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SIGNATURE PROTOCOL

Collective agreement for the private early childhood education and care sector

By this Signature Protocol, the undersigned federations agree on the collective agreement applicable to the terms of employment and pay of the employees of private early childhood education and care providers who are members of the Finnish Education Employers (FEE; Sivistysalari) under the following terms:

1. Collective agreement period and validity of the agreement

This collective agreement will enter into force on 1 January 2026. The collective agreement will remain in force until 30 April 2027 and subsequently one year at a time, unless it is terminated in writing by any of the undersigned unions no later than six weeks before the end of the agreement period.

Regardless of any termination, the provisions of this collective agreement will remain in force until a new collective agreement has come into force or either the employers or the employees conclude in writing that the negotiations have ended.

2. Pay adjustment

2.1 general increase of 2.5% as of 1 August 2026

The general increase raises the employee's regular hourly or monthly pay, including supplements that are regularly paid at a fixed amount, such as duty-specific supplements and the qualification supplement.

The salaries subject to the general increase referred to in this section are listed in the salary scales in Chapter 4 of this collective agreement.

2.2 arranged instalment 0.4% as of 1 February 2027 (see section 5.1.)

3. Shop steward and labour protection delegate compensation

The compensation for shop stewards and labour protection delegates will increase by a total of 2.9% in the agreement period as of 1 August 2026.

4. Provisions of the collective agreement for the private early childhood education and care sector

The provisions of the collective agreement for the private early childhood education and care sector (Chapters 1–10) are attached to this Signature Protocol.

5. Working groups

5.1. Salary system working group:

During the agreement period, the parties will examine the possibilities of developing the salary system and, where possible, implement changes to it.

The arranged instalment of 0.4% referred to in section 2.2 above will be reserved for the salary system working group. In case the working group will not manage to reach an agreement by 11 December 2026, the 0.4% instalment will be given out as a general increase as of 1 February 2027. The general increase will be used to raise the salary scales and the employee's regular hourly or monthly salary, including supplements that are regularly paid at a fixed amount, such as duty-specific supplements and qualification supplements.

5.2. The parties will negotiate during the agreement period with the objective of drafting new collective agreement provisions on the following:

- a) Inclusion of holiday bonus-related costs paid from the holiday compensation (paid at the end of the employment relationship) in the attraction and retention factors of the work
- b) Reform of the urgency bonus to suit the early childhood education and care sector
- c) Reform of the provisions on labour protection delegates

6. Provisions on periodic work

The Parties will draft the collective agreement provisions on periodic work (Chapter 3) by the end of February 2026, ensuring that they will correspond to the provisions of the Collective agreement on periodic work in the private social services sector that was in force on 31 December 2025.

7. Transitional provisions

7.1. Employers shall begin to comply with the provisions of the new collective agreement concerning the terms of employment as soon as possible, and no later than 1 March 2026. Until this date, employers may partly/fully comply with the provisions on the terms of employment of the Collective agreement for the private social services sector that was in force on 31 December 2025.

7.2. The current shop steward agreements shall be renegotiated by 31 December 2026. The current shop steward agreements will remain valid at most up to this date. The shop steward agreements of Sote ry will be transferred to the undersigned SuPer federation, whereas the number of represented employees will be updated in the agreements as soon as possible.

7.3. Currently valid local agreements and working time bank agreements shall be renegotiated by 31 December 2026, and the existing agreements will remain valid at most up to this date.

7.4. Personal qualification supplements will be linked to roles as of 1 January 2026.

7.5. For periodic work, the provisions on periodic work in the Collective agreement for the private social services sector valid on 31 December 2025 will be applied until 28 February 2026.

8. Employment contract form

Finnish Education Employers (Sivista) will draft an employment contract form for the sector by 1 April 2026 and ensure that the additional information field on the form includes a checkbox that can be ticked to indicate that certificates related to the experience supplement have been requested.

9. Principle of continuous negotiation

The parties will negotiate according to the principle of continuous negotiation on a regular basis regarding any need for amendments to the collective agreement during the agreement period.

10. Entry into force

The collective agreement in accordance with this signature protocol will enter into force on 1 January 2026.

Helsinki, 31 December 2025

FINNISH EDUCATION EMPLOYERS (SIVISTYSALA RY)

THE TRADE UNION FOR THE PUBLIC AND WELFARE SECTORS (JHL)

TALENTIA UNION OF PROFESSIONAL SOCIAL WORKERS

THE TRADE UNION OF EDUCATION IN FINLAND, OAJ

THE FINNISH UNION OF PRACTICAL NURSES SuPer

Chapter 1 General provisions

Section 1 Scope of application of the agreement

This collective agreement lays down the terms of employment for the employees in private early childhood education and care companies and organisations that are members of Finnish Education Employers (Sivistysala Ry).

This collective agreement also applies to employees in employment relationships with private educational institutions whose primary role is to work in the unit providing early childhood education and care at the institution.

However, this agreement does not apply to:

- The management of the company or organisation, the heads of independent units or persons in comparable supervisory positions who represent the employer when the terms of employment for employees within the scope of this collective agreement are determined.

This refers to heads of independent units who are part of the management of the company or organisation, and corresponding persons in a supervisory position whose primary duties include acting as the employer's representative.

- Heads of day-care centres with whom an executive employment contract has been concluded
- Employees working in the company's or organisation's administration
- Family day care organised on premises for home-based childcare
- Open early childhood education and care organised on premises suited for these activities.

Minuted note: With regard to the scope of application of this section, the parties have stated that a head of a day-care centre may be within or outside the scope of application of the collective agreement, and that heads of day-care centres who were deemed to fall outside the scope of the collective agreement by the company or organisation on 31 December 2025 may also be outside it from 1 January 2026.

Section 2 Direction and assignment of work and the right to organise

1. The employer is entitled to direct and assign work, and to engage and dismiss employees.
2. Both sides shall enjoy the unfettered right to organise.

Section 3 Beginning of employment

1. An employment contract may be concluded in writing, orally, or electronically.

However, an oral agreement may only be concluded on a fixed-term employment relationship of no more than one week, provided that the employee is informed in writing or by electronic means of the duration of the employment relationship, the regular working hours, wages, and the justification for the fixed-term nature of the employment relationship.

2. The parties may agree on a trial period at the start of the employment relationship in accordance with the Employment Contracts Act valid at the time.
3. A fixed-term employment contract may be concluded in compliance with the Employment Contracts Act valid at the time.

Section 4 Termination of the employment relationship

1. Unless otherwise agreed, the following periods of notice are observed when an employer terminates the employment relationship, accounting for the duration of the employment relationship:

0–1 years	—————	14 days
1–4 years	—————	1 month
4–8 years	—————	2 months
8–12 years	—————	4 months
more than 12 years	—————	6 months

Unless otherwise agreed, in case the employee terminates the employment contract, the period of notice is 14 days if the duration of the employment relationship was under five years, and one month if it was more than five years. However, the period of notice for the employee cannot exceed two months even by agreement, nor can it be longer than the period of notice observed by the employer.

The period of notice begins on the day following the date of termination.

Example: An employment relationship subject to a 14-day period of notice is terminated on 13 January. The last date of the employment relationship is 27 January.

When the period of notice is one month or more, the employment relationship ends on the same numerical day as the date of termination. If no corresponding date exists in the month in which the employment relationship ends, the employment relationship ends at the end of the month.

Example: An employment relationship subject to a two-month period of notice is terminated on 13 January. The last date of the employment relationship is 13 March.

Example: An employment relationship subject to a one-month period of notice is terminated on 31 August. The last date of the employment relationship is 30 September.

Section 5 Travelling expenses and per diem allowances

Compensation is paid in accordance with the Finnish Tax Administration's current decision on the non-taxable compensation for travelling expenses for the expenses incurred by an employee who travels at the employer's behest. When travelling for work, the employee must use the means of transport determined by the employer.

If the place of work has previously applied the State Travel Regulations in force at the time, this practice may be continued, or the decision of the Tax Administration may be complied with.

Multi-location work

If a work area has been determined as the employee's place of work due to multiple work locations, the employee shall be assigned a location that corresponds to a fixed place of work (e.g. one of the employer's locations). Only business travel outside the agreed working area entitles the employee to a per diem or meal allowance.

The employee's commute from home to the first work location and the commute from the last work location back home are only reimbursed to the extent that the commuting costs exceed the costs of a return commute between the home and the agreed fixed place of work.

Costs incurred from travel between different work locations during the same working day are also reimbursed. Travel during the same working day using the most efficient route and the agreed means of transport is included in the working hours.

The employer and the employee may agree otherwise on the reimbursement of travel costs for work carried out at several locations; however, the total reimbursement may not be less than what has been agreed on in the collective agreement. Such an agreement may be terminated with one month's notice.

Section 6 Training and well-being at work

The undersigned federations recommend that the employee and their supervisor should review the development needs of the employee's professional competence and well-being at work annually.

When the employer provides the employee with vocational training or sends the employee to training events related to the employee's profession, the costs incurred from the training and the loss of income for regular working time will be compensated to the employee. The training is included in working hours as provided in the Working Time Act.

Employees have the right to take examinations as part of further education related to their work during working hours. The parties may also agree on preparation time for an examination during working hours to the extent that this is considered necessary and justified by both parties.

As far as possible, training should be considered at the time of preparing the work schedules, avoiding a situation where the training is entered as a day off for the employee,

unless otherwise agreed. If the training takes place outside of working hours, the time spent on the training will not be considered working time, but the employee will be compensated for the direct costs incurred.

This section shall not apply to trade union training as it is subject to separate provisions contained in Chapter 9.

Section 7 Union meetings at the workplace

A registered sub-assembly of an undersigned federation and its division or similar at the workplace has the possibility to hold meetings on employment issues outside working hours on suitable premises designated by the employer under the following preconditions:

- a. An agreement on organising a meeting at the workplace shall be made with the employer, where possible, three working days before the intended meeting.
- b. The organiser of the meeting is responsible for arranging the meeting and ensuring the tidiness of the meeting facilities.
- c. The meeting organisers are entitled to invite to the meeting representatives of the union which is party to the collective agreement and its sub-association and representatives of the central organisation concerned.

Section 8 Group life insurance and recommendations on the prevention of substance abuse

The employer takes out group life insurance for its employees at its expense as agreed between the central organisations.

The Recommendation on the prevention of substance abuse issues, discussing substance abuse, and referral to treatment at workplaces (EK-SAK/STTK/AKAVA) 2015 is complied with as part of the collective agreement.

Section 9 Settlement of disputes

In issues related to the interpretation and application of the collective agreement, the employee will first discuss the matter with their supervisor.

Local negotiations:

Negotiations on disputes related to the collective agreement are first held between the employer and the employee or shop steward. Negotiations shall begin and be conducted without undue delay.

Union negotiations:

In the event that the dispute cannot be resolved, local parties may hand the issue over to the unions for resolution.

Application instruction: In the event that a dispute cannot be resolved at the local or union level, a memorandum is drawn up on the points of disagreement and the views of the parties, including their justifications, if requested by either party. Any relevant appendices shall be attached to the memorandum and two copies of the memorandum shall be signed, one for each party.

The Labour Court:

In the event that the dispute could not be resolved in union negotiations, it can be handed over to the Labour Court for resolution.

Section 10 Valid benefits

This collective agreement does not apply to such benefits that are based on an agreement between the employer and the employee or a unilateral decision of the employer which have been separately agreed on as a derogation from the employment contract.

Section 11 Entries in the collective agreement and mandatory legislation

The parties have drafted the text of the collective agreement ensuring that it corresponds to the texts of mandatory legislation in force at the time when the collective agreement enters into force and that the texts of the collective agreement treat employees equally. In the event that the parties' assessment later proves to be incorrect, the parties undertake to correct the following parts of the collective agreement, ensuring that there is no increase in the costs of the collective agreement:

- The text regarding so-called additional days off, Chapter 3, section 2, subsection 3 (applies to heads of day-care centres, early childhood education teachers, or special needs teachers who meet the eligibility criteria)
- The text regarding the reform of parental leave which came into force on 1 August 2022 (Chapter 6, sections 5 and 7, subsection 1).

Section 12 Industrial peace

When this collective agreement is in force, all collective action concerning this agreement in its entirety or one of its individual provisions shall be prohibited.

Section 13 Work clothing

Agreements on work clothing may be made locally.

Section 14 Membership fees

By the employee's consent, the employer will deduct the membership fees of the undersigned federations of this collective agreement from the employee's salary and pay them to the federation's account as instructed. At the end of the year, the employee will receive a certificate on the deducted amount.

Section 15 Validity of the agreement

This agreement will be in force as stated in the signature protocol and subsequently one year at a time, unless it is terminated in writing by any of the undersigned federations no later than six weeks before the end of the agreement period.

In connection with the termination, the party terminating the agreement shall submit a memorandum with proposals for amendments to the other party.

Regardless of any termination, the provisions of this collective agreement will remain in force until a new collective agreement has come into force or either the employers or the employees conclude in writing that the negotiations have ended.

Chapter 2 Working hours

The provisions of the Working Time Act will apply to working hours, unless otherwise provided in the following sections.

Section 1 Regular working hours

1. The regular working hours of an employee will be 8 hours per day and 38 hours and 20 minutes per week at maximum.
2. The work week is arranged to consist of no more than five days.

Section 2 Organisation of regular working hours on the basis of an average

1. The employee's regular working hours may also be averaged by adjusting them to a maximum of 38 hours and 20 minutes per week. The adjustment period may not exceed 27 weeks.
2. The work week is arranged to consist of no more than 5 days on average.
3. Regular working hours may not exceed 9 hours per day or 45 hours per week without the employee's consent.
4. By the employee's consent, the regular working hours may be 10 hours per day and 45 hours per week at maximum.
5. By local agreement, regular working hours may not exceed 12 hours per day or 48 hours per week. By local agreement, the adjustment period may not exceed 51 weeks.
6. The employee has the right to withdraw from the local agreement concerning regular working hours as referred to in section 5 above. The withdrawal and its schedule will be primarily agreed upon with the employer. The withdrawal must not lead to additional work or overtime that is subject to compensation, and regular working hours must still be met regardless of the withdrawal. In case the employer and the employee cannot reach an agreement on the schedule of the withdrawal, the withdrawal must be arranged in the 2 x 3 weeks following the withdrawal request.

Section 3 Minimum length and continuous duration of a work shift

1. An employee whose regular working hours are, on average, at least 30 hours per week may not be given shifts of under four hours (regular working hours) in the work schedule, unless the employer and the employee have so agreed, or unless otherwise agreed locally.
2. While work shifts must be planned to be continuous, at most six times per year, a work shift may be divided into two parts in connection with different parent-teacher

conferences, planning meetings, or day-care centre celebrations. Derogation from what is stipulated above is possible by local agreement or by an agreement with the employee at the employee's initiative.

Section 4 Breaks and rest periods

1. Lunch break

The duration of the lunch break is 30 minutes. Subject to local agreement, the duration of the lunch break may be at maximum one hour. If an employee has the right to leave their place of work unhindered during the lunch break, the lunch break is not included in the working hours.

If the employee cannot leave the workplace, they are entitled to a lunch break of at least 20 minutes during the working hours.

Application instruction: A paid lunch break of at least 20 minutes must be arranged ensuring that the employee is able to have a meal in that time. However, temporary interruptions arising from the employee's responsibilities may occur during the break. An interruption that is not minor entitles the employee to extend their break for a length of time corresponding to the interruption. Having a meal with the children is not considered a meal break.

A lunch break must be arranged at least during work days of more than 5 hours in duration.

2. Coffee break

During a work day, the employee shall have the opportunity to take a coffee break at a time determined by the supervisor when this is possible for each employee without hindering their work.

3. Daily rest period

As part of general working hours, the daily rest period can be shortened to 9 hours twice a calendar year by the employer's decision.

If the rest period has been shortened to less than 11 hours, a rest period compensating for this must be granted in connection with the next daily rest period or, if this is not possible for compelling reasons related to work arrangements, it must be granted as soon as possible, however within 14 days. The compensating rest period shall be granted as a continuous period, and it shall not take place during a time when the employee is on call.

4. Weekly rest period

The employee shall have at least 35 hours of uninterrupted rest each calendar week. On a temporary basis, the weekly rest period may also be agreed upon between the employer and the employee so that the rest period is adjusted to an average of 35 hours over a two-week period; however, even in this case, the weekly rest must be at minimum 30 hours each week.

Where possible, an effort is made to place the second weekly day off in connection with the weekly rest day, mainly on a Saturday, unless otherwise required by the work arrangements.

Section 5 Work schedule

1. A work schedule is drawn up for the adjustment period in advance, and the employees must be informed of it well in advance and at least one week before the beginning of each work schedule list. The work schedule must cover at least three calendar weeks.
2. If the work schedule has not been drawn up for the entire working hours adjustment period, the employer shall prepare a working hours adjustment plan in advance as referred to in the Working Time Act for a period during which the regular working hours are adjusted to an average.
3. The work schedule may be changed by an agreement with the employee or due to a weighty, unforeseeable change in the preconditions for assigning the work. In the latter situation, efforts shall be taken to come to an agreement on the change, and the employee shall be notified of it as early as possible. The employer is not entitled to unilaterally decide on changes to the work schedule for a shift that has already begun.

Application instruction: Changes made to a confirmed work schedule must be made available to the employees and it must be possible to verify these changes at least within the expiry periods.

If, at the employee's initiative, the employee agrees on an additional work shift with the employer, this does not constitute a change to the work schedule. In this case, this work is considered to be extra work and it constitutes additional or overtime work.

4. In case a full-time employee has to stay at work after the end of the working hours specified in the work schedule because a child has not been collected on time or for other similar compelling reason, this constitutes overtime.

Application instruction: In situations such as the one described above, part-time employees may accrue additional or overtime work. In exceptional situations, full-time employees may also accrue additional work, e.g. in connection with absences referred to in Chapter 6, section 4.

Section 6 Weekday holidays

1. Good Friday, Easter Monday, Midsummer Eve as well as New Year's Day that falls on a day other than a Saturday or Sunday, Epiphany, May Day, Ascension Day, Independence Day, Christmas Eve, Christmas Day and Boxing Day are considered additional days off if they can be arranged as days off with consideration to the nature of the task. Unless these days are granted as days off, a corresponding entire day off will be granted to the employee during the same calendar week or adjustment period, unless otherwise agreed between the employer and the employee.

2. Each of the days mentioned above will shorten the regular working hours of the week or the adjustment period by the average daily working hours (weekly working hours/5).
3. Employees with a monthly and hourly salary whose employment relationship lasts at minimum two weeks are entitled to this shortening arising from working on a weekday holiday. An employee with hourly pay receives their basic hourly pay corresponding to the weekday holiday pay as a compensation for working on a weekday holiday.

Section 7 Additional work

1. Additional work refers to work carried out by a part-time employee in addition to the agreed working hours up to the maximum regular working hours specified in the collective agreement.

Comment: Weekday holidays and various permitted absences affect the amount of possible additional work in different ways. See Section 8, subsections 6 to 7.

2. A full-time employee may accrue additional work in connection with the permitted absences referred to in chapter 6, section 4.
3. Additional work may not be assigned without the employee's consent. The basic hourly salary is paid for additional work for the hours worked.

Section 8 Overtime

1. Overtime may be assigned within legal limits and with the consent of the employee.
2. For regular working hours organised as laid down in section 1 of this Chapter, daily overtime refers to work carried out in excess of 8 hours a day. The salary for daily overtime is increased by 50% for the first hour and by 100% for subsequent hours.
3. For regular working hours organised as laid down in section 1 of this chapter, weekly overtime refers to work carried out in excess of 38 hours and 20 minutes per week which does not constitute daily overtime. The pay for weekly overtime is increased by 50% for the first hour and by 100% for subsequent hours.
4. For working hours arranged on the basis of an average, daily overtime is work that is performed in addition to the regular daily working hours entered in the work schedule. The salary for daily overtime is increased by 50% for the first hour and by 100% for subsequent hours.
5. For working hours arranged on the basis of an average, weekly overtime is work that is performed in addition to the regular weekly working hours entered in the work schedule which does not constitute daily overtime. The pay for weekly overtime is increased by 50% for the first hour and by 100% for subsequent hours.

6. Weekday holidays and permitted absences other than those referred to in Chapter 6, section 4 lower the overtime threshold of the week or the adjustment period. Absences reduce the overtime threshold by the hours that were entered in the work schedule but not worked due to the absence or, if there is no confirmed work schedule, by the average daily working hours (weekly working hours/number of weekly working days).
7. For part-time employees, weekday holidays as referred to in section 6, subsection 1 reduce the overtime threshold by the number of hours corresponding to the reduced working hours on the weekday holiday.

Section 9 Working time supplements

1. Sunday work

Sunday work, which refers to work performed on a Sunday, New Year's Day, Epiphany, Good Friday, Easter Saturday, Easter Monday, May Day, Ascension Day, Midsummer Eve, Midsummer Day, All Saints' Day, Independence Day, Christmas Eve, Christmas Day or Boxing Day, is subject to a 100% increase of the basic hourly pay as a Sunday work supplement.

The Sunday work supplement is also paid for work performed between 8:00 p.m. and 12:00 a.m. on a day preceding those listed above, with the exception of the days preceding Midsummer Eve and Christmas Eve.

2. Saturday work

Saturday work is subject to a 25% increase of the basic hourly pay for the hours worked as Saturday work for work that is carried out between 06:00 a.m. and 8:00 p.m. The Saturday increase will not be paid for periods eligible for the Sunday increase.

3. Evening and night work

An evening work supplement of 15% of the basic hourly pay is paid in compensation for work performed between 6:00 p.m. and 9:00 p.m.

A night work supplement of 35% of the basic hourly pay is paid in compensation for work performed between 9:00 p.m. and 6:00 a.m.

Section 10 Calculation of hourly compensation and supplements and exchanging them for days off

1. When calculating compensation for additional or overtime work or other hourly supplements, increases or allowances (evening, night, Saturday, Sunday work and on-call work), the basic hourly salary of a full-time employee is calculated by dividing their regular monthly salary by 163. In part-time work, the divisor is the ratio of weekly working hours to the divisor of full weekly working hours in the working time form in question.

Example: *The agreed working hours of a part-time employee are 20 h/week. The divisor for their monthly pay is $20/38.333 \times 163 = 85.04$.*

2. The employee's regular monthly salary refers to the salary they are paid every month in equal amounts and in accordance with the salary scales, including experience supplements and any personal or duty-specific supplements. It does not include hourly supplements (evening, night, Saturday and Sunday work supplements) or the compensation for shop stewards or labour protection delegates.
3. Compensation for additional work or overtime or other hourly supplement, increase or allowance (evening, night, Saturday, Sunday work and on-call work) may, with the consent of both the employer and the employee, be exchanged for additional time off subject to the same increase percentages during regular working hours. An effort is also made to agree on the schedule of the time off or to discuss the principles of granting time off.
4. Hourly supplements, increases or allowances are calculated based on the basic hourly salary without including increases, and the employee may also be simultaneously entitled to an increase based on several grounds.

Example: Evening work performed on a Sunday: Increase 115% (100% + 15%).

General provisions

Section 11 Exceptions to working hour provisions

When work is carried out during field trips, course trips or under similar circumstances, the employer and the employee may agree on working hours and compensation for hours worked in a manner that derogates from the provisions of this collective agreement. In this case, a working time plan shall be drafted before travelling, indicating the hours considered working time, and potential hours of duty on call. Per diem allowances are paid in accordance with the collective agreement.

Section 12 On-call work

1. The employer and the employee may agree on on-call work and the compensation paid for it, which amounts to between 15% and 50% of the basic hourly pay.
2. On-call work and its terms are agreed upon with the employee in a separate on-call agreement that either party may terminate with a one-month notice period. On-call work must not disproportionately interfere with the employee's free time.
3. The on-call hours are not included in working hours. An agreement may be concluded to exchange the on-call compensation for time off corresponding to the compensation percentages.

Section 13 Urgency bonus

Whereas the urgency bonus amount is primarily agreed upon locally or between the employer and the employee, the agreed total amount of the urgency bonus may not fall below the level stipulated in the collective agreement. In case no agreement on the urgency bonus exists, the following will apply:

An urgency bonus is paid if the employee is called to work during their leisure time after having already left the place of work and they have to come to work no later than six hours after receiving the call. However, any night hours (9:00 p.m. to 6:00 a.m.) between the call and start of the work are not taken into account in the six-hour limit.

No urgency bonus is paid if the employee is called to work during their on-call hours.

***Example:** An employee gets a call at home at 8:00 p.m. to ask them to come to work at 10:00 a.m. the following morning. Apart from the excluded night hours from 9:00 p.m. till 6:00 a.m., there are 5 hours between the call and the start of work, and an urgency bonus is consequently paid.*

The regular amount of the urgency bonus is €28. However, if the employee is asked to come to work immediately after the call, the amount of the compensation is EUR 40. If calling an employee to work would mean that the start of the employee's shift entered in the work schedule is brought forward by no more than one hour, the amount of the urgency bonus is EUR 16.

Section 14 Working time bank

The employee and the employer may agree on a working time bank in accordance with the working time bank agreement template annexed to this collective agreement.

Application instruction: The agreement template determines the extent to which a working time bank can be agreed upon.

Chapter 3 Periodic working hours and other working time arrangements

The provisions of the Working Time Act apply to working hours, unless otherwise provided in the following sections.

Section 1 Periodic working hours

1. The objective of the parties is to ensure that the provisions on periodic work correspond to the provisions of the Collective agreement for the private social services sector in force on 31 December 2025. The provisions on periodic work in this Chapter will be drafted by 28 February 2026 to correspond to the shared intent of the parties stated above.
2. In periodic work as referred to in section 7 of the Working Time Act, such as early childhood education and care services that require night work, the employee's regular working hours may not exceed 38 hours 20 minutes per week.
3. In periodic work, the maximum duration of a work shift is
 - a) 10 hours a day;
 - b) 12 hours a day on a night shift; or
 - c) in on-call periodic work, in which the employee normally has an opportunity to rest during the shift, the maximum duration of the shift may be longer, provided that the requirements on daily rest periods under section 25 of the Working Time Act are met.
4. A night work bonus of 40% of the basic hourly salary is paid in compensation for work done between 9:00 p.m. and 6:00 a.m.

Arranging periodic work on the basis of an average

5. The weekly regular working hours may also be arranged as an average of what is stipulated above. This arrangement requires the advance preparation of the work schedule for the period in which the weekly regular working hours are adjusted to the average. The length of the adjustment period is 3–6 weeks. When agreed locally, the adjustment period may not exceed 51 weeks.

Application instructions: the work schedule shall be prepared for full calendar weeks.

6. By local agreement, the maximum duration of a shift in periodic work may be extended to 15 hours, provided that the working hours are adjusted to the maximum working hours specified in the collective agreement during the adjustment period and the daily rest period is granted in accordance with section 25 of the Working Time Act.
7. When applying a six-week adjustment period, the working hours may not exceed 126 hours during the first week or the latter three week period.

8. By local agreement and when using a six-week adjustment period, it is possible to deviate from the 126-hour limitation within a three-week period, provided that the working hours are adjusted to the maximum working hours specified in the collective agreement during the adjustment period.
9. In periodic work, an employee may be assigned a maximum of five consecutive night shifts in accordance with the work schedule, after which they must be given at least 24 hours of continuous leave. However, in addition to the five consecutive night shifts, in exceptional situations the employer may assign a maximum of two night shifts as additional or overtime work with the consent of the employee that the employee has granted separately for each occasion.

Overtime in periodic work

10. Overtime refers to work that exceeds the maximum average weekly working hours as determined by the collective agreement. The pay for overtime is increased by 50% for the first eighteen hours and by 100% for subsequent hours for each three-week period.

***Example:** The employee's work schedule is prepared for a 6-week period. The planned working time for the first 3 weeks is 120 hours and for the latter 3 weeks 110 hours, for a total of 230 hours. However, in the first 3 weeks, the employee worked for 140 hours, and 115 hours during the latter 3 weeks, for a total of 255 hours. In the first 3 weeks the employee accrues 18 hours of overtime at a 50% salary increase and 2 hours at a 100% salary increase; during the latter 3 weeks, the employee accrues 5 hours of overtime at a 50% salary increase for a total of 25 overtime hours.*

Section 2 Other working time arrangements

1. In the duties of heads of day-care centres, early childhood education teachers and special needs teachers, sufficient time, which is determined on the basis of the instructions of the day-care centre, is dedicated to the planning of teaching as well as education, evaluation and development tasks and for the preparation of pre-primary education and early childhood education and care plans, parent-teacher conferences, meetings with parents, co-planning of activities, other planning and preparation of activities, and at-home visits.

It has been generally considered that the planning of teaching and education in early childhood education and care and pre-primary education, evaluation and development tasks, and the preparation of pre-primary education and early childhood education and care plans take up approximately 13% of the working hours of teaching and education staff. This is taken into account when planning the use of working hours and the drafting of work schedules in day-care centres.

This planning, evaluation and development work is performed in accordance with the instructions of the day-care centre as individual work by the teaching and educational staff and as team and expert cooperation, with consideration to the

legislation on early childhood education and care and the National core curriculum for early childhood education and care.

Part of the working hours may be spent outside the place of work in accordance with the specific instructions issued by the head of the day-care centre.

When planning the use of working hours, the time required for the management of the day-care centre and supervisory work shall be taken into account for the head of the day-care centre participating in the teaching and education of a group of children.

2. In the tasks of a Bachelor of Social Services in Early Childhood Education and Care, a sufficient share of the working time is allocated to multidisciplinary and family cooperation in accordance with the instructions of each day-care centre.

Application instructions for sections 1 and 2: For an employee who lacks the qualifications required for the position, sufficient time is estimated separately on the basis of their role.

3. Additional days off

A head of a day-care centre, early childhood education teacher or special needs teacher who meets the eligibility criteria and whose right to annual leave does not exceed the right to annual leave stated in the collective agreement is granted one additional leave day per two such leave-earning months which include at least 14 days of work or annual leave. However, only up to five additional days off may be granted annually.

The employer defines the start date of the annual earnings period for additional days off. As the earnings period can be regarded either the operating year 1 August–31 July, the leave-earning year 1 April–31 March, or the calendar year.

It is essential that the same earnings period is observed for all employees. An employee who has been in their position for at least one year by the end of the earnings period is granted five additional days off.

Absences other than annual leave are not considered work days when calculating the aforementioned right to days off.

Example: *If the employee has started in their position in the previous calendar year on 1 December, they have earned three additional days off by 30 June as referred to in the agreement. Leaves can be granted as soon as the employee has earned them.*

The ratio at which part-time employees accrue additional days off corresponds to the ratio of their regular working hours to the full, regular working hours. The collective agreement days (so-called TES days) that a part-time employee has accrued are rounded to the nearest full day in accordance with the principles of rounding. When days off are entered on the work schedule in advance, the regular working hours are reduced by 7 h 40 min for each TES day. For days off that are agreed

upon after the drafting of the work schedule, the working hours are shortened according to the working hours entered for the day off.

Decisions on the time of granting additional days off are made by the employer, normally by the employee's request. However, the employer must ensure that all leaves are nevertheless granted. In employment relationships that are valid until further notice, leave is usually granted after the earnings period.

If days off are granted before the end of the earnings period, no more than the amount earned by that time may be granted. Days off may be granted in one or more instalments at the employer's discretion. No monetary compensation is paid for unclaimed days off. For example, if leave is not granted due to the termination of the employment relationship, the employee is not entitled to monetary compensation.

Chapter 4 Salary

Section 1 Payment of salary

During the employment relationship

The salary is paid to a bank account notified by the employee where it must be available for the employee's withdrawal on the agreed payment day unless otherwise agreed with the employer. If the payment day falls on a Saturday, Sunday, or a public holiday, the salary is paid on the weekday immediately preceding these days.

Hourly salaries, supplements and compensation may be paid by the end of the next calendar month after the end of the work schedule at the latest.

At the termination of employment

At the end of the employment relationship, the final salary is primarily paid on the employee's first regular pay day that takes place after the termination of the employment relationship, provided that there is sufficient time required for the payroll process between the end of the employment relationship and the payment of the salary.

Hourly salary, supplements, allowances, holiday compensation and other variable pay instalments of the final salary may be paid, at the latest, in connection with the employer's normal pay day by which it is possible to calculate the amount of these instalments. The precondition for this is that there is sufficient time for the payroll process between the calculation of these instalments and the payment of salary.

Before the above-mentioned payment date of the final salary, the employer and the employee may agree on a different payment date of the final salary. The agreement must be made in writing.

Section 2 Salary

1. Employees within the scope of the collective agreement are at minimum paid the salary determined by the salary group.
2. If the employee carries out work with a title or job description not listed in the salary groups, the salary group corresponding to the nearest similar task and the level of education required for the work is applied.
3. The employee's salary group is determined by their main work duties.

The minimum duty-specific salary in the basic work of the salary group is determined on the basis of at least the minimum salary class of the group.

4. In addition, an employee may be entitled to a duty-specific supplement, a personal qualification supplement, or an experience supplement under sections 3–5 of this Chapter.

Section 3 Duty-specific supplements

The difficulty of the employee's duties influence their salary level. If the employee's duties are clearly more demanding or responsible than the basic work of the salary class in question or require special training or experience, this must be taken into account either as a higher salary class or as a duty-specific supplement in euros.

Examples of situations in which the salary level referred to in section 3 must be applied:

- The employee has special duties whose demands clearly exceed those of the basic work in the salary group;
- A task requires special competence or expertise that does not fall within the scope of the basic work of the salary group;
- Responsibility for a certain subject matter or procurements which are not a part of the basic work of the salary group.
- A contact person for a specific area of responsibility when the task is not part of the basic work of the salary group.

When the criteria are met, the grounds for paying the duty-specific supplement arise according to the same principles in all salary groups, in comparison to the regular demands of the basic work of each salary group.

Examples of duties that may be a part of one or more salary groups:

- Person in charge of guidance counselling
- Person in charge of shift planning
- Person in charge of induction training

The role of a person in charge does not mean regular guidance counselling, work shift planning or training activities in the unit that are carried out as part of normal work.

- Person in charge of development of working methods or systems
- Person in charge of pharmacotherapy
- Person in charge of hygiene
- The employee is in the position of a person in charge or has a responsibility to guide other employees, and such a position is not part of the normal duties of the salary group (e.g. team leader)
- The employee has special work experience required for the duties
- The employee has a vocational qualification, a specialist vocational qualification, a specialised qualification, or professional specialisation education required for the duties in addition to the normal training requirements of the salary group
- Based on the nature of the work, the workplace has applied a higher pay level than for basic work, and new employees are being hired for similar tasks

The undersigned federations state that the pay system is not designed to always place employees in the minimum salary class of the salary group as a rule nor to only apply higher salary classes exceptionally.

The applicable duty-specific supplements and their amounts in euro or ranges in different salary groups are reported to the shop steward and personnel. At the employer's discretion, the report is produced annually at the group, company or employer levels.

The shop steward's views of the matter are heard in connection with the report. Should they find this appropriate, the shop steward may propose negotiations on the grounds for the applicable duty-specific supplements. If the parties cannot come to an agreement, the employer will decide on the applicable duty-specific supplements.

Under chapter 1, section 9 of the collective agreement, unresolved negotiations may be referred to the federations for negotiation.

Section 4 Qualification supplement

The employee may be paid a personal supplement in euros due to special vocational skills, performance, work input, cooperation skills, professional competence, development skills, or diverse interaction skills. The supplement may be granted for an indefinite or a fixed period.

The grounds for the payment of the personal qualification supplement are reported to the personnel and the shop steward. At the employer's discretion, the report is produced annually at the group, company or employer levels. All employees must be able to have the payment criteria available for review.

Section 5 Experience supplement

1. The employee's basic salary as stipulated in the collective agreement increases in accordance with the salary scales in the collective agreement after 5, 8, and 11 years of work experience entitling the employee to an experience supplement.

(The increases in the experience supplement ladder vary from less than 3% to less than 5% of the basic salary, depending on the pay level in the salary class and the placement on the experience supplement ladder.)

2. As they conclude the employment contract at the start of the employment relationship, the employer and the employee shall review any work experience that could entitle the employee to an experience supplement. The employee shall present the necessary proof of their work experience at the time of signing the agreement or, at the latest, within one month of the employer's request for proof in order to receive the supplement. If the details are not submitted within the given time period, the experience supplement will not be paid retroactively, and its payment will only begin from the start of the month following the date of presenting the necessary proof, unless the delay in the submission of the proof is due to a reason beyond the employee's control.
3. Work experience entitling to the experience supplement will also be reviewed after absences of more than 6 months.
4. If the employment relationship continues, the employer grants the next experience supplements. The right to an experience supplement begins at the start of the month following the granting of the right to such a supplement.
5. A period of work experience entitling to an experience supplement includes work in the service of the current employer and other equivalent work in which the average working time has been, at minimum, 19 hours per week. In this consideration, the calendar months in such employment relationships that have lasted at least 14 working days for which the employee has earned annual leave are taken into account.

Equivalent work refers to work that offers essential advantage in the new position. Such work experience includes work carried out in the same professional field in at least the same salary group or one salary group lower.

The professional field refers to, e.g., 1) work in the early childhood education and care sector, 2) child welfare work with children of early childhood education and care age in a child welfare unit*, 3) kitchen work, 4) facility management work, and 5) office work.

Application instruction: Section 2 (child welfare) is applied to work experience accumulated from 1 January 2026. It will not be applied retroactively to any work experience gained before that.*

Similar part-time work or work in the service of the employee's current employer of less than 19 hours per week or employment relationships shorter than 14 working days that have taken place after 1 February 2000 will be taken into account as entitling the employee to an experience supplement in proportion to their full working hours. It is sufficient for the employer to produce an estimate in the correct order of magnitude of the number of months of full-time experience that corresponds to the employee's part-time and temporary work.

6. If the employee has work experience in other than similar work, it may be considered as entitling them to an experience supplement to the extent that the employer estimates that this experience has improved the employee's competence for their duties.

Section 6 Students, summer workers, and exceptionally unchallenging work

1. A paid internship period may be agreed upon with a student in the field, during which the student's salary is at least 90% of the minimum salary class for the duties in question.

The salary of an employee in apprenticeship training may be agreed to be 90% of the minimum salary class for the duties in question. However, the salary of an employee who begins apprenticeship training with their current employer may not be reduced compared to the salary they were receiving before the start of the apprenticeship training.

2. An agreement may be concluded with a summer worker under the age of 25 on summer pay, which is at least 75% of the minimum salary class for the duties in question, for the period from 15 May to 15 September. This provision will not apply if a skilled substitute is hired as a summer worker.
3. If, in an exceptional case, the employee's duties are substantially simpler or less independent than the basic work of the salary group, or if the employee lacks the qualifications required for the work and they are for this reason unable to fully carry out all the tasks included in the work, the minimum pay may be no more than 6% below the minimum salary class for the duties in question.

The employer must present in writing the grounds for pay that is below the minimum salary class after first discussing the matter with the shop steward or, in the absence of a shop steward, together with the employees.

Section 7 Part-time employees

1. The monthly pay of a part-time employee with a monthly salary is determined in relation to the weekly working hours agreed upon with the employee and the maximum weekly working hours in accordance with the applicable collective agreement.

2. The hourly pay of a part-time employee with an hourly salary is calculated by dividing the monthly salary used for equivalent duties by a divisor as stated in Chapter 2, section 10, subsection 1 of the collective agreement.

Section 8 Substitute employees

1. The salary paid for the substitution period is primarily determined by a local agreement or an agreement between the employer and the employee. If no agreement has been made on substitute pay, subsections 2 and 3 of this section will apply.
2. When the employee working as a substitute carries out an essential part of the duties of a role for which a higher salary is paid than for the employee's normal work, the employee is paid at least in accordance with the salary group specified in the collective agreement for substitute work for a substitute period exceeding two weeks.
3. When the employee carries out their own work and, in addition to this, an essential part of the duties of another employee, the employee shall receive an increased salary for a substitute period exceeding two weeks, the amount of which is agreed between the employee and the employer before the substitute work begins. The compensation must exceed that paid for a corresponding substitute position referred to in subsection 2.

Section 9 Division of salary

The monthly salary is divided in cases where an employment relationship starts or ends in the middle of the pay period and in connection with unpaid absences. The salary for a partially completed month is calculated for an employee with a monthly salary as follows:

Known absences

1. In the case of unpaid absences that were known before the work schedule was confirmed, the salary for a partially completed month is calculated in proportion to the normal working days of the month. Weekday holidays are considered equivalent to working days.

Application instruction: If the weekdays on which the work shift will fall are not known before the work schedule is confirmed, it will be assumed that the shifts fall between Monday and Friday, in which case the salary for the partial month is calculated as a ratio of all days between Monday and Friday within the working period to all days between Monday and Friday in the month.

Example: The employee would normally work for 21 days per month. The employee requests unpaid leave for a week, which contains 5 working days. The salary for the partially completed month is 16/21 of the full monthly salary. The end result would be the same even if some of the normal working days were weekday holidays, since weekday holidays are comparable to working days.

Unscheduled absences

2. Unpaid absences that are notified after the confirmation of the work schedule reduce the employee's salary by the number of unpaid working hours.

Section 10 Sheltered employment

This chapter does not apply to sheltered employment.

Section 11 Salary groups

Salary group A (assistance duties):

Minimum salary class 1 January 2026 15A

The duties do not require vocational training. The necessary knowledge and skills can be obtained through training at work. Clear instructions and routines.

Example duties:

- day-care centre assistant
- kitchen assistant, orderly, cleaner

Salary group B (basic duties):

Minimum salary class 1 January 2026 17B

Knowledge and skills can be obtained through work experience or short courses. The work is based on specified operating instructions, but decisions needed in the tasks are more individual than in salary group A.

Example duties:

- cook, kitchen/catering worker, institutional cleaner, property manager, caretaker

Salary group C (professional duties):

Minimum salary class 1 January 2026 20C

The job requires at least an upper secondary vocational qualification or equivalent knowledge and skills. The duties vary and the work is carried out independently following regulations and/or general instructions. The work consists of independent areas.

Example duties:

- childcarer
- kitchen manager, facility services personnel, housekeeping supervisor

Salary group D (demanding professional duties):

Minimum salary class 1 January 2026 23D

The work requires, at minimum, a degree from a university of applied sciences / post-secondary-level degree or equivalent knowledge and skills. The duties require independent decision-making within the granted competence. The work comprises an independent set of tasks.

Example duties:

- early childhood education teacher, Bachelor of Social Services in early childhood education, Bachelor of Social Services (university of applied sciences),

- nutritional manager

Salary group E (specialist duties):

Minimum salary class 1 January 2026 25E

The work requires, at minimum, a degree from a university of applied sciences / post-secondary-level degree and often a higher education degree, or equivalent knowledge and skills. (In case the employee has a Master's degree required in the work, the minimum salary class is salary class F). The work is performed independently based on the planning of activities or the employee's expert position, and it may include operational, financial, or personnel responsibilities.

Example duties:

- supervisory tasks or expert tasks requiring theoretical knowledge of the field, head of day-care centre
- kitchen and facility management tasks that are more demanding and responsible than those in the scope of the lower salary groups

Salary group F (demanding specialist duties):

Minimum salary class 1 January 2026 28F

The job requires a higher education degree or equivalent knowledge and skills. The work is carried out independently in a managerial or expert position, and it involves significant operational, financial or personnel responsibility with profit responsibility.

Example duties:

- demanding management tasks or particularly demanding expert tasks requiring theoretical knowledge of the field, head of day-care centre

Section 12 Cost-of-living classification of municipalities

The collective agreement contains salary scales for the Helsinki Metropolitan Area (Helsinki, Espoo, Vantaa, Kauniainen) and the rest of Finland (other municipalities in cost-of-living classifications I and II).

Salary scales for the private early childhood education and care sector

SALARY SCALES
Helsinki
Metropolitan Area

As of **1 Jan 2026**

Salary group	Salary class	0 years	5 years	8 years	11 years
A	15A	2,101.48	2,171.10	2,240.57	2,311.81
	16	2,101.48	2,171.10	2,250.90	2,334.54
B	17B	2,239.95	2,313.51	2,388.94	2,464.09
	18	2,239.95	2,313.51	2,388.94	2,479.91
	19	2,239.95	2,318.51	2,409.31	2,502.37
C	20C	2,449.58	2,516.57	2,583.73	2,649.79
	21	2,476.47	2,580.51	2,686.63	2,796.04
	22	2,495.24	2,601.17	2,710.46	2,825.05
D	23D	2,762.58	2,845.05	2,927.59	3,011.25
	24	2,762.58	2,845.05	2,927.59	3,016.00
E	25E	2,978.31	3,067.54	3,157.87	3,248.15
	26	2,978.31	3,096.87	3,237.85	3,378.61
	27	2,986.09	3,126.48	3,267.97	3,410.00
F	28F	3,335.33	3,437.39	3,538.52	3,638.63
	29	3,335.33	3,441.64	3,598.75	3,756.13
	30	3,644.35	3,818.82	3,993.26	4,168.23
	31	3,832.65	4,016.44	4,200.76	4,384.24
	32	4,087.91	4,284.02	4,481.27	4,678.80

Rest of Finland

Salary group	Salary class	0 years	5 years	8 years	11 years
A	15A	2,084.63	2,153.64	2,221.87	2,292.48
B	17B	2,210.28	2,281.71	2,356.09	2,429.61
	18	2,210.28	2,281.71	2,356.09	2,444.82
C	20C	2,415.76	2,481.74	2,547.18	2,612.33
	21	2,441.78	2,544.39	2,648.90	2,756.82
	22	2,460.27	2,564.68	2,672.39	2,785.40
D	23D	2,723.92	2,805.23	2,886.47	2,969.00
	24	2,723.92	2,805.23	2,886.47	2,990.35
E	25E	2,952.96	3,041.41	3,130.97	3,220.52
	26	2,952.96	3,053.54	3,192.51	3,331.25
	27	2,960.59	3,099.80	3,240.10	3,380.91
F	28F	3,288.67	3,389.27	3,488.98	3,587.66
	29	3,288.67	3,412.24	3,568.01	3,724.03
	30	3,613.24	3,786.16	3,959.09	4,132.60
	31	3,799.89	3,982.09	4,164.85	4,346.52
	32	4,052.95	4,247.32	4,442.75	4,638.50

SALARY SCALES

Helsinki
Metropoli-
tan Area

As of **1 Aug
2026**

Salary group	Salary class	0 years	5 years	8 years	11 years
A	15A	2,154.02	2,225.38	2,296.58	2,369.61
	16	2,154.02	2,225.38	2,307.17	2,392.90
B	17B	2,295.95	2,371.35	2,448.66	2,525.69
	18	2,295.95	2,371.35	2,448.66	2,541.91
	19	2,295.95	2,376.47	2,469.54	2,564.93
C	20C	2,510.82	2,579.48	2,648.32	2,716.03
	21	2,538.38	2,645.02	2,753.80	2,865.94
	22	2,557.62	2,666.20	2,778.22	2,895.68
D	23D	2,831.64	2,916.18	3,000.78	3,086.53
	24	2,831.64	2,916.18	3,000.78	3,091.40
E	25E	3,052.77	3,144.23	3,236.82	3,329.35
	26	3,052.77	3,174.29	3,318.80	3,463.08
	27	3,060.74	3,204.64	3,349.67	3,495.25
F	28F	3,418.71	3,523.32	3,626.98	3,729.60
	29	3,418.71	3,527.68	3,688.72	3,850.03
	30	3,735.46	3,914.29	4,093.09	4,272.44
	31	3,928.47	4,116.85	4,305.78	4,493.85
	32	4,190.11	4,391.12	4,593.30	4,795.77

Rest of Finland

Salary group	Salary class	0 years	5 years	8 years	11 years
A	15A	2,136.75	2,207.48	2,277.42	2,349.79
B	17B	2,265.54	2,338.75	2,414.99	2,490.35
	18	2,265.54	2,338.75	2,414.99	2,505.94
C	20C	2,476.15	2,543.78	2,610.86	2,677.64
	21	2,502.82	2,608.00	2,715.12	2,825.74
	22	2,521.78	2,628.80	2,739.20	2,855.04
D	23D	2,792.02	2,875.36	2,958.63	3,043.23
	24	2,792.02	2,875.36	2,958.63	3,065.11
E	25E	3,026.78	3,117.45	3,209.24	3,301.03
	26	3,026.78	3,129.88	3,272.32	3,414.53
	27	3,034.60	3,177.30	3,321.10	3,465.43
F	28F	3,370.89	3,474.00	3,576.20	3,677.35
	29	3,370.89	3,497.55	3,657.21	3,817.13
	30	3,703.57	3,880.81	4,058.07	4,235.92
	31	3,894.89	4,081.64	4,268.97	4,455.18
	32	4,154.27	4,353.50	4,553.82	4,754.46

Chapter 5 Annual holidays

The employee's annual holiday benefits are determined in accordance with the provisions of this chapter and the Annual Holidays Act.

Section 1 Definitions

1. The leave-earning year begins on 1 April and ends on 31 March.
2. The holiday year is the calendar year during which the leave-earning year ends.
3. The leave-taking period begins on 2 May and ends on 30 September.

In the region of Lapland, the leave-taking period starts on 1 June and ends on 30 September, unless it is decided by local agreement that the leave-taking period starts on 2 May.

4. Days of leave are days between Monday and Friday, with the exception of weekday holidays referred to in Chapter 2, section 6, subsection 1.
5. A full calendar week takes up five days of annual holiday. The provisions of the Annual Holiday Act referring to 12, 18 or 24 ordinary weekdays denote 10, 15 or 20 days off respectively for the purposes of this agreement.
6. A full leave-earning month is a calendar month affording entitlement to annual holiday in compliance with section 6 of the Annual Holiday Act.
7. Saved leave denotes part of the leave days of the holiday year that is carried over to be taken later.

Section 2 Length of annual holiday and leave-earning

1. The employee earns annual holiday for each completed leave-earning month as follows:
 - a) **Holiday scale A** applies to employment relationships with the current employer which have lasted continuously for less than one year by the end of March.
 - b) **Holiday scale B** applies to employment relationships with the current employer which have lasted continuously for at least one year by the end of March.
 - c) **Holiday scale C** applies to employment relationships in which the employee has accrued at least 15 years of experience entitling to an experience supplement by the end of March.
 - d) **Annual additional holidays:** The bottom row of each table containing the additional days of leave is applied if, by the end of March, the employee has at least 3 years of experience entitling them to an experience supplement in an employment

relationship that has been continuous with the current employer (under Chapter 1, section 5 of the Employment Contracts Act, a number of consecutive fixed-term employment contracts with only short interruptions are considered a continuous employment relationship) or a total of at least 10 years of experience entitling to the experience supplement.

A prerequisite for receiving additional annual days of leave is that the employee has earned annual holiday over the course of at least six months during the leave-earning year.

Lomataulukko A

Täydet lom. määr.kk:t	1	2	3	4	5	6	7	8	9	10	11	12
Lomapv:t	2	4	5	7	9	10	12	14	15	17	19	20
Lomapv:t + lisälomapv:t						13	15	16	18	20	21	23

Lomataulukko B

Täydet lom. määr.kk:t	1	2	3	4	5	6	7	8	9	10	11	12
Lomapv:t	3	5	7	9	11	13	15	17	20	21	24	25
Lomapv:t + lisälomapv:t						15	18	20	22	24	26	28

Example:

The employment relationship of an employee with less than 15 years of work experience entitling to an experience supplement begun on 1 January 2026.

Holiday scale A is applied to the employee for the leave-earning year from 1 April 2025 to 31 March 2026.

Starting on 1 April 2026, Holiday scale B is applied to the employee, provided that the employment relationship lasts at least one year continuously.

Lomataulukko C

Täydet lom. määr.kk:t	1	2	3	4	5	6	7	8	9	10	11	12
Lomapv:t	3	5	8	10	13	15	18	20	23	25	28	30
Lomapv:t + lisälomapv:t						18	20	23	25	28	30	33

Example:

The employee will meet the requirement of 15 years of work experience entitling them to an experience supplement on 1 September 2026. They begin earning holiday according to Holiday scale C as of 1 April 2026.

Example:

The employment relationship of an employee with more than 15 years of work experience entitling them to an experience supplement begun on 1 January 2026. They immediately begin earning holiday according to Holiday scale C.

The period of experience entitling to annual leave includes all work experience entitling to an experience supplement.

3 § Granting annual leave and notifying of leave schedules

The annual leave is granted to the employee at a time determined by the employer, unless the employer and the employee agree on the time of the leave.

Four weeks of the annual holiday shall be taken in the holiday season (summer holiday). One week of the holiday (winter holiday) shall be granted by the start of the following leave-taking period at the latest. The summer holiday and winter holiday must be granted as continuous periods, unless it is necessary to divide the part of the summer holiday exceeding two weeks into one or more periods due to ensure continuity of work.

Without agreement, a 4-week summer holiday or a 1-week winter holiday may only be divided into several periods in very exceptional situations in which service provision cannot be guaranteed by substitute arrangements or by other measures.

Application instruction: In the event that it is necessary for the employer to deviate from granting a continuous annual holiday as stated above, the justifications for this are reviewed with the shop steward in advance or, in the absence of a shop steward, together with the employees.

When the employer decides on the timing of the holiday, they must notify the employee of it no later than one month before the start of the holiday. If this is not possible, the time of

the holiday may exceptionally be announced at a later date. However, it must be notified no later than two weeks before the start of the holiday.

Section 4 Saved leave

The employer and the employee may agree on a saved leave system in compliance with the Annual Holidays Act in force at the time of the agreement.

Section 5 Annual holiday pay and compensation

Annual holiday pay of an employee with a monthly salary

1. Employees with a monthly salary, whose working time includes Sunday, evening, night or Saturday work performed as regular working hours, are entitled to receive a supplement corresponding to the above-mentioned hourly supplements or increases in addition to their annual holiday pay and holiday compensation.

Hourly supplements and increases are taken into account by increasing the annual holiday pay, which has been calculated on the basis of the regular monthly pay, by a percentage that indicates the percentage of hourly supplements and increases paid during the leave-earning year relating to the regular monthly salary paid for the same period.

If the employment relationship was not yet in force during the previous leave-earning year, the share of hourly supplements and increases is calculated over the duration of the entire employment relationship or over a period that indicates the average share of supplements and increases.

The annual holiday pay and holiday compensation of an employee with a monthly salary are calculated using 21 as the divisor and the number of leave days as the multiplier.

Annual holiday pay of an hourly-paid employee

2. The annual holiday pay and holiday compensation of an employee with hourly pay are calculated on the basis of percentages. The percentage used in calculating the annual holiday pay is determined on the basis of the number of the earned days of leave as shown in the table below. The holiday scale which is applied to the employee is determined as stated in section 2 of this Chapter.

If the employee earns more days of leave than the number specified in the holiday scales, the percentage listed in the table increases by 0.45% for each such leave day.

Lomataulukko A

Täydet lom. määr.kk:t	1	2	3	4	5	6	7	8	9	10	11	12
Lomapv:t	2	4	5	7	9	10	12	14	15	17	19	20
Prosentti	9 %	9 %	9 %	9 %	9 %	9 %	9 %	9 %	9 %	9 %	9 %	9 %
Lomapv:t + lisäloma-pv:t						13	15	16	18	20	21	23
Prosentti						10,35 %	10,35 %	9,9 %	10,35 %	10,35 %	9,9 %	10,35 %

Lomataulukko B

Täydet lom. määr.kk:t	1	2	3	4	5	6	7	8	9	10	11	12
Lomapv:t	3	5	7	9	11	13	15	17	20	21	24	25
Prosentti	11,5 %	11,5 %	11,5 %	11,5 %	11,5 %	11,5 %	11,5 %	11,5 %	11,5 %	11,5 %	11,5 %	11,5 %
Lomapv:t + lisäloma-pv:t						15	18	20	22	24	26	28
Prosentti						12,4 %	12,85 %	12,85 %	12,4 %	12,85 %	12,4 %	12,85 %

Lomataulukko C

Täydet lom. määr.kk:t	1	2	3	4	5	6	7	8	9	10	11	12
Lomapv:t	3	5	8	10	13	15	18	20	23	25	28	30
Prosentti	11,50 %	11,50 %	11,95 %	11,95 %	12,40 %	12,40 %	12,85 %	12,85 %	12,85 %	13,30 %	13,30 %	13,75 %
Lomapv:t + lisäloma-pv:t						18	20	23	25	28	30	33
Prosentti						13,75 %	13,75 %	14,2 %	13,75 %	14,65 %	14,2 %	15,1 %

Payment of annual holiday pay

3. Annual holiday pay is paid on the normal pay day agreed for the employment relationship, unless the employee makes a request that the holiday pay be paid before the start of the holiday at least one month before a holiday lasting at minimum one week starts.

