

By entering into a collective agreement through your membership in an employers' association, you have provided your employees with reliable high quality benefits through the Collective Insurances.

Follow our guide and checklist to ensure you get things right, right from the start.

Guarantees under the collective agreements

All employees are covered by the collective insurance schemes from the date the collective agreement was signed. Remember to sign up with Fora and Collectum from day one to avoid retroactive costs.

About us

Finfa - a part of the Confederation of Swedish Enterprise, offers policy guidance and support to companies that are in the process of or have already signed a collective insurance agreement. Our target group is employers in the private sector.

We provide you with a full-featured website with information and materials, employer service via telephone and individual meetings, seminars and webinars.

For more information:

www.finfa.se

Customer service: +46 (0) 10-45 53 800

YOUR GUIDE to Collective Insurance and Pension



On our website www.finfa.se you will find practical guidance on what to do as an employer when the need to make an insurance claim arises.

Keep in mind: to be entitled to compensation from the various insurance policies, there are rules that must be met, for example, concerning working hours and employment age.

For questions regarding full terms of the agreements please contact us at Finfa.

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With the insurance plans supplied through collective agreements, you as employer provide your employees with security and support in the following situations.



Retirement All employees receive retirement pension. Wage earners are covered by the SAF-LO Agreement and for salaried employees it is the ITP Plan. Retirement pension for wage earners is administered by Fora and for salaried employees by Collectum.



Work injury Work Injury Insurance, TFA, covers all employees, including CEO and business owners. This insurance provides employee compensation in connection with personal injury that occurs at work or to and from work.



Illness For wage earners, health insurance is provided through AGS, which gives reimbursement from day 15. Salaried employees have health benefits through the ITP plan which provides compensation from day 91.



Death Group Life Insurance, TGL, is an insurance that pays out a tax-free one time sum to beneficiaries if an employee dies. Employees have the option to include beneficiary protection plans in the framework for the Occupational Pension Agreement SAF-LO or ITP plan.



Work shortage Career Readjustment Insurance gives your employees support in the case of redundancy. Depending on the employee's age and type of employment, financial support may also be paid out.



Parental leave Parental Benefit Supplement, FPT, applies only to wage earners and may provide supplementary compensation when the employees are on parental leave.

Checklist

You as an employer must sign collective insurance agreements for your employees. The following steps will help guide you through what is important for you to know and do.

Step 1 - Wage earners / Salaried employees

Determine which employees are wage earners and who are salaried employees. In certain collective agreements, all employees are classified as salaried employees or wage earners irrespective of their duties. It is important that this is correct from the outset, so that the right collective insurance agreements are signed. If you are unsure, contact your employers' association.

Step 2 - Is insurance available today

If the company already has insurance for those employees who will now be included in the collective insurance plan, such as pension, health and life insurance, it is important to decide what to do about these now. There are different choices as shown here below:

Employed wage earners

- If you have insurance today, these should be terminated. This does not apply if the insurance is taken out with Fora.*

Salaried employees

- If you have insurance today there are two options:
 1. Cancel these insurance agreements. This does not apply if the insurance is taken out with Fora or Collectum.*
 2. The employer has the option to maintain current policies for salaried employees. In order to retain the current insurance coverage, a notification of waiver must be submitted to Collectum. This is only possible to do when initially entering into the collective agreement.

Important to consider:

- If an employee is sick or has a short period of time left till retirement, other conditions may apply.
- There may be a termination period for the insurance.
- There can be certain insurance policies, such as health insurance and group life insurance, that are not affected by the collective agreement and do not need to be terminated.

* The insurance contracts are updated and a new letter of confirmation is sent out.

Step 3 - Sign insurance contracts and retirement agreements with Fora and Collectum

Fora and Collectum are responsible for administering the collective agreements. Insurance contracts with these companies are to be signed on the same date that the collective agreement is signed.

Wage earners

- Sign insurance contracts with Fora www.fora.se for all collective insurances.

Salaried employees

For salaried employees, the collective agreements are signed with both administrative companies.

- Sign insurance contracts with Fora www.fora.se for insurance for work injury insurance and work shortage. .
- Sign pension agreements with Collectum www.collectum.se for the ITP plan which includes coverage for retirement pension, health and life, TGL. For TGL there are a number of companies to choose from.

The Confederation of Swedish Enterprise recommends that the employer only signs the ITP 1 retirement agreement with Collectum for all salaried employees.

Step 4 - Report Employees to Fora and Collectum

Wait for your insurance confirmation and then register your employees with the respective administrative company's internet services.

- Wage earners to Fora.
- Salaried employees to Collectum and to Fora only payroll.

Step 5 - Managing Directors of limited companies and business owners

CEO's of limited companies (AB in Swedish) and business owners ** are only covered by the work injury insurance, TFA. Other insurance coverage, with the exception of career readjustment insurance, can be purchased at any insurance company, as well as via Fora and Collectum.

** For our definition of business owners contact us at Finfa.