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# For those who are "Summer workers/Feriearbetare"

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Summer 2018



Växjö   
kommun  
*Europas grönaste stad*

# Congratulations to your *Summer Workplace* at Växjö municipality summer 2018!

*In this brochure you will find all information for your **Summer work** at Växjö municipality.*

## **Information in other languages**

If you want the following information in English, Arabic, Somali or Dhari. Visit our website via this link <http://www.vaxjo.se/feriearbete>

## **Attendance report**

On the attendance report you should daily fill in the hours that you have worked but also the time you have been at lunch. If you have been ill or absent for other reasons, you should note that in the box for that day.

You are responsible for the report being filled in but also the report should be signed by your supervisor. You should send the attendance report to us (you can find the address at the back of this brochure) or submit to the mailbox inside the Bergendahlska gården (Liedbergsagatan 14-16), on time- otherwise you will not be paid!

## **Absence**

You should report absence directly to the workplace for example as when you are ill. Sickness compensation does not apply. You will be working on the period you have assigned. If something happen that makes you unable to work during the period you have been assigned, please contact us as soon as possible so that a replacement can be found!

## **Important!**

Find out if you work place requires you to submit extracts from the Police register on criminal record!

If your workplace requires the criminal record extract, then you must apply for the extracts from the Police register as soon as possible, then you leave the envelope **UNOPENED** to your supervisor at the work place, which will take a few weeks before you get home. The forms can be found on the Police's website (§9 individual person, extracts for school/childcare).

Please notice that the workplace may deny you work if you have not received your extracts!


## Salary payment

Salary payments are made via Växjö Swedbank. This letter is accompanied by an account notification that you should submit to the Växjöloftet Sommar office as soon as possible but as latest by May 20<sup>th</sup> in order for you to get your salary deposited into your account. Please note that you must be account holder (e.g. not mom or dad). If you do not have an account before May 20<sup>th</sup> your salary will be paid as an invoice and sent by mail to your registered address.

Please note that there are no exposed dates for payment of the salary. The usual payment date is the 27<sup>th</sup> of each month. When you receive your salary depends on which date you submit your attendance report to us at the office of Växjöloftet Sommar (not at your workplace). If you have questions about specific payment dates, contact us at the Växjöloftet Sommar office.

## Certificate of salary without tax deductions

If you do not earn more than 19 247 SEK during 2018 then you will obtain a salary without tax deduction. What you need to do is to fill out the form *Certificate of salary without tax deduction* that accompanies this letter. You can find it on the back of your Attendance report. **NOTE** that it is **you** who will fill in all fields and sign the *Certificate of salary without tax deduction*, below you will see an example of how to fill it.

Jag har tagit del av upplysningarna ovan. Jag uppfyller villkoren för befrielse från skatteavdrag.	
Namn Anna Andersson	Personnummer 990101-XXXX
Adress Lidbergsgatan 14-16 351 12 Växjö	
Underskrift	
Datum 2017-04-28	Namnteckning 

### Checklist:

- You should order extracts from the Police Register (do not open it). Find out if this is required at your workplace.
- Get in touch with the workplace (The Office for Växjöloftet Sommar is not the workplace)
- Be on time/ follow your schedule.
- Respect the rules at the workplace
- Leave the mobile phone to rest!
- You as a worker do not only have rights but you also have obligations towards the employer
- Read thoroughly the information on salary above
- For questions regarding salary, do always contact the office of Växjöloftet Sommar in the first place

## Contact information

Anna Nilsson 0470-436 71  
Simon Lundqvist 0470-79 64 15

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[vaxjoloftetsommar@vaxjo.se](mailto:vaxjoloftetsommar@vaxjo.se)

Mail:

”Växjöloftet Sommar”

**Bergendahlska gården**

Växjö Kommun

Arbete och Velfärd

Box 1222

351 12 Växjö