Section 6 Holiday bonus

1. The employee is paid a holiday bonus of 50% of their annual holiday pay that includes the hourly supplements and increases stipulated in section 5, subsection 1 or 2. However, no holiday bonus is paid for the additional days of leave determined on the basis of section 2, subsection 1d.

The holiday bonus is calculated on the basis of the regular monthly salary of June. The holiday bonus is paid together with the payment of salary in June, unless the employer and the employee otherwise agree on the month on which the holiday bonus is based and the date of its payment.

Example: The employee has earned 25 days of holiday. Hourly supplements of the leave-earning year have been 8% of the monthly salaries for the leave-earning year. The holiday bonus is the regular monthly salary of June increased by 50% x 25/21 x 8% (temporary changes or unpaid absences are not taken into account).

If the employee's annual holiday pay is calculated on the basis of percentages or, in cases of changes referred to in section 10, subsection 4 of the Annual Holidays Act, on the basis of the monthly salary during the leave-earning year, the holiday bonus will be 50% of the annual holiday pay that includes hourly supplements and increases, with the exception of the additional days of leave determined in accordance with section 2, subsection 1 d.

2. A prerequisite for receiving the holiday bonus is that the employee begins and returns from their holiday on the agreed date, unless their return is prevented by a justified reason stated in section 7 of the Annual Holidays Act or some other acceptable justification.

Acceptable justifications for not returning from the holiday referred to in this section include termination of the employment relationship during the holiday, observing the period of notice.

3. The holiday bonus is also paid on the basis of the holiday compensation, provided that the employment relationship has lasted for a minimum of four continuous months. However, this does not apply to an employee who neglects the period of notice or terminates a fixed-term employment relationship in violation of the Employment Contracts Act, or whose employment relationship has been found dissolved due to an absence from work referred to in Chapter 8, section 3 of the Employment Contracts Act.

Chapter 6 Absences

Section 1 Right to sick leave

1. An employee is entitled to be absent from work when prevented from performing their duties due to an illness or accident.
2. The employee must notify the employer's representative of their absence without delay.
3. If required, the disability must be verified by a doctor's certificate or other report approved by the employer.

During an epidemic and in cases where no doctor's appointments are available, a sick leave certificate issued by an occupational health nurse or a similar party approved by the employer may be considered acceptable for a short-term absence of 1–3 calendar days.

The employer may, for a justified reason, designate the doctor to be contacted for these purposes, in which case the employer will pay the costs of obtaining the medical certificate.

Section 2 Payment during sick leave

1. If, after the work has started, the employee is prevented from carrying out their duties due to an illness or accident which they have not caused intentionally or through gross negligence, the employer will, if the employment relationship continues, pay the employee a salary on the basis of the uninterrupted duration of the employment relationship for each period of absence as follows:

Length of the employment relationship	Pay period during sick leave
under 1 month	The first day of illness and the next 9 weekdays (50% of salary)
1 month – less than 3 years	28 calendar days (full salary)
3–5 years	35 calendar days (full salary)
5–10 years	42 calendar days (full salary)
over 10 years	56 calendar days (full salary)

If the reason for the absence is an accident or an act of violence that occurred while the employee was performing their duties or an occupational disease, the sick leave pay will be paid for 90 calendar days.

2. Hourly supplements and increases arising from regular working hours are taken into account in sick leave pay, as is the case for annual holiday pay. Alternatively, the employer may follow a practice in which hourly supplements and increases are paid in accordance with the confirmed work schedule and, for the period after the end of the work schedule, as for annual holiday pay.

Application instruction: When using hourly supplements and increases as when calculating the annual holiday pay, their share is paid for the period of illness regardless of the days of the week on which the working days not worked because of the sick leave fall.

Section 3 Recurrence of illness

If the same illness recurs within 15 calendar days of the employee's return to work, the pay period during the sick leave is calculated as if this were a single period of absence.

Section 4 Medical examinations

1. In the following cases, the employer will not reduce the employee's salary if the check-ups and examinations are carried out ensuring that the employee avoids losing an unnecessary amount of working time and if the examinations could not take place outside working hours and they have been notified of in advance.
 - a. The employee undergoes a medical examination and any laboratory tests or X-ray examinations prescribed by a physician related to it necessary in order to diagnose an illness or prescribe treatment or an aid or tool (e.g. glasses) and maintain work ability.
 - b. A pregnant employee undergoes essential prenatal medical examinations, such as maternity and child health clinic examinations or laboratory tests, which are designed to monitor the health of the pregnant employee or the foetus.
2. Any medical examinations that the employee is required to undergo for a new job or other statutory medical examinations are considered part of working hours. In this case, the employer will pay the necessary travel costs.

Section 5 Pregnancy and parental leave

An employee who is entitled to a maternity allowance under Chapter 9, section 1 of the Health Insurance Act (28/2022) is paid a salary for a maximum continuous period of 40 working days from the start of the maternity allowance period.

An employee who is entitled to parental allowance under Chapter 9, section 5, subsections 1–3 or Chapter 9, section 9 of the Health Insurance Act (28/2022) is paid a salary for a maximum continuous period of 32 first days of the parental allowance period.

A prerequisite for paid maternity and parental leave is that the employee has been in an employment relationship for at least three months immediately before the start of the aforementioned leave periods.

In addition, a prerequisite for the payment of salary is that the employee is entitled to maternity or parental allowance for the period in question.

Application instruction: If an unpaid absence which began before the pregnancy leave continues during the pregnancy or parental leave, the employer has no obligation to pay salary for this period. This does not apply to unpaid absences related to pregnancy.

Salary refers to the employee's regular monthly salary, including personal or duty-specific supplements which are paid monthly at a fixed rate. It does not include hourly supplements and increases, such as additional and overtime work or evening, night, Saturday or Sunday increases.

The regular salary of an employee with hourly pay is calculated as an average over a period of time (e.g. 6 months or previous leave-earning year) that indicates the average working time that the employee would have worked during their parental leave.

Section 6 Short temporary absence

1. If the employee is absent from work due to any of the following events that coincide with the employee's working day, such absences do not reduce the employee's salary or annual leave. The maximum length of such paid absence is one day, with the exception of a sudden illness of the employee's child.

- a. A sudden illness of a child under the age of 10 or a child with a disability, to the extent that the employee's absence is necessary for arranging treatment for the child. However, the paid absence cannot exceed three working days from the start of the illness. If required, the reason for the absence must be proven by a doctor's certificate or other report approved by the employer, and upon request, the employee must be able to explain why the second guardian is impeded from taking care of the child.

The right to a paid absence under this section applies to the guardians of the child, including any non-resident guardian. Similarly, an account of the other guardian's impediment to take care of the child may also be required in the case of a non-resident guardian.

- b. Sudden illness requiring treatment of another family member. If required, the reason for the absence must be proven by a doctor's certificate or other report approved by the employer, and upon request, the employee must be able to report on the necessity of treatment.
- c. Death of a family member.
- d. Funeral of a family member or close relative.

A family member refers to a marital spouse or a domestic partner who lives in the same household as the employee and to the employee's or their spouse's children who live in the same household.

A close relative refers to the employee's family members and parents, grandparents, children, grandchildren, siblings, and the parents of the employee's marital spouse or domestic partner.

- e. The employee's wedding.
 - f. The employee's 50th and 60th birthdays.
 - g. Call-ups for military conscription.
2. An employee participating in reserve refresher training and supplementary civilian service under the Non-Military Service Act receives the difference between their salary and the reservist pay or compensation for supplementary civilian service for the days of attendance, unless the employee participates in training or supplementary service on a voluntary basis.
 3. Employees entering into voluntary military service are granted unpaid leave for the duration of the military service. For this period, no benefits based on the employment relationship will be accumulated.
 4. Any loss of earnings resulting from participating in a meeting of a municipal council and a municipal board or a statutory election committee are reimbursed to a member of such a representative body.
 5. Any loss of earnings resulting from participating in a meeting of the supreme decision-making bodies of an undersigned federation, its member organisation, or the central organisation, in a union and representative meeting, or a meeting of a division/campaign team, will be reimbursed to a member of such a representative body.
 6. The employee must notify the employer of any absence referred to in this section without delay and, where possible, in advance.

Section 7 Assignment of the right to daily allowance to the employer

1. The employer pays the salary for sick leave, maternity leave and parental leave directly to the employee and applies for the daily allowance for itself after receiving the necessary reports from the employee, which the employee must submit without delay.
2. The same principle applies to other statutory daily allowances.
3. If daily allowances are not paid for a reason attributable to the employee, the employer only pays the difference between the daily allowance and the salary.

Chapter 7 Provisions on the shop steward

The purpose of the shop steward system is to promote the appropriate implementation and practical application of agreements made between the parties. By the shop steward system, an attempt is made to purposefully and rapidly settle disputes on the application and interpretation of agreements between the employer and employees. The key issues that the system addresses also include handling questions related to employment relationships between the employer and employees and maintaining and promoting industrial peace.

An appropriately arranged and managed local negotiation procedure promotes cooperation at the workplace, contributes to the achievement of the employer's goals, and adds to the safety and comfort of employees.

The shop steward system is primarily agreed upon using an agreement as referred to in section 4 of this chapter. Unless otherwise agreed between the employer and the undersigned federations that represent the employees, the provisions of this Chapter will apply.

Section 1 Shop steward and their duties

A shop steward refers to a shop steward, chief shop steward, and their deputies elected by the organised employees who are committed to the collective agreement. For the purposes of this Chapter, 'represented employees' refer to the organised employees of the undersigned federations.

The shop steward shall be an employee of the employer in question and familiar with the conditions at the workplace. They must be a member of a federation that has signed the collective agreement and work in a field that falls within the scope of the collective agreement.

The shop steward has a duty to contribute to maintaining and developing the negotiations and joint activities between the employer and their personnel.

The duties of the shop steward also include representing the organised employees who are committed to the relevant collective agreement in matters related to the application of the collective agreement and labour law.

The chief shop steward acts as a representative for the employees of their undersigned organisation when local negotiations are being held with the employer in relation to all places of work of the company.

Section 2 Number of shop stewards

Unless otherwise agreed in the shop steward agreement, each undersigned federation is entitled to elect one shop steward and one deputy shop steward, provided that the undersigned federation has a number of employees that makes them eligible for shop steward compensation.

When only one shop steward has been elected for a federation, this person will act as the chief shop steward.

Section 3 Election of shop stewards

The election of a shop steward may be held at the place of work. All employees organised under an undersigned federation must be given an opportunity to participate in the elections. However, the organisation and holding of the election may not disturb work.

The times and places of the election shall be agreed upon with the employer no later than seven days before the election takes place.

If change negotiations as stipulated in Chapter 3 of the Cooperation Act are about to start in the company or one of its local offices, the agreement on the times and locations of the election must be expedited if an undersigned federation so requires. A shop steward may be elected in an expedited election as long as the members of an undersigned federation have an opportunity to participate in the election.

The necessary time spent by the shop steward to hold the election will be included in time spent on shop steward's duties.

Section 4 Shop steward agreement

If a shop steward system is agreed upon, a joint shop steward agreement is concluded between the employer (company, corporation, group, or a conglomerate) and the undersigned federations representing the employees.

