UFV-PA xxxx/xxx

**In case of disagreement between these translations and the Swedish originals, the latter takes precedence.**

**OVERSEAS CONTRACT according to URA (version 1 February 2010)**

An agreement pursuant to Paragraph 4 of the URA agreement on overseas contracts and guidelines on employment conditions in service abroad has on this date been concluded between the following contract parties:

**The Employer**: Uppsala University, Department XXXXXX, Org.unit XXX
Postcode Uppsala. Contact person: XXXX, +46-(0)18-XX XX

**The Employee**: Name, Swedish personal identity number, Address

**The Employee’s working tasks abroad** (see URA Paragraph 4):

Position, BESTA code and working tasks.

**The Employee’s duty station abroad** (see URA Paragraph 4): City and country

**Residence address at the duty station:** Address

**Period of duty** (see URA Paragraphs 3–5 URA):

From 20xx-xx-xx until further notice or until 20xx-xx-xx at the latest.

If the Employee is employed at Uppsala University, he/she will be granted leave of absence from this position during the time the employee is stationed abroad without a special decision being necessary, in accordance with URA.

**Salary** (see URA Paragraphs 4 and 7): Monthly salary SEK XX XXX.
Salary review: The Employee is included in salary reviews on the same terms as other employees at Uppsala University. Salary increments are not paid. Salaries are paid on the 25th of each month. *ALTERNATIVE TEXT:* The Employee is not included in salary reviews. Salary increments are not paid. Salaries are paid on the 25th of each month.

**Working hours** (see URA Paragraph 8):

Unregulated working hours at the workplace abroad. Percentage of full-time employment: 100%. Compensation is not provided for overtime/additional time. The schedule of working hours should be adapted to the work tasks and the situation prevailing in the country concerned.

**Holidays** (see URA Paragraph 9):

Number of holiday days: XX holiday days/year. The number of holiday days will be determined in accordance with the agreements on general salary and benefits for employees in the private and state sectors (Villkorsavtal/Villkorsavtal-T) and the local collective agreement on conditions for saved holiday and on holiday for teachers etc. (Lokalt kollektivavtal om villkor för sparad semester och om semester för lärare med flera).

The Employee is thereby subject to standard holiday, which means that the entire annual holiday is considered to be taken starting the Monday after Midsummer Day and xx days forward, unless otherwise agreed between the Employer and Employee. Holiday bonus is paid when standard holiday is registered.

**Sick pay** (see URA Paragraph 10):

For absences due to illness during the period of duty, the Employee retains his/her full salary on days 1-14, pursuant to the Overseas Contract. From sick day one (1), the Employee must file a sickness report with the Employer to register the sick leave pursuant to the provisions of *Villkorsavtal/Villkorsavtal-T*, Chapter 7.

**Pensions** (see URA Paragraph 11):

The Employee is covered by the same pension benefits as for work in Sweden (PA16).

**Insurance** (see URA Paragraph 12):

The Employee is covered by the Personal Injury Compensation Agreement (PSA), the Government Employment Group Life Insurance Agreement (TGL-S) and the Legal, Financial and Administrative Services Agency’s URA insurance.

**Special conditions of employment** (see URA Paragraph 13 and annex to URA)

**Compensation for health and medical care costs:** Paid in accordance with the terms of URA insurance.

**Travel costs:** No compensation is provided for travel to and from the duty station.

*ALTERNATIVE TEXT:*

Compensation is provided for travel to and from the duty stationas reimbursement for actual costs, though not more than SEK XXXX per person covered by the contract (Employee and accompanying family members), i.e. a maximum of SEK XXXX total.

**Holiday trip to home country:** No compensation is paid for holiday trips home to Sweden.

*ALTERNATIVE TEXT:* Compensation is provided for one holiday trip home to Sweden per year as reimbursement for actual costs, though not more than SEK XXXX per person covered by the contract (Employee and accompanying family members), i.e. a maximum of SEK XXXX total.

**Travel visits:** No compensation is paid for travel visits.

*ALTERNATIVE TEXT*: Compensation is provided for one travel visit per year as reimbursement for actual costs, though not more than SEK xxxx per person, i.e. SEK XXXX total.

**Removal costs:** No compensation is paid for removal costs.

*ALTERNATIVE TEXT 1*: Compensation is paid for removal costs as reimbursement for actual costs, though not more than

SEK XXXX per removal at the start and removal at the end of the overseas stationing period, for a maximum of SEK XXXX in total.

**Housing costs:** No compensation is provided for housing costs.

*ALTERNATIVE TEXT*: The Employer compensates the Employee for housing costs in the duty station for a x-room house/flat including operating costs such as normal consumption of electricity, water, gas and refuse collection as reimbursement for actual costs up to an amount of SEK XX XXX per month.

**Preschool, school and childcare costs:**

Compensation is not provided for preschool, school and childcare costs.

*ALTERNATIVE TEXT*: Compensation is provided for preschool/childcare/school as reimbursement for actual costs, though not more than SEK xxxx per semester/academic year and child.

