

What do you need to know?

Information for jobseekers



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Service – Respect – Reliability



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Our services –
What is available?



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The Directorate of Labour's Website

The Directorate of Labour's website is your first stop when applying for employment and unemployment benefits.

There you will find full information regarding your job search and everything which is important to know.

Find out more at www.vinnumalastofnun.is



My Pages for Jobseekers

‘My pages’ is your domain at The Directorate of Labour. There you are able to, including but not limited to:

- › Apply for employment and unemployment benefits
- › View the status of your application being processed
- › Apply for jobs advertised on the directorate’s website
- › Submit documents
- › View payslips and letters
- › Respond to letters and other communications
- › Report work and income
- › Report vacation
- › Change personal information
- › Register as a jobseeker without unemployment benefits
- › De-register from unemployment benefits

Shortcuts

Submit data



Letters



Payslips



Report a trip abroad



Report work or income



Change personal information



Available jobs



Deregister from unemployment benefits



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Submitting Documents via My Pages

Shortcuts

Submit data



Letters



Payslips



Report a trip abroad



Report work or income



Change personal information



Available jobs



Deregister from unemployment benefits



Your documents

Please upload documents and necessary explanations here

Choose reason



Drag documents here or click to upload

Important message with document

SUBMIT DATA



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Electronic Personal Tax Credit

- After applying for unemployment benefits, the jobseeker is required to inform The Directorate of Labour of how they would like to use their personal tax credit.
- Information about utilised personal tax credits can be found at The Directorate of Internal Revenue's (RSK) website, www.skattur.is
- If you need to change your personal discount, you can contact a consultant through the chatbot Askur. Online chat with a consultant is open Monday through Thursday from 9:00 AM to 3:00 PM and Friday from 9:00 AM to 12:00 PM.

Counselling and Job Centre Services

The Directorate of Labour's Counsellors provide a wide range of services, free of charge.

- Services available include:
 - › *Assistance with creating a CV, cover letter and interview preparation*
 - › *Interest assessment*
 - › *Assistance with setting goals in your job search*
 - › *Assistance in the workplace – Assisted employment*
 - › *Guidance with study and career choices, explore possibilities of workplace training and study opportunities.*
- You can send a message through My pages to request a meeting.



Labour Market Measures

- **The objectives of labour market measures are to:**

- › Prevent unemployment
- › Enable jobseekers with remaining active
- › Promote connections in the labour market
- › Maintain and obtain skills and experience

- **Labour market measure categories:**

- › **Work-related labour market programs**
 - » [Recruitment grant](#)
- › **Study-related programs**
 - » [Courses](#), [study grants](#) and [study contracts](#)
- › **Other programs**
 - » [Protected work, training and day services](#)



Studies and unemployment benefits

Generally, studies are not permitted while receiving unemployment benefits.

There are exceptions to this, for example if the studies are 20 credits or fewer, the individual loses their job after the semester begins, or the studies are defined as studies combined with work.

1. Studies are 12 credits or less per semester

- Individuals who study a maximum of 12 credits at secondary school or university can be entitled to unemployment benefits. The student may not be eligible for a student loan at the Icelandic student loan fund. You can study in day school, evening school, or through distance learning.
- A confirmation of the extent of your studies must be submitted on My pages and an application for a study contract must be submitted.

Further information at The Directorate of Labour's website: [Studying while on unemployment benefits](#)

2. Studies are more than 12 credits per semester

- You may not study beyond 12 credits at the upper secondary school level or university level, alongside unemployment benefits. There must be special reasons for doing so, and the Directorate of Labour must grant prior approval to undertake the studies.
- The maximum authorisation for such studies is 20 credits along with unemployment benefits. The studies must not be eligible for maintenance loans from the Student Loan Fund.
- A confirmation of the extent of your studies must be submitted on My pages and an application for a study contract must be submitted.

Courses and study grants

The Directorate of Labour offers jobseekers to participate in study-related labour market measures.

On one hand, courses are organised and proclaimed by the directorate (compulsory courses).

On the other hand, various elective courses are offered of which jobseekers can request registration.

Conditions are that the course will increase the chances of employment and the applicant has a confirmed benefit entitlement.

Study grants are provided to partially cover tuition fees for courses other than those offered by DoL (elective courses)

The study grant can cover up to 75% of the course fee, or a maximum of ISK 80,000 per year.