If it has been agreed that the same federation elects several shop stewards for regional or unit-specific purposes, one of the elected shop stewards is appointed as the chief shop steward; alternatively, a separate election and election methods for a chief shop steward may be agreed upon. If the same federation has not elected several shop stewards for all regional locations or units, their one elected shop steward will act as the chief shop steward.

The written agreement shall include an agreement on at least the following:

- Scope (e.g. employers within the scope of the agreement)
- Shop stewards and/or chief shop stewards, their deputies, and their:
 - number
 - areas of responsibility
 - tasks and duties
 - time use
 - payable compensation
 - validity of the agreement

Other matters that it is advisable to agree on:

- Storage and office spaces

- Travel
- Participation in training
- Settlement of disputes
- Right to access information

Application instruction:

A large or regionally decentralised company, group, or conglomerate is obliged to ensure that negotiations concerning the shop steward agreement are initiated without undue delay once an undersigned federation or its authorised shop steward so proposes.

The employer may also initiate the negotiations.

If the parties cannot come to an understanding on the shop steward agreement, the parties may present the matter to the unions for resolution.

The operating conditions of the shop steward are impacted by factors such as the number of employees and units represented and/or the extent of the geographical area. The operating areas of the shop stewards must be agreed on ensuring that they are appropriate from the viewpoint of both the employer and the personnel.

If the activities of the employer or its operational unit are considerably reduced, extended or modified (e.g. divestment, merger, incorporation), the shop steward agreement shall be renegotiated to correspond to the new situation.

If the actual work of the shop steward makes it more difficult for them to perform their duties as the shop steward, other work shall be arranged for them, where possible. In this case, the circumstances of the company or its operational unit and the qualifications of the shop steward are considered. Any reorganisation of the shop steward's work may not reduce their income.

Section 5 Notifications

The shop steward notifies the employer in writing of the elected shop steward(s) with the authorisations granted by the undersigned federation. Similarly, when a shop steward resigns or is dismissed, the employer must be notified in writing.

The shop steward or their federation shall notify the employer in writing when a deputy shop steward is acting in place of the elected shop steward.

Section 6 Deputy shop steward and deputy chief shop steward

The deputy shop steward and deputy chief shop steward have the same rights and obligations as the actual shop steward or chief shop steward when acting on their behalf on the basis of a notification given to the employer as provided in section 5.

Section 7 Position of the shop steward

1. In their employment relationship, the shop steward is in the same position with regard to their employer as other employees. The shop steward shall be personally obliged to observe the general terms of employment, working times, the instructions of the supervisory staff and the regulations of the workplace unless otherwise indicated in the provisions in this section.
2. The shop steward's potential development and advancement in their profession shall not be undermined due to their role as a shop steward.
3. An employee acting as a shop steward may not be transferred to a position with lower pay than the position they held upon the election while they are performing their duties as a shop steward, or due to performing these duties. Similarly, they may not be transferred to less demanding work. They may not be coerced or dismissed due to their duties as a shop steward.
4. A shop steward may only be dismissed on the grounds stated in Chapter 7, section 10 of the Employment Contracts Act and they may only be laid off on the grounds laid down in Chapter 5, section 2, subsection 4 of the Employment Contracts Act. The employment contract of the shop steward may not be terminated in violation of the provisions of the Employment Contracts Act.
5. In case disputes arise on the potential termination of a shop steward's employment relationship or laying them off, local negotiations and negotiations between the undersigned federations shall be initiated and held without delay once the grounds for the termination have been disputed.
6. If the shop steward's employment contract is terminated in violation of this agreement, the employer shall pay them the salary of at least 3 and no more than 30 months in compensation. The compensation shall be imposed on the same grounds as those laid down in Chapter 12, section 2 of the Employment Contracts Act. The fact that rights laid down in this agreement have been violated shall be taken into account as a factor increasing the compensation.
7. If the Court of Justice finds that there are prerequisites for continuing the employment relationship or for reinstating the terminated employment relationship but the employer refuses to continue the employment relationship regardless of this, this shall be taken into account as a particularly weighty reason when determining the amount of the compensation.

Section 8 Subsequent protection

The provisions of section 7, subsection 4 shall apply to an employee who has acted as a chief shop steward and a shop steward six months after the termination of their position as a shop steward.

Section 9 Use of time

Unless otherwise agreed in the shop steward agreement, the minimum provisions that must be applied are those laid down in this section.

The shop steward is allowed a sufficient amount of relief from work in order to perform their duties as a shop steward. To determine this, the number of represented employees, the location of the units, the employer's cooperation system, and the scope of the cooperation are taken into account. The adequacy of the provided relief is assessed at necessary intervals when requested and, in particular, in connection with significant changes taking place in the employer's operations.

Note: it is possible to agree in the shop steward agreement that the shop steward is fully relieved from their work commitments.

The undersigned federations emphasise that especially the preparation and conclusion of local agreements usually require more significant relief from normal duties than usual.

The employer and shop steward agree on the timing of this relief from work. The employer's operational prerequisites and the preconditions for performing the shop steward's duties appropriately will be taken into account in this.

Unless there is a reason to assess it differently, the shop steward's relief from work is as follows, depending on the number of employees they represent:

Number of employees represented hours of relief/3 weeks

5-25	3-7
26-50	7-11
51-100	11-15
101-200	14-20
201-300	18-28
301-800	26-52
800-	agreed locally

The relief from work granted to a shop steward does not reduce the amount of shop steward compensation paid to them.

Working part time does not affect the relief from work granted to the shop steward.

Section 10 Shop steward compensation

The shop steward receives compensation on the basis of the number of employees they represent as follows:

Number of represented employees	€ / month from 1 January 2026 onwards:
5 - 11	55
12 - 25	60
26 - 50	64
51 - 100	77
101 - 200	96
201 - 300	144
301 -	170

Number of represented employees	€ / month from 1 August 2026 onwards:
5 - 11	57
12 - 25	62
26 - 50	66
51 - 100	79
101 - 200	99
201 - 300	148
301 -	176

In case the deputy shop steward performs the duties of the shop steward for a period of at least one month, the compensation is paid to the deputy shop steward instead of the actual shop steward.

If a more extensive shop steward organisation is agreed upon with the employer, the amount of the shop steward's compensation can also be agreed. In this case, the compensation stated in this section is not paid to the shop steward. The compensation of a chief shop steward elected for a large or geographically decentralised company under the shop steward agreement is at least EUR 150 (for the agreement period 1 January 2026–30 April 2027) unless the compensation requirement arising from the number of represented employees exceeds this.

In case the shop steward carries out duties agreed upon with the employer outside their regular working hours, compensation for the time used for these duties shall also be agreed upon.

Section 11 Right of the shop steward to access information

1. The access to information referred to in this section is subject to data protection legislation.
2. If there is uncertainty or disagreement on the salary of employees or other matters related to employment relationships, the shop steward representing the employees shall have access to all information affecting the investigation of the disagreement.
3. The shop steward has the right to receive, in writing or in another agreed manner, the following information on the employees of the company or organisation they represent:
 1. The employee's surname, first names, and place of work.
 2. The start date of the employment relationships of new employees and dismissed, part-time, and laid-off employees. For fixed-term employment relationships, the agreed duration of the employment relationship and the justifications for a part-time agreement are provided.
 3. Salary group and salary class to which the employee or the work performed by the employee belongs.

4. The number of full-time and part-time employees of the company or organisation twice a year. This also applies to those who have been separately invited to work and employed during the last six months, or other temporary personnel.
5. If the employer falls within the scope of application of the Cooperation Act, the shop steward must also be provided with the information to be given to the personnel representative under that Act.
6. Key information related to negotiations on local agreements in advance to give the shop steward time to familiarise themselves with the materials. Similar additional information needed during the negotiations by request. By request, the opportunity to consult experts relevant to the local agreement negotiations who are employed by the company or organisation and, if so agreed, other experts.
7. In cases that fall under the scope of the Act on the Contractor's Obligations and Liability when Work is Contracted Out, agreements on temporary agency work or contracted work shall be made available to the shop steward by request. When notification of this is given, the report shall include the grounds for using temporary agency work, the amount of labour, the company's identification details, the work site, tasks, the duration of the contract, and the applicable collective agreement or key terms of employment.

4. The shop steward shall have the right to receive the information referred to in subsections 1 and 3 of the previous section once a year after the collective agreement has been concluded in the sector and when the changes arising from it have been implemented in relation to the employees in an employment relationship with the company at the time. With regard to new employees, the shop steward is entitled to receive the information referred to in subsections 1–3 at least quarterly.

Upon request, the shop steward will receive a report on the information collected in connection with recruitment.

5. Under the law, shop stewards have the right to access a list of urgent and Sunday work, overtime, and the increased pay for them.
6. Based on the above provisions, the shop steward shall not disclose the information received for performing their duties.

Section 12 Compensation for the loss of income

The employer will compensate the shop steward for their loss of income during working hours either due to local negotiations with the employer's representative or other duties agreed on with the employer.

The shop steward's income may not be reduced due to their duties as a shop steward. Hourly supplements and increases, such as annual holiday pay, are taken into account in the compensation for the loss of income.

Section 13 Office space and supplies

For performing their duties, the shop steward has the right to use appropriate office and storage facilities (e.g. a cabinet with a lock), usual office supplies, IT equipment, internet connection and software related to them (including e-mail), and a phone that the employer has provided for the performance of their duties. The employer provides the shop steward with a work phone and a subscription for the purpose of taking care of the shop steward's duties if they represent at least 80 employees.

Section 14 Travel expenses

In case the shop steward needs to travel on the employer's orders to perform tasks agreed with the employer, they shall be paid travel compensation in accordance with the employer's policy.

Section 15 Shop stewards' training

The provisions on the right of shop stewards to participate in trade union training are laid down in Chapter 9.

Chapter 8 Local agreements

Section 1 Parties to, binding nature, and form of local agreements

The contracting parties are the employer or their representative committed to the collective agreement and the chief shop steward.

The chief shop steward of each of the undersigned federations represents the members of their federation in local agreement procedures. The chief shop steward also represents non-organised employees. If some of the undersigned federations do not have a chief shop steward, the chief shop steward of another federation also represents the members of the other undersigned federations.

In case the employees have not elected a shop steward, the local agreement is concluded with a local agreement working group referred to in section 3.

In the absence of a chief shop steward or equivalent, the agreement concluded by the local agreement working group is binding on the employees of the workplace who fall within the scope of application of this collective agreement, unless its scope has been limited in the agreement.

A local agreement shall be concluded in writing. The agreement must include at least the following:

- the purpose of the agreement
- the parties to the agreement
- the parties within the scope of application of the agreement
- the provisions of the collective agreement in question
- the justifications for derogating from a provision
- the detailed content of the agreement
- the terms of validity and termination of the agreement
- date and signatures

Section 2 Agreement on derogations from the collective agreement

A local agreement may be concluded within the limits of this collective agreement and the legislation.

The parties may derogate from the provisions of the collective agreement where this is necessary for a justified reason and unless otherwise provided below.

