

# ARE YOU LEAVING YOUR JOB?

– FINANCIAL SERVICES UNION DENMARK  
CAN HELP YOU TO MOVE ON

*This folder gives you an overview of the advice and support with moving on in your career that Financial Services Union Denmark has to offer.*

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## ARE YOU LEAVING YOUR JOB?

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### **If you have been dismissed:**

- Being dismissed means that you will receive your salary without offering your work in return. You must also be loyal to your employer and may not take a job in a competing company.

### **If you have been unconditionally dismissed:**

- This means that you may take a job in a competing company during the term of notice of dismissal. But you should always ask your employer, to be on the safe side.

### **What does the duty to limit losses mean:**

- If you have been dismissed, you have a duty to limit your former employer's losses by trying to find a new job, so that the employer can set off the salary due to you.

### **The employer's access to set off:**

- Unless the employer waives this right, they are entitled to limit the salary paid to any employee who receives a salary from a new employer.

### **What does counter-termination mean:**

- If you wish to take a job in a competing company during the term of notice of dismissal, and your previous employer has not granted permission, you must counter-terminate your employment.

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## NOTICE OF TERMINATION?

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### **HAVE YOU RECEIVED NOTICE OF TERMINATION OR SUMMARY DISMISSAL?**

Contact the Advisory Centre with any queries concerning:

- Whether the grounds for your termination are reasonable
- Whether the terms of notice have been observed
- What you are entitled to in accordance with the collective agreement and Danish legislation.

If you are presented with a severance agreement, you are recommended to contact the Advisory Centre before you sign the agreement, as most severance agreements are required to be signed in full and final settlement.

If you have been summarily dismissed, it is important that you:

- Immediately contact your unemployment fund
- Immediately protest against the summary dismissal to your employer
- Involve your union representative, union branch or Financial Services Union Denmark to help with claiming payment of salary and holiday pay, as well as any compensation in the event of unfair dismissal.

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## NOTICE OF TERMINATION?

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### REMEMBER:

A mandatory deadline of four weeks applies from your receipt of notice of termination/summary dismissal until any claims for e.g. compensation for unfair dismissal must have been submitted to the company. You should therefore contact Advisory Services or your union branch in good time, in order to obtain a legal assessment of your case.

### FTF-A CONTACT

Contact FTF-A (unemployment fund) at Financial Services Union Denmark for more information about:

- When and how you must register as unemployed
- What it means for your entitlement to unemployment benefit and early retirement allowance if you are unable to work full-time, on health grounds
- Whether you are affected by the quarantine rules
- Whether your severance pay will be deducted from your unemployment benefit or early retirement allowance
- The consequences if you commence new employment during a dismissal period (gardening leave), i.e. you receive double salary
- Training and education opportunities while you are receiving unemployment benefit
- How you can make use of FTF-A's activities and events.

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### REMEMBER:

There are a number of limitations in terms of how much and which types of training and education you may attend while you are receiving unemployment benefit. You must therefore contact us if you wish to register for a course/training and will become unemployed before you complete the course/training.

### SOCIAL WORKERS

Contact Financial Services Union Denmark's social workers to find out:

- What your position is if you receive notice of termination while you are absent due to illness
- Your opportunities and obligations if you are unemployed and eligible for a job on flexible terms (flex job)
- When your severance pay will be deducted from public benefits
- Your opportunities for maternity leave during a notice period.

### REMEMBER:

You are always welcome to contact us, if you have any questions concerning your situation.

### MOVING ON

Contact Courses and Career to find out more about:

- Courses in LinkedIn, CV and job application check, self-study and career development courses
- Qualifying training and education to strengthen your professional skills and qualifications
- Advice and web-based tools to help you to move on.

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You can also book a meeting with a career adviser, for coaching on e.g.:

- Training and education
- Clarification of your competences
- Networking
- Job interviews
- CVs and job applications
- Career ambitions and how to achieve them.

### REMEMBER:

If you have been offered outplacement, you must use this first.

## REGISTRATION OF YOUR MEMBERSHIP

It is important that you are registered correctly. If you have become unemployed, your membership fee will be reduced. You can continue to take part in Financial Services Union Denmark's FOKUS events and courses – see [www.finansforbundet.dk/fokus](http://www.finansforbundet.dk/fokus).

When you gain new employment, you must be registered under your new workplace and you will once again pay the membership fee as an employed member. Otherwise you will lose the right to legal advice.

You can obtain legal advice for:

- Evaluation of your new contract
- Help to achieve the best possible employment terms and rights
- Help with questions concerning the salary level in the sector.





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