply for approval using the "Apply for approval of other education types" form on our website.

Training upgrade ("Uddannelsesløft")

While unemployed, it is possible for you to take vocational training through the training upgrade scheme. The requirements vary depending on your background.

General requirements:

- You must be receiving unemployment benefits
- You must be at least 30 years of age
- At least 80 per cent of the training must be completed within your benefit period
- If the full program cannot be completed during your benefit period, you must be prepared to complete it afterwards under regular terms.

On top of these terms, your options depend on whether you have already completed vocational training fully or partly.

Contact the training institution

If you are unsure about your training options or potential credit for prior learning, contact the school. They can assess your actual competencies to clarify your options.

Benefits at 80 per cent rate + loan option

During training, you will receive 80 per cent of the maximum benefit rate. You may also apply for a loan to cover the balance up to your previous benefit rate, with deduction of 37 per cent (corresponding to ordinary taxation rate).

If you wish to enter into a loan agreement, you must sign a written agreement, which we will send to you.

Benefits at 110 per cent rate

If your training is aimed at a profession where there is a "shortage of labour," you have the opportunity to receive unemployment benefits at a rate of DKK 23,201 kroner per month in 2025. The course must appear on a special list published by the Danish Agency for Labour Market and Recruitment (STAR). Talk to your jobcenter about the list.

While enrolled in training under this program, you are exempt from job search and availability requirements.

Talk to your jobcenter

Contact your jobcenter for guidance if you're interested in taking part in the training upgrade program.



Self-employment

When you register yourself as unemployed, if you are already self-employed, you may be allowed to continue being self-employed as a sideline occupation while receiving supplementary benefits.

However, on top of your self-employment, you must also have worked at least 480 hours as a salaried employee within the past six months - across at least five of those months - before becoming unemployed, corresponding to an average of about 80 hours per month.

Want to start up self-employment while unemployed?

You may also up self-employment while receiving unemployment benefits. In this case, the 480-hour salaried employee requirement does not apply. You should note, however, that if you recently ended full-time self-employment to apply for benefits, you may not start up self-employment within the first six months of your unemployment period.

As self-employed, you may work at any time of day, but you must always remain available to the labour market.

You may receive supplementary benefits for 30 weeks, with a possible 12-week extension. If you wish to work full-time as self-employed or take on full-time employment as a salaried employee, you can pause your supplementary benefits.

Wealth management and hobbies

Besides self-employment as main or sideline occupation (see above), your activities may be categorized as either:

Wealth management: Very little or no personal work involved (for instance property rentals or

managing your own investments). Such hours are not deducted from your benefits, nor will they generate qualification for a new benefit period.

Hobby activity: You spend time on and earn income from an activity which is neither self-employment nor wealth management (for example selling ceramics or jewelry at a small scale level as a hobby). Hours spent are deducted from your benefits but will not generate qualification for a new benefit period.

You may have hobby activities throughout your unemployment period and are not limited to only 30 weeks, as you are in case of self-employment as a sideline occupation. You may not be registered with the Danish Business Authorities ("Erhvervsstyrelsen") and have the business as your hobby activity.

Changing your business classification

During your unemployment period, you can change your business classification depending on your requirements.

Contact us

Use the "Ask us about benefits" form on our website if you want to:

- Start up self-employment
- Start working in your spouse/partner's business
- Reclassify your business type

We will guide you on how this affects your benefits.



If you fall *ill*

If you become ill, you must report your sickness on Jobnet.dk. We will be notified automatically by the jobcenter, so you do not need to contact us separately.

Important: If you do not report your sickness on your first day of sickness, you will only be eligible for benefits from the day you actually report it.

Once you have reported your illness, you will automatically be deregistered as a benefit recipient. This means you are not required to be available for work, seek jobs, or attend meetings and offers.

If you are enrolled in an activity (for instance a course) listed in your "My Plan," you must also report your sickness to the course provider.

During the first two weeks of illness, we will continue to pay unemployment benefits. You do not need to record the illness on your benefit card.

If you are employed with salary subsidy, follow your employer's procedure for reporting illness.

If you work part-time and receive benefits, report your illness to both your employer and on Jobnet.dk. During your illness period, the municipality will pay your sickness benefits. In some cases, your employer may be responsible for paying sickness benefits. If in doubt, ask your employer.

If you are ill for more than two weeks or while working part-time and receiving unemployment benefits

We will notify your municipality if your illness lasts more than two weeks or if you are working part-time. The municipality will then send you a letter with a form for you to request sickness benefits.