Unless otherwise stated in the collective agreement provisions, no derogations are possible in a local agreement from the following matters:

Chapter 1: Scope of application of the agreement; training and well-being at work; union meetings at workplaces; central organisation agreements; resolution of disputes; collection of membership fees; validity of the collective agreement

Chapter 2: Maximum regular working hours; criteria for and total amount of compensation for additional and overtime work and working time compensation; rest periods; work schedule; definition of weekday holidays

Chapter 3: Maximum number of working hours in periodic work; criteria for and total amount of overtime compensation and working time supplements; other working time arrangements (time reserved for planning, assessments and development, so-called sak time; and collective agreement days, so-called TES days)

Chapter 4: the whole chapter excluding the payment of salary, submission of employment certificates, and substitution compensation

Chapter 5: definitions of annual leave; duration and earning of annual leave; annual holiday pay or holiday compensation

Chapter 6: right to sick leave; sick pay; recurrence of illness; pregnancy and parental leave and provisions on pay during the leave; short, temporary absence

Chapters 7–10: the whole chapters

Section 3 Local agreement working group

The local agreement working group acts as a secondary party to agreements if no undersigned federation has an elected chief shop steward at the workplace. The working group acts as the representative of the employees and a party to the agreement in matters related to local agreements to the same extent as the chief shop steward.

A local agreement working group is established at the request of either party if necessary.

Employees have the right to elect a maximum of two members to the working group among themselves. The employer nominates at most the same number of representatives to the working group.

The term of the working group is two years at a time, unless otherwise agreed.

If a chief shop steward is elected during the term of the local agreement working group, the chief shop steward will become the party to the agreement in local agreements instead of the working group.

The employee members of the group are entitled to local agreement training approved by the training working group of this collective agreement.

Section 4 The duration and termination of a local agreement

The agreement may be fixed-term or valid until further notice. In the latter case, the agreement may be terminated with a three-month notice period. After a fixed-term agreement has been valid for one year, it may be terminated with a three-month notice period. After a local agreement has expired, the provisions of the general collective agreement will apply. However, if the agreed arrangement is linked to a certain period of time (e.g. an adjustment period), the arrangement will continue until the end of said period.

5 § Legal effects, notification and availability for review of the local agreement

A local agreement has the same legal effects as the collective agreement.

Local agreements shall be notified to the undersigned federations of the collective agreement without delay. Local agreements concluded with a local agreement working group shall be notified without delay to Sivista, which will forward them to the other undersigned federations. Local agreements that apply to the employees shall be made available for their review at the workplace.

Section 6 Interpretation of the agreement and settlement of disputes

Disputes over the interpretation of this Chapter and the local agreements based on it are settled in the same way as disputes over the collective agreement.

Section 7 Effect of the termination of the collective agreement

Local agreements concluded during the validity of this collective agreement will remain in force for their agreed duration.

Section 9 Training of shop stewards and labour protection delegates

Section 1 Training working group

The undersigned federations have a training working group that organises trade union training as referred to in this Chapter.

The training working group approves the courses provided by an undersigned federation for one calendar year at a time. Where necessary, courses may also be approved in the middle of the calendar year.

Before the decision to approve a course is made, the training working group will be given a report on the curriculum, timing, place of organisation, target group, and other potentially requested information on the course. The prerequisite for approving the course is a jointly stated need for training. The training working group will be able to monitor the teaching on a course it has approved.

The training working group aims to discuss the courses to be approved for the following year no later than two months before the beginning of the first course.

Section 2 The right of shop stewards and labour protection delegates to participate in training and notifying of training

Without an interruption of the employment relationship, employees will be given an opportunity to participate in a course detailed in section 1 with a duration of up to one month and approved by the training working group if the need for training has been stated jointly between the employer and employee applying for the course, and if participation in the course may take place without considerable adverse effects on the employer. In the case of a negative decision, the shop steward will be notified no more than 10 days before the beginning of the course of the reason for which training leave would have considerable adverse effects.

However, the shop steward has the right to participate in courses of an appropriate level that are related to their cooperation duties on at least six calendar days per year.

The deputy shop steward has the right to participate in courses of an appropriate level that are related to their cooperation duties on at least three calendar days per year.

The training working group may state that a certain course is necessary for certain shop stewards of certain member employers. The undersigned federations place particular emphasis on the usefulness of courses that contribute to the conclusion of local agreements.

The undersigned federations stress that, particularly with regard to a new shop steward or in situations related to the employer's local agreements, the need for training is more significant than usual, and this should be taken into account when granting training leave.

In other respects, the federations also consider it important that the shop steward be given an opportunity to participate in training that is likely to increase their competence in the performance of the duties of a shop steward.

If the employer and the employee draw up a training plan, they strive to agree on trade union training already in said plan.

A notification of the intention to participate in a course shall be submitted as early as possible. If the duration of the course is no more than one week, the notification shall be submitted no later than three weeks before the beginning of the course, and for a longer course, no later than six weeks before the beginning of the course.

Labour protection training is aimed at labour protection delegates.

Section 3 Compensation

Shop stewards and the labour protection delegate may participate in the courses referred to in section 1 and approved by the training working group without a reduction in their actual, regular salary.

When a trade union training day falls on a day that would be a normal working day for the shop steward, the amount of time taken by the trade union training will be comparable to an average working day in the work schedule.

However, shop stewards will not be compensated for loss of earnings for a period exceeding one month, and others for periods not exceeding two weeks. In addition, the prerequisite for paying compensation for the loss of income is that the course concerned is relevant to the participant's cooperation duties with the employer and that the course has been considered necessary in accordance with this agreement.

In addition to shop stewards, compensation for loss of earnings is paid to the chairpersons of registered affiliated associations/divisions of the union or workplace departments if their employer has at least 100 employees and the registered affiliated association or workplace department has at least 20 members.

Participation in trade union training as referred to in section 2 does not reduce annual holiday or experience supplements or other comparable benefits.

Chapter 10 Provisions on labour protection delegates

The position and operating conditions of the labour protection delegate are determined on the basis of this chapter and the Act on Occupational Safety and Health Enforcement and Cooperation on Occupational Safety and Health at Workplaces (20.1.2006/44; hereinafter the Act on Occupational Safety and Health Enforcement).

Section 1 Election of the labour protection delegate and notifications thereof

The employees at the place of work elect a labour protection delegate and two deputy delegates for a workplace where the number of personnel is regularly a minimum of 10. These delegates may also be elected for smaller workplaces.

If several labour protection delegates have been elected for a company, a group, or a conglomerate which employs at least 100 employees, one of them may be appointed the chief labour protection delegate. The duration of the chief labour protection delegate's and labour protection delegate's term is the same. The chief labour protection delegate is subject to the regulations on the duties and work facilities of the labour protection delegate.

The employees notify the employer in writing of the elected delegates. When the labour protection delegate is prevented from acting, the deputy labour protection delegate may act in their place, once the employer has been notified of this in writing.

The employer (the head of labour protection) and the labour protection delegate together ensure that the elected persons are registered to the occupational safety personnel register maintained by the Centre for Occupational Safety (section 2 of the Act on the Registration of Occupational Safety and Health Cooperation Personnel 1039/2001).

Section 2 Duties of the labour protection delegate

The labour protection delegate represents employees at the workplace when matters referred to in section 26 of the Act on Occupational Safety and Health Enforcement are handled at the workplace in cooperation with the employer and in relation to the occupational safety and health authorities.

The duties of the labour protection delegate are determined in accordance with section 31 of the Occupational Safety and Health Enforcement Act.

In the event that the deputy is performing the duties of the labour protection delegate, they have the same rights and obligations as the labour protection delegate.

Section 3 Cooperation between the employer and the labour protection delegate

Unless otherwise agreed, in order to ensure the effectiveness of labour protection cooperation, the labour protection delegate, deputy representatives, any chief labour protection delegate, and the employer must hold a discussion within two months of the start of the delegate's term and, if necessary, annually thereafter regarding the following topics:

- Practical organisation and schedules of the labour protection delegate cooperation;
- The labour protection delegate's use of time and its principles;

- The training needs and arrangements of the labour protection delegate and their deputies; and
- The role of the possible chief labour protection delegate and its principles

Section 4 Office space and supplies

To perform their duties, the labour protection delegate has the right to use appropriate office and storage facilities (e.g. a cabinet with a lock), usual office supplies, IT equipment, internet connection and software related to them (including e-mail), and a phone that the employer has provided for the performance of their duties. The employer provides the labour protection delegate with a work phone and a phone subscription for the purpose of taking care of the delegate's duties if they represent at least 100 employees.

Section 5 Employment relationship of the labour protection delegate

In their employment relationship, the labour protection delegate is in the same position with regard to their employer as other employees. The labour protection delegate shall be personally obliged to observe the general terms of employment, working times, the instructions of the supervisory staff and the regulations of the workplace unless otherwise indicated in the provisions of this section.

The labour protection delegate's possibilities to develop and advance in their profession shall not be undermined due to their role as a labour protection delegate.

An employee acting as a labour protection delegate shall not be transferred to less demanding work, or work with lower pay, when performing this task or due to performing this task.

They may not be coerced or dismissed due to their duties as a labour protection delegate.

A labour protection delegate may only be dismissed on the grounds stated in Chapter 7, section 10 of the Employment Contracts Act and they may only be laid off on the grounds of Chapter 5, section 2, subsection 4 of the Employment Contracts Act. The employment contract of the labour protection delegate may not be terminated in violation of the provisions of the Employment Contracts Act.

In case disputes arise on the potential termination of a labour protection delegate's employment relationship or laying them off, local negotiations and negotiations between the undersigned federations must be initiated and held without delay once the grounds for the termination have been disputed.

Section 6 Use of time of the labour protection delegate

The employer shall release the labour protection delegate from their regular duties for a reasonable period of time to perform the duties of the labour protection delegate, unless there is a valid justification that temporarily prevents the employer from granting this relief.

When determining the period of relief from work for the labour protection delegate, the following are taken into account:

- the number of employees they represent;

- the geographical extent of the workplace;
- the number of work locations and the nature of the work carried out in them;
- factors affecting the volume of the labour protection delegate's work and other factors affecting the safety and physical and mental health of the employees as referred to in the Occupational Safety and Health Act.

Any relief from work granted to the labour protection delegate for carrying out their duties is agreed on locally.

Unless otherwise agreed on the use of the labour protection delegate's time, the employer shall, taking into account the factors described above, grant the labour protection delegate relief from their regular duties in order to perform the duties of the labour protection delegate at least as stated in the table below:

Number of represented employees	Average relief of the labour protection delegate
	in hours / per 6 weeks
10 - 25	6 hours
26 - 50	8 hours
51 - 100	12 hours
101-	agreed locally

If the labour protection delegate acts as the chief labour protection delegate, this will be taken into account as an additional factor when assessing the amount of relief from work duties and when agreeing on the matter.

The employer and labour protection delegate agree on when this relief from work is granted. The employer's operational prerequisites and the chance for the labour protection delegate to appropriately take care of their duties must be taken into account in this. If the relief from work takes place regularly, this must be accounted for in the work schedule.

Section 7 Compensation

Compensation of the labour protection delegate:

Number of represented employees	€ / month from 1 January 2026 onwards:
10 - 19	19
20 - 29	29
30 - 100	47
101 - 200	67
201 - 300	87
301 -	agreed locally

Number of represented employees	€ / month from 1 August 2026 onwards:
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10 - 19	20
20 - 29	30
30 - 100	48
101 - 200	69
201 - 300	90
301 -	agreed locally

If the labour protection delegate is prevented from taking care of their duties and their deputy carries out the duties of the actual labour protection delegate for the majority of a calendar month on the basis of a written notice, the compensation of the labour protection delegate is paid to the deputy for the month in question.

If the labour protection delegate also acts as the shop steward, the compensation will be agreed on locally in a manner that does not reduce the compensation paid for the performance of the shop steward's duties.