Further information here: [Study grant](#)

Here is a list of courses that are free of charge: [Courses](#)

Job seeking in Europe – Transfer of Benefits

U-2 certificate:

It grants those who have confirmed entitlement to unemployment benefits permission to look for work abroad for up to three months while receiving unemployment benefits from Iceland. This only applies to countries within Europe.

- » You can apply once your unemployment benefit application has been approved.
- » Applications are submitted through “My Pages.”
- » Processing of U-2 applications takes 2–3 weeks.
- » Further information about the [U-2 certificate](#).

EURES - European employment services

The European Job Mobility Portal

- [EURES counselling](#): Provides information about job searching in Europe. At the Directorate of Labour, EURES advisers offer guidance and assist with job placements.
- On the [EURES web portal](#), you can find a wealth of useful information regarding job searching in other European countries.



Grants and Discounts

Labour Unions

Various services are offered to members who have lost employment and receive unemployment benefit payments from The Directorate of Labour. Job seekers are free to choose if they would like to continue to pay their union fees to their labour union after they are registered as unemployed. With continued payment of union fees, earned rights are maintained.

Relocation grant

Grants may be paid for domestic relocation of a legal domicile to the location where the legal domicile is transferred in the purpose of commencing employment with a new employer who has verifiably offered a permanent employment contract. Invoices for paid expenses must accompany the application.



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Job search – Rights and obligations



Entitlement to Unemployment Benefits

General conditions

- Wage earners aged 18-70 years old, residing and legally domiciled in Iceland.

Job search activity

- Jobseekers must be located in Iceland and actively seeking employment to be entitled to unemployment benefits.
- Jobseeker must be fit for most general employment. A doctor's certificate must be submitted if work capacity is impaired.
- Jobseeker must show initiative in their job search and be prepared to accept employment in Iceland, and which is paid according to legislation and collective agreements.
- Jobseekers are required to participate in programs in accordance with the [Labour Market Measures Act](#).

Payment of unemployment benefits

Unemployment benefits are paid out on the **last working day** of each month.

Payments are retroactive for the 1st – 31st day of each month

Confirm your job search between the 20th-25th of each month



If you forget to confirm your job search between the 20th-25th, you are still able to confirm from the **26th-3rd** of the next month. However, this can delay the payment for 2-5 working days from the usual payday.

Job search is confirmed via

[My Pages](#)

Those who don't confirm their job search within this period will be **automatically deregistered on the 4th** of the next month.

Confirmation of Job Search via My Pages for Job Seekers

It is time to confirm the job search!

[Click here to confirm the job search](#)

Staðfesting á atvinnuleit

☐ Ég staðfesti atvinnuleit út júní

Ég hef sótt um vinnu á eftirfarandi stöðum frá seinustu staðfestingu:

Nafn fyrirtækis

Bæta við línu Eyða línu

Nauðsynlegt er að láta vita af öllum breytingum á högum þínum fyrirfram.

Staðfesta atvinnuleit Hætt við staðfestingu

- When the job search has been successfully confirmed, a confirmation will be sent via e-mail.
- If an e-mail is not received, it is important to contact a Directorate of Labor office immediately.



Unemployment benefit amount

Further information:

Amounts and payments of unemployment benefits.

Basic unemployment benefits are
kr. 383.870
per month for a 100% entitlement.

Maximum income related benefits are
kr. 605.159 per month for a 100%
benefit entitlement.
Income related benefits takes effect
after the first two weeks of
registration and is effective for
3 months but only 1 time on
each benefit entitlement period.

The amount of **kr. 15.355** per month is
paid for the support of dependent
children under the age of 18 years.
The payment is regardless of benefit
entitlement ratio and determined
solely by the number of dependent
children.

Unemployment benefit period is
30 months which means that a
jobseeker can receive unemployment
benefits for a maximum of 2.5 years
should they require it.

Obligation to Provide Information – Notify in Advance!

- It is necessary to report all changes which impact your job search. Most notifications can be sent via [My Pages for jobseekers](#).
- You must report all changes regarding:
 - › **E-mail address and phone number**
 - › **Address** - if you move between service areas you have to request to change service offices.
 - › **Employment** - incidental employment, self-employment, part time and full time employment
 - › **Income** - all income/grants must be reported
 - › **Studies** - study contract has to be made for studies while seeking employment.
 - › **Vacations and overseas travel**
 - » Unemployment benefits are not paid while residing abroad.
 - » Residence periods abroad must be reported before departure via My Pages for jobseekers.
 - › **Illness** - which impedes active job search.
 - » Jobseekers get 5 paid sick days in each 12 month period (after 5 months of benefit registration).
 - › **Ability to work** - reduced work capacity or incapacity

Failure to report changes which impact your job search may result in waiting time/suspension periods.