If against expectations you do not receive the form, it is important that within three weeks of your first sick day you contact your municipality yourself and request sickness benefits.



Sickness benefits are paid at the same rate as unemployment benefits but are not paid on public holidays.

When you have recovered,

in order for you to receive unemployment benefits again, report your recovery and re-register yourself as a benefit recipient on Jobnet.dk. We will be notified automatically by the jobcenter.

In order to ensure that you are eligible for benefits again, make sure you receive a confirmation of receipt of your recovery report and your registration. This also applies if you have been sick for less than two weeks, and we have paid unemployment benefits to you during your illness.

If you were ill for an extended period, we may ask for a written description of your illness period. In such case, we will guide you on how to fill out and submit it. Once received, we will assess your availability for work.

Parental *Leave*

When you go on parental leave, you must notify us as well as the jobcenter. We will then inform "Udbetaling Danmark", who will contact you.

"Udbetaling Danmark" is responsible for paying your parental leave benefits.

For more information, visit the websites Atp.dk or Borger.dk.

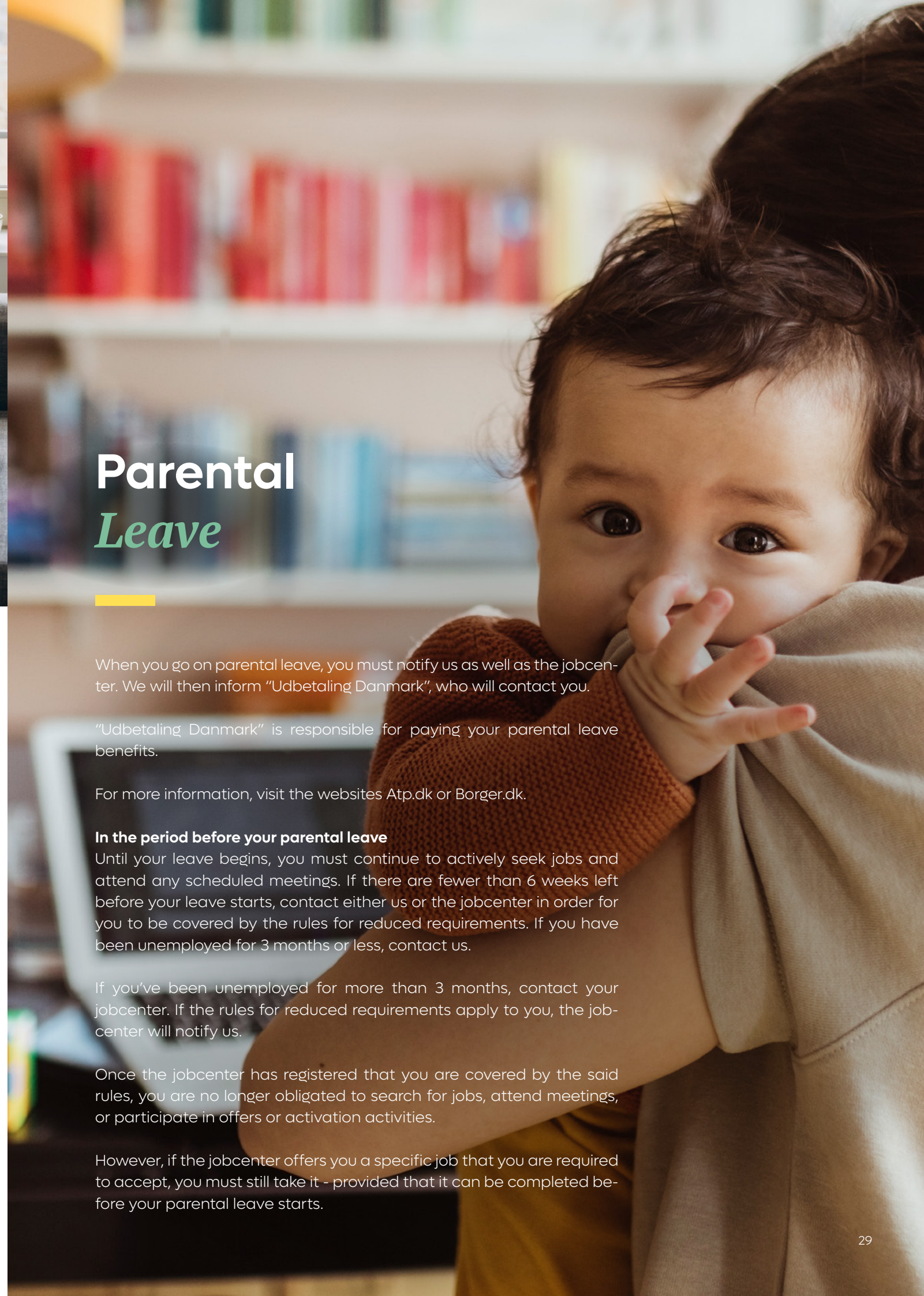
In the period before your parental leave

