

Appendix 2 to URA-contract

- Stationing with URA requires a permanent connection to a workplace in another country and there should be an exchange between KI and the university / equivalent abroad. The international mission is to benefit KI's operations. URA contracts are not constituted for residence in another country if the intention is to work on scientific publications for your own part, or work abroad for private reasons.
- URA employment should be full time (100%).
- A person stationed abroad by a Swedish authority must be resident in Sweden and covered by Swedish social insurance, which means that they retain sickness benefit, parental benefit and child allowance. **Employees stationed abroad must therefore be registered for population ("folkbokförd") in Sweden.** You must also be registered in Sweden throughout the URA stay to secure taxation and social insurance membership in Sweden.
You have to have handed in a certificate to your local HR called "Personbevis som riktar sig mot arbetsgivare" or "Utdrag om folkbokföringsuppgifter".
- You must not receive any other compensation during the posting abroad.
- During your foreign stay, your salary will be taxed in Sweden. You should have contacted the Swedish Tax Agency for confirmation where you have your tax residence. Important that you give them the information: "You should **not move** to the country but **be stationed** by a government agency for a certain period of time".
- You should have contacted the Swedish Social Insurance Agency and stated that "You will **not move** to the country but **be stationed** by a government agency for a certain period of time". Notice of social security affiliation (**A1-intyg**) is communicated to HR at the department before the contract can be signed. Certificates from the Swedish Social Insurance Agency regarding Swedish social insurance affiliation must be brought during the URA stationing. For URA stationing within the EU / EES / Switzerland, the EU card must be brought as well. If the URA contract is canceled in advance, you are obliged to contact the Social Insurance Office.
- It is not possible to stay on a URA contract in the country in which you yourself are a citizen, or have an "interest center" in (previously lived and still e.g. own properties, your partner or other family is stationed).
- It is not allowed to have a secondary occupation during the station time.
- Additional costs and accompanying allowances are determined according to a maximum and standard amount, which is changed 2 times / year. The remuneration is adjusted to the financial conditions that exist and requires increased living costs due to the stationing. It is the employer who decides whether tax-free benefits should be paid. You should be able to prove the amount of lost employment income through certificates from the accompanying spouse's employer (for example, a copy of the leave application).
- A copy of the lease on the accommodation at the station location must be handed to HR at the department. Compensation for housing costs is only given if you have additional costs p. period abroad. If you rent out your home in Sweden, this amount will be reduced.
- Purchase of air travel may only be made through KI's procured travel agency.
- The URA agreement takes over the terms of the Villkorsavtalet (collective agreement within the Authorities of Sweden), URA is a separate form of agreement.

- Any service and home trips during the URA station should be reported via HR at the institution, of which any additions will be adjusted.
- Expenses associated with the URA station should be reported via the PA web. The department is responsible for ensuring that the remuneration does not exceed the maximum amounts and that they are in accordance with the URA contract.
- As an employee, you are obliged to disclose- and provide information about the conditions for your international posting, so that KI can make a fair assessment of your opportunities before your international posting. Changes during the staging period must be communicated to HR at the department, directly when the change occurs, not afterwards. Examples of changes are pregnancy, the contract is canceled prematurely / returned before the end of the contract period, the accompanying starts working, the accompanying travels home, other changed family conditions, the rent is increased during the stationing, the accommodation in Sweden is rented out (this income must be deducted from the cost of living in the stationing country).
- It is not allowed to be on leave of any kind during the URA contract period.
- You and any family members are covered by the Kammarkollegiet's URA insurance during the time of the placement. The URA insurance reimburses costs for emergency medical care, but not for planned medical treatment for chronic diseases. You will receive a certificate of the insurance from HR at the department, one certificate per family member.
- If you as an emissary or your accompanying person are pregnant, you should preferably come home to Sweden before week 27 +6 days of the pregnancy, and you as a worker can during the end of pregnancy fulfill your URA contract through post-work in Sweden. This provision applies from 1 January 2020. In some cases, the current situation regarding security and extended insurance coverage (which KI holds) may also allow the worker to remain in service at the station during the end of pregnancy. This determines the employer. Discrimination cannot be claimed as it is mainly an insurance issue, a security issue and the employer's liability issue.

If you or your accompanying person becomes pregnant, you must contact the employer, the Chamber of Commerce (Kammarkollegiet) and Falck Global Assistance at an early stage for decisions on maternity care, a doctor and / or obstetric clinic. In connection with the Kammarkollegiet receiving a notification of pregnancy, more detailed information is sent out to the pregnant woman. If adequate maternity care and childbirth care comparable to the general Swedish health care according to the guidelines in the Stockholm County Council can be obtained in the stationing country, the costs for such health care will primarily be reimbursed.

In pregnancy, necessary and reasonable costs for maternity care and childbirth are paid. Compensation is also paid for post-audit of the mother and controls of the child until the age of one year. If a delivery for medical or other reasons can be considered inappropriate to carry out at the station, a reasonable cost of travel to Sweden or other country where the insured has his / her residence / citizenship prior to the birth is reimbursed and then for travel back to the station. Costs during stay in Sweden or the country where the insured has his / her residence / citizenship are not reimbursed. The insurance also reimburses additional costs for the accompanying family members' return trip to Sweden in connection with the birth.

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

- Salary audits are performed in accordance with KI's audit times.

I have read the above information before my URA station:

Name and name clarification:

Date:

Employee contact information (telephone number) at the station location:
