

What do you need to know?

Information for jobseekers



VINNUMÁLA
STOFNUN

Service – Respect – Reliability





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- 2 Job search – Rights and obligations
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1

Our services –
What is available?



VINNUMÁLA
STOFNUN

Service – Respect – Reliability

The Directorate of Labour's Website


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

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

Find out more at island.is



My Pages

	Forsíða	Rafraen skjöl	Umsóknir	Aðgerðir
Umsóknir Umsókn um atvinnuleysisbætur Aðrar umsóknir		Störf í boði með ráðningarstyrk 	Skoða greiðsluseðla 	
Skila gögnum Skoða mín skjöl Staðfestingar atvinnurekanda		Bréf Hér getur þú nálgast bréf sem Vinnumálastofnun hefur sent þér 	Afskrá mig af atvinnuleysisbótum 	
Tilkynningar Tilkynna vinnu eða tekjur Tilkynna um ferð erlendis		Nýting persónuafsláttar 	Persónuupplýsingar Bæta við ferilskrá Breyta persónuupplýsingum Finna leyniorð 	



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, letters and responses to letters
- › Report work and income
- › Report vacation
- › Change personal information
- › Register as a jobseeker without an application for unemployment benefits
- › De-register from unemployment benefits

Submitting Documents via My Pages

The screenshot displays the 'My Pages' interface for Vinnumála Stofnun. At the top left is the logo and name 'VINNUMÁLA STOFNUN'. On the top right, there is a user profile icon and the text 'Útskrá' with a lock icon. Below this is a navigation bar with four tabs: 'Forsiða', 'Rafræn skjöl', 'Umsóknir', and 'Aðgerðir'. The 'Aðgerðir' tab is active and highlighted in green. A dropdown menu is open under 'Aðgerðir', listing several actions: 'Skráning í atvinnuleit án atvinnuleysisbóta', 'Skrá mig af atvinnuleysisbótum', 'Tilkynna um vinnu eða tekjur', 'Skila gögnum' (highlighted in green), 'Breyta persónuafslætti', 'Tilkynna orlof', and 'Breyta persónuupplýsingum'. The main content area is titled 'Skila gögnum' and contains a form with the following fields: 'Kennitala' (text input), 'Nafn' (text input), 'Tegund gagna' (dropdown menu with '- Velja -' selected), and 'Lýsing á skjali / athugasemdir' (text area). Below the form is a 'Viðhengi' label and a 'Velja skrá' button. At the bottom of the form area, there is text: 'Leyfðar skjalategundir: PDF, DOC, XLS, DOCX, XLSX, BMP, JPG, JPEG, GIF, PNG, TIF' and 'Hámarksstærð skjals: 32 MB'. A blue button labeled 'Skila gögnum' is positioned at the bottom left of the form area.

Electronic Personal Tax Credit

- After applying for unemployment benefits, the jobseeker is required to inform The Directorate of Labour of how he would like to use his 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.

Resumé – CV

Include your CV as an attachment on My Pages.



Útskrá



Forsíða

Rafrenn skjöl

Umsóknir

Aðgerðir

Þínar upplýsingar og gögn - Personal information and documents

Hér getur þú breytt upplýsingum um þig á auðveldan hátt. Allar breytingar eru sjáanlegar í samspili.

Persónuupplýsingar - Personal information

Ferilskrá og önnur skjöl – CV and other documents

Ferilskrá (CV)

Ferilskrá (CV)



Fylgibréf

Fylgibréf



Meðmælabréf

Meðmælabréf



Prófskríteini

Prófskríteini



Annað

Annað



Skráning í atvinnuleit án atvinnuleysisbóta

Skrá mig af atvinnuleysisbótum

Tilkynna um vinnu eða tekjur

Skila gögnum

Breyta persónuafslætti

Tilkynna orlof

Breyta persónuupplýsingum

Ferilskrá

Sigríður Jónsdóttir

Kennitala 311181-5559
Heimilisfang Hverfisgata 111, 101 Rvk
Farsími 443-7979
Netfang sigridur.jonsd81@gmail.com



Starfsferill

- 2012 - 2016 **Landsþatalinn 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 **Fjölbraut í Ármúla**
Læknaritarabraut, löggiltur læknaritari
- 1997 - 2001 **Fjölbraut í Breiðholti**
Stúdentspróf af félagsfræðibraut

Námskeið

- 2016 **NTV Grunnám í bókhaldi**
2012 **Skyndihjálparnámskeið**
2004 **Frönkunám í Frakklandi**

Færni

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

Meðmæli

Eilísabet Jónsdóttir, mannaúðsvið Landspítalans. 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.