Until your leave begins, you must continue to actively seek jobs and attend any scheduled meetings. If there are fewer than 6 weeks left before your leave starts, contact either us or the jobcenter in order for you to be covered by the rules for reduced requirements. If you have been unemployed for 3 months or less, contact us.

If you've been unemployed for more than 3 months, contact your jobcenter. If the rules for reduced requirements apply to you, the jobcenter will notify us.

Once the jobcenter has registered that you are covered by the said rules, you are no longer obligated to search for jobs, attend meetings, or participate in offers or activation activities.

However, if the jobcenter offers you a specific job that you are required to accept, you must still take it - provided that it can be completed before your parental leave starts.



Going *abroad?*

If you wish to travel abroad to look for work while receiving unemployment benefits, you have several options. However, the rules are complex, so always contact us for specific advice tailored to your situation - it may affect your entitlement to benefits.

Job search in an EEA country or the Faroe Islands

If you travel to another EEA country (EU, Norway, Iceland, Liechtenstein, or Switzerland) or the Faroe Islands to seek work, you may continue receiving unemployment benefits for up to three months. However, we must approve your travel beforehand.

You can read more on our website, where you will also find the application form "Apply for unemployment benefits while seeking work in another EEA country."

Job Interviews Abroad

If you are attending a job interview abroad, you also have the option of receiving unemployment benefits for up to five calendar days.

This requires that you:

- Before departure, provide documentation that you have scheduled a job interview with an employer in another country
- Do not stay outside Denmark's borders for more than five days – weekends and public holidays are included in this limit

Before you travel for the interview, we must approve your right to retain unemployment benefits. You can apply using the form "Job interview abroad" available on our website.

If You Get a Job Abroad

If you get a job in an EEA country or in the Faroe Islands, this will affect your membership in the unemployment insurance fund. As a general rule, you must be insured in the country where you work.

If you get a job in a country outside the EEA or outside the Faroe Islands, you can maintain your membership with us.

A detailed brochure about working abroad is available on our website.



When you *get a job*

When You Start a Full-Time Job

When you start a full-time job, on your first working day you must deregister yourself on Jobnet.dk. You must also record the job on your benefits card so that you no longer receive unemployment benefits.

Remember to update your employment information under "My Membership" on our website, so we can support you in the best possible way in relation to your new position.

Until your job starts, you are still required to actively search for work, complete your job log each week on Jobnet.dk, and attend any meetings you are invited to.

Your Final Period as Unemployed

If there are fewer than 6 weeks until you start working, you must contact either the unemployment insurance fund or the jobcenter in order for you to be included under the less intensive effort rules.

If you have been unemployed for 3 months or less, you should contact the employment insurance fund. You will need documentation of your upcoming full-time employment (for example a contract). Log in to Mit Lederne and fill out a form stating your employment start date and attach your documentation.

If you have been unemployed for more than 3 months, you must contact your jobcenter and send them the documentation. The jobcenter will inform us once you are covered by the new rules.



Going on *holiday?*

When You Plan to Go on Holiday

No later than two weeks before your first day of holiday – and preferably earlier, you must register your holiday on "My Page" at Jobnet.dk under the menu item "Notify". This ensures that both the jobcenter and we are informed of your holiday plans, so you will not be called in for meetings or similar activities.

If you forget to register your holiday, you are still obligated to attend any meetings or interviews scheduled by us or the jobcenter.

If you miss a meeting due to an unregistered holiday, it may affect your unemployment benefits.

If your holiday is not shown on your benefits card, you must remember to add it yourself.

The two-week deadline does not apply to single-day holidays. However, you may not report a holiday on a day on which you have already been called in for a meeting by us or the jobcenter.

Contact Us

You are always welcome to write to us or call us at +45 3283 3283 if you have any questions while receiving unemployment benefits.