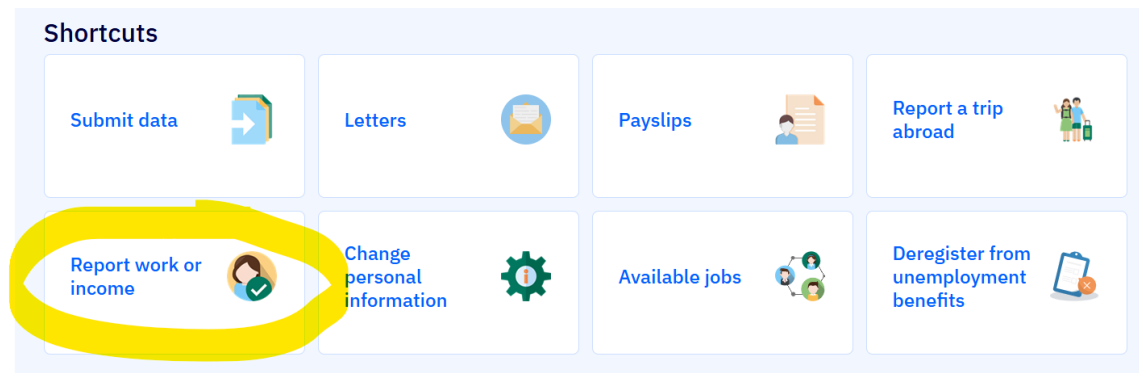


What can cause waiting/suspension periods?

- Suspension periods and rejection are the sanctions that the Directorate of Labour may impose if the conditions of the Unemployment Insurance Act are not met.
- The suspension period is the time during which a job seeker is registered as actively seeking employment but does not receive unemployment benefits.
- In order for the suspension period to count, the job seeker must confirm their job search on a monthly basis and remain active in seeking employment.
- Cases are referred to the Unemployment Payment Office for a ruling. Explanations are requested from the job seeker before a decision is made.
- [More information about suspensions](#)
- Attendance at meetings, courses, or interviews organized by the Directorate of Labour is mandatory (100% attendance required).
- If an absence is unavoidable, it is important to report it in advance or, at the latest, on the same day if attendance is not possible.
- Absences may result in the loss of payments for 2 or 3 months, or in rejection of benefits.

Report employment, income and grants

- You must report all work, payments, or grants in advance.
- Additional income and other payments may affect the amount of unemployment benefits.
- If a person fails to report their income, they will be overpaid and will then have to repay the excess amount.



On “My Pages” at the Directorate of Labour, click the button “Report work or income”.

After that, you must specify what kind of work it is.

Tilkynna um vinnu eða tekjur 🇬🇧

Nauðsynlegt er að tilkynna Vinnumálastofnun um **alla launaða vinnu** og **allar tekjur** sem atvinnuleitandi fær samhlöða greiðslu atvinnuleysisbóta.

Tilkynna þarf vinnu með að minnsta kosti dags fyrirvara.

Ekki er gerð krafa um að skila launaseðli vegna tilfallandi vinnu eða hlutastarfa.



+ Tilkynna um tilfallandi vinnu (launþegavinnu) 🇬🇧

+ Tilkynna um hlutastarf 🇬🇧

+ Tilkynna um verktakavinnu 🇬🇧

+ Tilkynna um greiðslur úr lífeyrissjóði 🇬🇧

+ Tilkynna um fjármagnstekjur 🇬🇧

+ Tilkynna um tekjur frá Tryggingastofnun 🇬🇧

Occasional/Irregular work

- Unemployment benefits are reduced by half of the income that exceeds the income limit. The income limit is **94.487 ISK** per month.

Example:

An individual has 100.000 ISK in income before tax. The amount that goes over the income limit is 5.513 ISK, that is, 100.000 ISK minus 94.487 ISK. That amount is divided by two and the reduction is 2.757 ISK of unemployment benefits per month.