Service – Respect – Reliability

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.*
- Interviews can be requested via The Directorate of Labour's website by clicking on '[Book an Appointment](#)'. You can choose between appointments for general services or with a counsellor (see screenshot on slide 34)
- You can also send an e-mail to radgjafar@vmst.is or directly to the appropriate service center.

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**
 - ›› Employment Grants, Innovation Grants and Initiatives
 - › **Study-related programs**
 - ›› Study and courses, study grants and study contracts.
 - › **Other programs**
 - ›› Volunteering and work-related rehabilitation

Further information is available [here](#) at our website.

Study and unemployment benefits

Generally, **study is not permitted while receiving unemployment benefits.**

However, some exemptions may apply and **providing that certain conditions are fulfilled, study may be permitted** alongside the payment of unemployment benefits.

Jobseekers' studies must be **approved by The Directorate of Labour** and fulfill certain conditions, per regulations. It is important to consult with a DoL counsellor about studying while seeking employment.

Studies at a secondary level alongside active job search requires a study contract with The Directorate of Labour.

Max. 12 credits per semester

Study contracts must be made for all study at university level up to **12 ECTS credits.**

A greater amount of credits per semester will deplete benefits by a certain percentage.

Further information is available [here](#) at The Directorate of Labour's website

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)

Study grants are max. **75% of tuition fees**, and max. **kr. 80.000 per year**.

Further information is available [here](#) at The Directorate of Labour's website

Job seeking in Europe – Transfer of Benefits

U-2 certificate:

Provides permission to those who have a confirmed entitlement to unemployment benefits to seek employment abroad for up to three months while receiving benefits from Iceland. Valid only for countries inside Europe.

- » Processing of U-2 applications takes 3-4 weeks
- » Further information is available [here](#) at The Directorate of Labour's website:

EURES web-portal: Information about available employment in Europe. Further information can be found [here](#).

EURES counselling: Provides information about job seeking in Europe. At DoL, EURES counsellors are on hand to provide counselling and job brokerage services.

EURES - European job brokering The European Job Mobility Portal

- At the [EURES job portal](#) you are able to find a great deal of useful information regarding seeking employment in other European countries.

The screenshot shows the EURES website homepage. At the top left is the EURES logo with the text "EURES The European Job Mobility Portal". To its right is a language selector set to "English" and a search bar. Below the header is a navigation bar with "PARTNER SITES" and "European Job Days". A secondary navigation bar includes links for "Home", "News", "Events", "Statistics", "Help and support", and "Links". A central navigation menu features categories: "Jobseekers", "Employers", "Living & Working", "Drop'pin@EURES", and "EURES Services", each with a dropdown arrow. A search bar with a magnifying glass icon and the text "Advanced search" is positioned to the right. A yellow maintenance banner states: "Due to necessary maintenance work the EURES portal will not be available from 07/01/2020 13:00 to 07/01/2020 14:00 (Brussels time). We are sorry for the inconvenience." Below this, the main content area is divided into two columns. The left column, titled "I'm a Jobseeker.", features a yellow background and lists statistics: "3,446,457 Jobs on EURES today", "101,088 CVs", "15,215 Employers", and "1,003 EURES Advisers". It includes a "SEARCH FOR A JOB" button and a "HOW CAN WE HELP YOU?" button. The right column, titled "I'm an Employer.", features a grey background and lists statistics: "3,446,457 Jobs on EURES today", "101,088 CVs", "15,215 Employers", and "1,003 EURES Advisers". It includes a "FIND CANDIDATES" button and a "HOW CAN WE HELP YOU?" button. Both columns list services such as "Create EURES account", "Create your CV online", "Create your Skills Passport", "Search for youth opportunities", "Contact EURES Adviser", and "What can EURES do for you?".

2

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 for registered days.
- 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](#).

Program Participation

- Jobseekers who are booked to attend a meeting, course or interview at The Directorate of Labour are required to attend. Failure to attend will result in unemployment benefits not being paid for that day.
- All courses booked by The Directorate of Labour require 100% attendance. If you are absent, it is important to notify the directorate in advance or on the same day, at the latest, if you are unable to attend.
- All matters regarding absence are sent to the Unemployment Insurance Payment Office (Isl. Greiðslustofa). Absence may result in loss of benefits.

