

Things to think about before an abroad contract (URA) for employees:

- Stationing with URA requires a permanent connection to a workplace in another country and it must be an exchange between KI and the university/equivalent where you as an employee will work. The overseas assignment should benefit KI's operations. URA contracts are **not** written for stays in another country if you **intend to work on scientific publications** for your own part or for **private reasons** want to work abroad.
- As a rule, the URA employment must be **100%**.
- A person who is stationed abroad by a Swedish authority is considered a resident of Sweden and is covered by **Swedish social insurance**, which means that you retain sickness benefit, parental benefit and child support. Employees stationed abroad must therefore be socially insured in Sweden. This is certified with an **A1 certificate** from Försäkringskassan which is submitted to HR at the department, before this is submitted contracts cannot be signed. People who are going to travel to a country **outside the EU/EEA/Switzerland and with whom Sweden does not have a social insurance agreement, do not apply for an A1 certificate but notify the Social Insurance Agency of the stay abroad on "My pages"**. This must be done well in advance (may take up to 6 months to receive notification). Announce that **"You will not move to the country but stay and be sent for a certain time by a government authority"**. Certificate from Försäkringskassan regarding Swedish social security affiliation must be brought during the URA stationing. For URA stationing within the EU/EEA/Switzerland, the EU card must be taken with you.
- It is **not** possible to be posted to a **country in which you have your permanent residence**. This is determined in the A1 certificate. Examples of aspects that FK looks at are if you have previously lived in the country and still e.g. own real estate, have your partner in or other family ties.
- You must also be registered (**folkbokförd**) in Sweden (exceptions may exist for the Nordic countries, HR must contact the central HR department) during the entire URA stay to ensure taxation and social security membership in Sweden. You must have contacted the Swedish Tax Agency for confirmation of where you are domiciled for tax purposes. **Certificate (personbevis) to this effect is submitted to HR** at the department. Announce that **"You must not move to the country but stay and be sent for a certain time by a government authority"**.
- **You must not have lived/been stationed in the same country as the station is supposed to be in, immediately before the URA stationing.**
- You must not receive any compensation from other employers or scholarships during the assignment abroad.
- The form of accommodation in a URA contract is self-catering at the station location, i.e. in a rented apartment/house, or apartment hotel/"service apartments" The idea is that you buy your food, prepare it yourself and eat "like at home". The opposite is to stay in a hotel and eat in a restaurant, which is the accommodation and lifestyle for a business trip. Choice of accommodation must be reasonable and reasonable. The immediate manager and HR at the department decide whether your trip should be considered a URA stationing or business trip.
- A foreign assignment may also include conditions for accompanying family members. The URA agreement gives the possibility of tax-free compensation for costs connected to the stationing, e.g. travel, accommodation, preschool/school as well as other additional costs and accompanying supplements (additional costs and accompanying supplements only for accompanying persons who do not have their own income). Additional costs and accompanying supplements are determined

according to a maximum and standard amount, which are changed 2 times/year. The allowances are adapted to the financial conditions that exist and assume increased living expenses due to the stationing. It is the employer who decides whether tax-free benefits are to be paid.

- The URA contract must be drawn up and signed by all parties **before departure**. The contract is legally binding. The contract with its content, i.e. which costs are to be reimbursed and how, does not apply until all parties have signed and thus approved the conditions stated in the agreement.
- It is not permitted to have a secondary occupation during the stationing period.
- You can make work and home trips during your stationing, this must be consulted with HR at the department, of which any supplements must be adjusted.
- Accompanying - (refers to compensation for pension protection due to loss of income) and additional cost supplement - can possibly be paid out if your accompanying spouse/partner loses earned income because she/he lives at the place of stationing. You must be able to prove the size of the lost earned income through a certificate from the accompanying employer (for example, a copy of the leave application).
- It is not allowed to be on leave of any kind during the URA contract period. The URA agreement can be terminated/terminated/paused if the secondee chooses to be on leave. Exceptions can be made for parental leave but this must be consulted with HR as benefits and insurance are affected.
- You and any family members are covered by Kammarkollegiet's URA insurance during the stationing period. You will receive a certificate of this from HR at the department, one certificate per family member.
- If you or your accompanying partner becomes pregnant, you should preferably come home to Sweden before the end of week 27 +6 days, and you as an employee can, during the end of the pregnancy, fulfill your URA contract through after-work in Sweden. This provision applies as of January 1, 2020. In some cases, the current situation regarding safety and extended insurance coverage (which KI holds) may also allow the employee to remain on duty at the station during the end of the pregnancy. This is decided by the employer. Discrimination cannot be claimed as it is essentially an insurance issue, a safety issue and the employer's liability issue.

Anyone who becomes pregnant must at an early stage contact the employer, the Kammarkollegiet and Falck Global Assistance for decisions about maternity care, doctors and/or maternity clinics. In connection with the Kammarkollegiet receiving a notification of pregnancy, more detailed information is sent to the pregnant woman. If full-fledged maternity care and maternity care comparable to the general Swedish healthcare according to the guidelines of the Stockholm County Council can be obtained in the country of stationing, costs for such healthcare are primarily reimbursed.

In case of pregnancy, necessary and reasonable costs for maternity care and childbirth are paid.

Reimbursement is also paid for follow-up examinations of the mother and examinations of the child up to the age of one. If, for medical or other reasons, a birth is deemed unsuitable to take place at the place of stationing, a reasonable cost for travel to Sweden or another country where the insured has his domicile/citizenship before the birth and then for travel back to the place of stationing will be reimbursed.

Costs during a stay in Sweden or the country where the insured has his domicile/citizenship are not reimbursed. The insurance also reimburses additional costs for accompanying family members' round trip to Sweden in connection with the birth.

Anyone planning to fly to Sweden to give birth to their child must check with the airline themselves what rules the company has for pregnant passengers. According to IATA rules, there is a latest time limit for flying, but many companies also require a recently issued medical certificate for flights after week 28. Costs arising due to that the woman did not follow the airline's rules is not covered by the insurance.

- The insurance covers acute illness, but not doctor visits for chronic illnesses. It is the insurance conditions found on the Kammarkollegiet's website, as well as their advice, that apply.

ALWAYS CHECK THE CONDITIONS WITH KAMMARKOLLEGIET AS THEY MIGHT CHANGE

- Salary revision takes place according to KI's revision times, unless otherwise agreed in the contract.
- Remember to start reviewing the various accommodation, pre-school and school options that are available in good time before the placement, in order to choose the most reasonable and reasonable option. In the first place, choose free school education, provided they meet "Swedish" standards. Childcare costs are reduced by the maximum rate in the municipality you are registered in and if the municipality has school allowance, school costs are reduced by that amount. If an accompanying person is on the stay abroad, he or she is expected to be responsible for childcare.
- Do not book accommodation and flights/travel before the immediate manager says okay to URA stationing and which frameworks apply to the stationing. A copy of the rental contract for housing must be submitted to HR at the department. Reimbursement for housing costs is only given if you have additional costs- because you are stationed abroad. If you rent out your home in Sweden, this is deducted from your compensation.
- Check if the receiving country/workplace requires special health insurance cover that the URA insurance does not cover and review your private cover. The URA insurance covers costs for emergency medical care, but not for planned medical care for chronic diseases. Accompanying persons are insured through URA when they are at the place of stationing and on holiday together with you who have a URA employment.
- Check that you have the necessary visa, residence and work permits. If you are not a Swedish citizen, you must also have a valid permit for Sweden, as it is in Sweden that you have your employment.