**Other additional expenses (overseas allowance):** No allowance is paid for additional expenses.

*ALTERNATIVE TEXT:* An allowance for additional expenses is paid in the amount of XX% of the maximum amount for

the Employee, i.e. currently SEK X XXX per

 month.

An allowance for additional expenses is paid in the amount of XX% of the maximum amount for the accompanying spouse, i.e. currently SEK X XXX per month.

An allowance for additional expenses is paid in the amount of XX% of the maximum amount for accompanying children, i.e. currently SEK X XXX total per month for all children.

Total additional expense allowance for *all* family members, including the Employee, is SEK
XXXXX per month.

No accompanying spouse allowance is paid.

*ALTERNATIVE TEXT*: An accompanying spouse allowance is paid at XX% of the maximum amount

**Termination of overseas contract** (see URA Paragraph 18):

A mutual period of notice of 1/3 month/months applies. Notice of termination must be given in writing. For other stipulations, see URA Paragraphs 16–20.

**Other information**:

While stationed overseas, service-related travel may occur both within the duty station country as well as to Sweden and other countries. If an additional expense allowance is paid, reimbursement will be provided for actual travel and accommodation expenses, but no per diem allowance will be provided. If the Employee does not have an additional expense allowance, the service-related travel will be handled in accordance with the usual stipulations at Uppsala University. However, please note that no per diem allowance is provided for service-related travel to the place of employment in Sweden.

While stationed overseas, costs may arise that do not constitute private living expenses but are instead related to the research activities. These costs are not included in the Contract, but shall be reported and handled in accordance with Uppsala University’s stipulations regarding purchases and comply with accounting rules. For purchases that cannot be made from procured suppliers, actual costs will be reimbursed upon presentation of original receipt. See procedure in section 10 of the appendix to the Contract.

*SUPPLEMENTARY WRITING (IF ANY, OTHERWISE DELETED):* Terms of employment under the Overseas Contract between NN and Uppsala University, Department of NN, dated xxxx, funded under the scope of contributions decided by NN, reference number xxxxxx.

**This Contract covers the following accompanying family members:**

Name, Swedish personal identity number

**Contact information for relatives:**

Also state relationship (mother, father, sister, brother, etc.) and provide phone numbers.

**Information regarding the Employee’s duty to provide information (see URA Paragraph 15 and note to Paragraph 4).**

The Employee is obligated to provide information to the Employer concerning changed circumstances that could affect agreed benefits in the contract.

**Accounting information:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Allocation % | Account (kf 1) | Project (kf 2) | Org (kf 3) | Operations (kf 4)  | Activity (kf 5) | Counterparty (kf 6) | Financier (kf 7) |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

This Overseas Contract has been prepared in two (2) copies, of which the Employer and the Employee have each received one.

Employer: Employee:

Uppsala, DATE Uppsala, DATE

NN NN

Head of Department, Department of NN

Reviewed by NN, Payroll Specialist, HR Department, DATE

 Appendix 1

**Checklist**

**Some things to keep in mind before signing the Overseas Contract**

1. Request social insurance certificate from the Swedish Social Insurance Agency (Försäkringskassan). The request is submitted jointly by the employee and employer using form FK 6200.
2. In cases where the employee is not subject to unrestricted taxation in Sweden, the issue of tax must be investigated with the Swedish Tax Agency; a SINK application may be required. Depending on the circumstances, tax treaties with other countries may also affect taxation.
3. That the employee has had a medical examination. A medical examination may not be necessary in all cases. An assessment should be made along with the employer of what is reasonable depending on the country of the overseas station, the nature and length of the assignment and the health status of the employee.
4. That the employee has had the necessary/appropriate vaccinations.
5. That the employee has the requisite residence and work permits.
6. That accompanying family members covered by the contract have undergone medical examinations and received necessary/appropriate vaccinations and have been granted the requisite residence permits.
7. **That the employee has also acquired insurance certificates for accompanying family members from Försäkringskassan, as well as the European health insurance card – the EHIC card. With the EHIC card, the employee can be reimbursed for necessary care if he/she becomes ill or is involved in an accident during travel within the EU/EEA and Switzerland.**
8. If school vouchers can be brought along (check with municipality in which employee resides).
9. Remember to communicate that if the employee intends to accept employment from another employer in the duty station country during the URA contract period, an HR specialist must first be contacted. Because working for another employer is only possible in exceptional cases, each individual case must be investigated.
10. Communicate that when the contract states “reimbursement for actual costs”, this means that the costs are reimbursed upon presentation of original receipt stating what was purchased and for how much. The receipts must be presented along with the form “URA – Ersättning för gjorda utlägg”, form no. 41b (available on the Employee Portal under forms employment, salary and employees, 3.0.11). The person must send the receipts to the department, which will register and certify the form, and then send everything all together to the Salaries Service Unit.
11. Remind that trips should be booked via Uppsala University’s procured travel agency services.
12. Make a plan for how contact will be maintained with the employee stationed abroad, who on the department will be responsible for this, etc. Uppsala University has employer responsibility throughout the duty service period.
13. Remember to take out URA insurance with the Legal, Financial and Administrative Services Agency (Kammarkollegiet). This should of course also be renewed if the contract is extended.