- On My Pages, the ID number and name of the company, the month in which the work is done and the estimated amount of wages before tax are registered. If your income changes, you must contact a service office to make the change.

Part time work

- Unemployment benefits are reduced in proportion to the percentage of employment and by half of the combined income (income from work and unemployment benefits) that exceeds your unemployment benefit entitlement plus the income limit. The income limit is 89.817 ISK per month.
- On My pages, you have to register the company ID number and name, beginning date of your job, the percentage of your job and the estimated amount of your salary before tax. If your income changes, you need to contact the Directorate of labour.

Example:

Individual that has 100% benefit entitlement and is working a 20% part-time work then has 80% benefit entitlement. Income for the work is 170.000 ISK before tax. Total reduction is 76.581 ISK per month.

Income from work + unemployment benefits:

$$200.000(20\%) + 307.069(80\%) = 507.069$$

Benefit entitlement + income limit:

$$383.870(100\%) + 94.487 = 478.357$$

$$= 507.069 - 478.357 = 28.712/2 = 14.356$$

Contract Work – Self Employment

- Unemployment benefits are not paid during the days of the contract work. The days of the project are to be reported before the project begins.
- The whole day must be reported, although work on that day takes less than 8 hours. No accumulation of hours is allowed for contract work. Individuals are deregistered on the days they work contract work.
- Note that a person is not allowed to register on the employer register with Iceland revenue and customs (Skatturinn) when receiving unemployment benefits.

Example:

A person teaches twice a week for 2 hours and therefore deregisters 2 days.

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Helpful advice
while seeking
employment



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Helpful Advice While Seeking Employment

- Set goals for your job search.
- It's important to be active in your job search from the very first day you are unemployed.
- Visit workplaces in person to talk to the person responsible for hiring.
- A CV (résumé) and cover letter are important tools in your job search. You can find more information about [writing a CV on the Directorate of Labour's website](#).
- Here, you can view [available jobs and other employment services](#) on the Directorate of Labour's website.
- Activate and use your network and social media in your job search.

Resumé – CV


Include your CV as an attachment on My Pages.

- It is necessary to have a CV uploaded on “My Pages.”
- Click the button “Submit data” and select “CV (résumé)” as the type of document, then upload the file.

Your documents

Please upload documents and necessary explanations here

Choose reason

 Drag documents here or click to upload

Important message with document

SUBMIT DATA



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Ferilskrá

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Starfsferill

2012 - 2016	Landsþítalinn Háskólasjúkrahús, mismunandi deildir Læknaritari
2010 - 2011	Heilsugæsla Reykjavíkurborgar Læknaritanemi
2005 – 2009	Krakkaborg Leiðbeinandi á leikskóla
2000 - 2004	Hagkaup Verslunarstjóri í fullu starfi og ýmis hlutastörf með námi

Námsferill

2009 - 2011	Fjölbaut í Ármúla Læknaritarabaut, lögiltur læknaritari
1997 - 2001	Fjölbaut í Breiðholti Stúdentspróf af félagsfræðibaut

Námskeið

2016	NTV Grunnám í bókhaldi
2012	Skyndihjálpnámskeið
2004	Frönskunám í Frakklandi

Færni

Tungumál	Íslenska móðurmál, góð færni í ensku, dönsku og frönsku.
Tölvubekking	Góð almenn tölvukunnátta á helstu tölvuforrit.

Meðmæli

Elísabet Jónsdóttir, mannauðssviði Landsþítalans. Sími 111-1111.
Gunnar Pétursson, leikskólastjóri Krakkaborg. Sími 222-2222.

Almennt um sjálfa mig

Ég er heiðarleg, stundvís, samvissusöm og vinn vel undir álagi. Á auðvelt með samskipti, óhrædd við að taka frumkvæði og er fljót að tileinka mér nýja hluti. Hef verið virk í félagsmálum í námi og störfum.
Helstu áhugamál mín eru fjallgöngur, körfubolti og hönnun.

How can you be in contact?

- On The Directorate of Labour's website, the chatbot Askur can answer all general inquiries. You can also contact an advisor during office hours and verify your identity in order to receive or make changes to personal inquiries.
- You can send a message through "My Pages" in your communication history.
- Phone: 515-4800
Mon - Thur 9-15 and Fri. 9-12
- [Service Centres](#) around the country
- Job square is open Mon - Thur from 13-15. If help is needed with anything related to the job search.