Confirmation of Job Search via My Pages for Job Seekers

The screenshot displays the Vinnumála Stofnun website interface. At the top left is the logo and name 'VINNUMÁLA STOFNUN'. A navigation bar contains four tabs: 'Forsíða' (highlighted in green), 'Rafræn skjöl', 'Umsóknir' (highlighted with an orange border), and 'Aðgerðir'. Below the navigation bar is a large orange banner with the text 'Smellið hér til að staðfesta atvinnuleit'. A sidebar on the left contains a 'Fréttir' section with sub-items 'Námskeið í b' and 'Hægt er að bó'. The main content area features a secondary navigation bar with the same four tabs. Below this is the heading 'Staðfesting á atvinnuleit'. A checkbox is followed by the text 'Ég staðfesti atvinnuleit út nóvember' and three flags (Iceland, UK, and another). Below this is a form field 'Ég hef sótt um vinnu á' with a dropdown menu showing '-- Veldu fjölda --' and the text 'stað/stöðum frá seinustu staðfestingu' with the same three flags. A note below reads 'Nauðsynlegt er að láta vita af öllum breytingum á höfum þínum fyrirfram.' At the bottom are two buttons: 'Staðfesta atvinnuleit' (grey) and 'Hætta við staðfestingu' (yellow), followed by the three flags. A green arrow points from the 'Fréttir' section to the 'Staðfesting á atvinnuleit' heading.

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 DoL office immediately** or call the service centre.

Payment of unemployment benefits

Further information [here](#)

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

If you are without employment and request to be registered as a jobseeker you are required to **confirm your job search between the 20th-25th of each month**

Job search is confirmed via [My Pages](#)

Payments are retroactive

for the 1st – 31st day of each month

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

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

Unemployment benefit amount

Further information at:

[Amounts and payments of unemployment benefits.](#)

Basic unemployment benefits are

kr. 364.895

per month for a 100% entitlement.

Maximum wage-indexed benefits are

kr. 575.246 per month for a 100% benefit entitlement.

Wage indexation takes effect after the first two weeks of registration and is effective for six months and only at the beginning of the benefit period.

The amount of **kr. 14.596** 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 and request to change service offices.
 - › **Employment** (i.e. incidental employment, self-employment, part time and full time employment)
 - › **Income** (all income must be reported to DoL while registered as a job seeker)
 - › **Study contract application** for study while seeking employment.
 - › **Vacations and overseas travel**
 - › Unemployment benefits are not paid while residing abroad when registered as a jobseeker.
 - › Residence periods abroad must be reported before departure via My Pages for jobseekers.
 - › **Illness** which impedes active job search.
 - › 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 penalties/suspension periods.



What could cause sanctions/suspension periods?

- Suspension periods and postponement of benefit payments are the sanctions that The Directorate of Labour may impose if the conditions of the Unemployment Insurance Act are not fulfilled.
- Suspension periods are periods that the jobseeker is registered in a job search but does not receive unemployment benefit payments.
- For the suspension period to be considered, the jobseeker must confirm their job search each month and be actively seeking employment.
- All matters are referred to the Unemployment Insurance Payment Office (Isl. Greiðslustofa) to be ruled upon. An explanation from the jobseeker is requested before a ruling is made.
- Further information about sanctions and suspension periods can be found at [here](#)













Unreported Work

Individuals who are registered as jobseekers and are paid unemployment benefits and fail to report and/or income alongside seeking employment can expect to be sanctioned due to this.

Anyone who undertakes work, whether as an employee or a contractor, without first notifying The Directorate of Labour will not be entitled to unemployment benefits again until they have worked for at least six months in Iceland.

Report employment, income and grants via My Pages

- You must report ALL employment in advance if you are registered as a jobseeker.
- You must report all income, payments and grants on the days that you are registered as a jobseeker.

Forsíða	Rafræn skjöl	Umsóknir	Aðgerðir
Tilkynna um vinnu eða tekjur 			Leiðbeiningamyndband
Nauðsynlegt er að tilkynna Vinnuálastofnun um alla launaða vinnu og allar tekjur sem atvinnuþóta.			
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 			
+ Tilkynna um fjárhagsaðstoð frá sveitarfélagi 			
+ Tilkynna um aðrar tekjur 			

- Skráning í atvinnuleit án atvinnuleysisbóta
- Skrá mig af atvinnuleysisbótum
- Tilkynna um vinnu eða tekjur
- Skila gögnum
- Breyta persónuafstætti
- Tilkynna orlof
- Breyta persónuupplýsingum

Example

Notification of part-time employment.

