

Living & Working in Austria

Land area: 83,878 km²

Population: 8,443,018

Population in gainful employment:

Agriculture: 5%

Industry: 23%

Services sector: 72%



TABLE OF CONTENTS

| | | |
|-----------|---|-----------|
| 1. | GENERAL | 4 |
| 1.1 | Geography and Population | 4 |
| 1.2 | The Political System | 5 |
| 1.3 | Climate | 5 |
| 1.4 | Languages | 5 |
| 1.5 | Culture & Religion | 5 |
| 1.6 | Labour Market Facts & Figures | 6 |
| 2. | ARRIVING IN AUSTRIA | 7 |
| 2.1 | Duty of Registration | 7 |
| 2.2 | Residence | 7 |
| 2.3 | Bringing Domestic and Household Pets into Austria | 8 |
| 3. | LIVING CONDITIONS | 9 |
| 3.1 | Comparable Price Levels of Living Costs | 9 |
| 3.2 | International Dialling Code | 9 |
| 3.2.1 | Emergency Services Numbers | 9 |
| 3.3 | Retail Business Hours | 10 |
| 3.4 | Opening a Bank Account | 10 |
| 3.5 | Motor Vehicles | 10 |
| 3.5.1 | Driving License | 10 |
| 3.5.2 | Motor Vehicle Licenses | 11 |
| 3.6 | Housing | 11 |
| 3.6.1 | Short-Term Accommodation in Hotels and Youth Hostels | 11 |
| 3.6.2 | Important Details regarding Housing | 11 |
| 3.6.3 | Finding Permanent Housing | 12 |
| 3.6.4 | Eligibility for Council Housing | 12 |
| 3.6.5 | Eligibility for Housing Association Accommodation | 12 |
| 3.6.6 | Application for a Radio and TV License | 12 |
| 3.6.7 | Registration for Gas and Electricity | 13 |
| 3.6.8 | Registration of Fixed Network Phones and Mobile Phones | 13 |
| 4. | SEEKING EMPLOYMENT IN AUSTRIA | 14 |
| 4.1 | Seeking Employment from the EU/EEA Countries and Switzerland in Austria, seeking employment by third country nationals | 14 |
| 4.2 | EURES (European Employment Services) | 14 |
| 4.3 | Public Employment Service Austria (AMS) | 15 |
| 4.4 | Daily Newspapers | 18 |
| 4.5 | Private Recruitment Agencies | 18 |
| 4.6 | “Hidden” Labour Market | 18 |
| 4.7 | Au-pairs | 19 |
| 4.8 | Seasonal Workers | 20 |
| 4.9 | Transitional Stipulations Applying to Bulgarian and Romanian Citizens on the Austrian Labour Market | 20 |
| 4.10 | Applications | 21 |
| 5. | TERMS AND CONDITIONS OF EMPLOYMENT | 22 |
| 5.1 | Labour Law – Overview | 22 |
| 5.2 | Employee Representations | 22 |
| 5.2.1 | Chamber of Labour and Austrian Trade Unions | 22 |
| 5.2.2 | Works Council | 23 |