➔ Tilkynna um hlutastarf 🇮🇸

Hlutastarf er starf í minna en 100% starfshlutfalli sem varir lengur en einn mánuð. Hægt er að vera áfram skráður í atvinnuleit á móti hlutastarfinu og fá greiddar atvinnuleysisbætur (fer eftir einstaklingsbundnum bótarétti).

Skráðu tekjur á mánuði fyrir skatt og hvenær þú byrjar að vinna. Ef starfshlutfall breytist eða ef þú hættir í hlutastarfi þarftu að tilkynna það til Vinnuálastofnunar og skila inn staðfestingu starfstímabils frá vinnuveitanda, að öðrum kosti er gert ráð fyrir því að hlutastarfið haldist óbreytt milli mánaða.

🇮🇸

Kennitala fyrirtækis	Nafn fyrirtækis	Starfshlutfall	Vinnutími	Upphaf starfs	Áætlaðar tekjur á mánuði (fyrir skatt)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Bæta við línu

Senda tilkynningu

Example

Notification of incidental employment

➔ Tilkynna um tilfallandi vinnu (launþegavinnu) 🇬🇧

Með tilfallandi vinnu er átt við vinnu sem kann að bjóðast í stuttan tíma og/eða er óregluleg. Nauðsynlegt er að tilkynna um alla tilfallandi vinnu jafnvel þótt þú hafir áður tilkynnt um slíka vinnu hjá sama atvinnurekanda. Nauðsynlegt er að skrá rétta daga. Ekki er gerð krafa um launaseðil.



Kennitala fyrirtækis	Nafn fyrirtækis	Dagsetning frá	Dagsetning til	Áætluð upphæð (fyrir skatt)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Bæta við línu

Senda tilkynningu

Incidental Income While Registered as a Jobseeker

Income from incidental work may be up to **kr. 89,817 per month** without depleting the amount of paid unemployment benefits (income allowance threshold).

Example:

Total income	kr. 99,817
Income allowance threshold	kr. 89,817
Income above threshold	kr. 10,000

Half of the income exceeding the income allowance threshold accrues a depletion of benefit payments later. Benefit depletion in this instance is kr. 10.000.

It is important to report all work in advance on the days of registered job search and estimate income for the work. This is done via My Pages.

It always pays to work!

Contractual Work – Self Employment

Contractual work

Those who are offered work as a contractor on the own personal ID number (kennitala) must register themselves as not unemployed for the period of the project. Contractual work must be reported in advance via My Pages

(Eng. Actions/Report employment and income/report contractual work)

(Isl. Aðgerðir/Tilkynna um vinnu og tekjur/Tilkynna verktakavinnu).

Self employment

- Individuals are not permitted to operate an independent business and receive unemployment benefits at the same time.
- It is not permitted to open an employer's registry (Isl. launagreiðendaskrá) while being paid unemployment benefits

Grants and Discounts

Labour Unions

offer various services to their 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 that have ceased employment and registered as a jobseeker. With continued payment of union fees the 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.



3

Helpful advice
while seeking
employment



Helpful Advice While Seeking Employment

- Set goals for your job search.
- Follow you goals by listing what tasks you have completed in your job search, i.e. applications and inquires.
- It is important to be active in your job search from the first day that you are without work.
- Visit the workplace and speak with the person responsible for hiring at the company.
- Resumé and cover letter are an important job search tools.
- Follow up lodged applications by calling or sending an e-mail.
- Register with employment agencies in your area.
- Activate your networks.

Where can I find available employment?

Information can be found, amongst others, at the following sites:

The Directorate of Labour's website – [Available jobs](#)

- [Links: Employment agencies, job brokers, authorities, etc.](#)
- [Online portal for EURES](#) – European Job brokers
- Alfreð (app)
- Weekend newspapers and regional newspapers
- Municipality websites
- Company websites
- Social media and networks



Job Search Assistance

Remember that at the staff at The Directorate of Labour's service centres around Iceland are ready to assist with your job search.

On The Directorate of Labour's website, the chatbot Askur can answer all general inquires.

- Phone: 515-4800 ([call centre](#)), open Mon – Thur 9-15 and Fri. 9-12
- [Service Centres](#) around the country
- Job square is open Mon-Thur 13-15 – to get help with your job search

Good luck