| | | |
|------------|---|-----------|
| 5.3 | Employment Relations | 23 |
| 5.3.1 | Employment Contract and Position Specifications Statement | 24 |
| 5.3.1.1 | Working Hours and Vacation Entitlements | 24 |
| 5.3.1.2 | Termination | 25 |
| 5.3.2 | Persons Working on Short-Term Contracts as Independent Contractors | 25 |
| 5.3.3 | Contract for Work and Labour | 26 |
| 5.4 | Educational Leave and Sabbaticals | 28 |
| 5.5 | Family Hospice Leave | 28 |
| 6. | RECOGNITION OF FOREIGN DIPLOMAS & LICENSES | 29 |
| 6.1 | General | 29 |
| 6.2. | Examples of Regulated Professions | 30 |
| 6.2.1 | Teachers | 30 |
| 6.2.2 | Health Sector | 30 |
| 6.2.2.1 | Medical Doctors | 30 |
| 6.2.3 | Lawyers | 30 |
| 6.2.4 | Architects/Construction Engineers/Civil Engineers | 30 |
| 6.3 | Recognition of School and Vocational Diplomas | 30 |
| 7. | Taxes | 31 |
| 7.1 | Income Tax and Employee Tax Assessment | 31 |
| 8. | SOCIAL SECURITY | 34 |
| 8.1 | Health Insurance | 35 |
| 8.2 | Accident Insurance | 36 |
| 8.3 | Pensions Insurance | 36 |
| 8.4 | Unemployment Insurance | 37 |
| 8.4.1 | Financial Benefits | 37 |
| 8.4.2 | Unemployment Benefits from the EU/EEA States and Switzerland | 37 |
| 8.4.2.1 | Receiving Unemployment Benefits from EU States while Seeking Employment in Austria | 37 |
| 8.4.2.2 | Aggregating Insurance Periods from Employment in the EU/EEA States and Switzerland | 38 |
| 8.5 | Means Tested Minimum Benefits | 38 |
| 9. | LIVING WITH CHILDREN | 40 |
| 9.1 | Maternity Protection | 40 |
| 9.1.1 | White and Blue Collar Employees and Minimum Income Employees | 40 |
| 9.1.2 | Independent Female Contractors and Female Contract Assignees | 40 |
| 9.1.3 | Self-Employed Females | 41 |
| 9.1.4 | Mother-Child Pass | 41 |
| 9.2 | Parental Leave Allowance, Childcare Allowance and Parental Leave Time | 41 |
| 9.3 | Family Allowance (Familienbeihilfe) | 43 |
| 10. | EDUCATION | 45 |
| 10.1 | Education and Training – Overview | 45 |
| 10.2 | Initial Vocational Training – Apprenticeships | 46 |
| 10.3 | Further Education | 47 |
| 11. | CHECKLIST FOR RELOCATING TO AUSTRIA | 48 |
| 12. | EUROPEAN EMPLOYMENT SERVICE (EURES) ADVISERS IN AUSTRIA | 50 |

1. GENERAL

1.1 Geography and Population

Austria covers an area of 83,878 square kilometres with a population of 8,443,018 residents, (as of 1st of January 2012) including 970,541 foreign citizens (11.5% of total population).

Vienna is the most densely populated province of Austria with 4,175 residents per square kilometre; Tyrol is the least densely populated province with 57 inhabitants per square kilometre (population as of 1st of January 2012). The average new-born life expectancy in 2010 is 80 years.

Austria is bordered by Switzerland, Liechtenstein, Germany, the Czech Republic, Slovakia, Hungary, Slovenia and Italy.

Austria is a federal state comprised of nine provinces; each province has its own capital:



Source: webschule.at

| Province | Population as of Jan. 1, 2012 | Provincial Capital | Population as of Jan. 1, 2012 |
|---------------|----------------------------------|--------------------|----------------------------------|
| Burgenland | 286,215 | Eisenstadt | 13,165 |
| Carinthia | 557,773 | Klagenfurt | 94,796 |
| Lower Austria | 1,617,455 | St. Pölten | 52,048 |
| Upper Austria | 1,416,772 | Linz | 191,107 |
| Salzburg | 534,122 | Salzburg | 148,521 |
| Styria | 1,213,255 | Graz | 265,318 |
| Tyrol | 714,449 | Innsbruck | 121,329 |
| Vorarlberg | 371,741 | Bregenz | 28,007 |
| Vienna | 1,731,236 | Vienna | 1,731,236 |

1.2 The Political System

Austria is a democratic republic. The Federal President of Austria is the supreme representative of the state. He represents the Republic abroad in addition to other duties (acting as Supreme Commander of the Austrian Armed Forces, appointing the Federal Government as well as high-ranking officials of the provinces and concluding international agreements, etc.).

The legislative body of Austria is the Parliament, which consists of two houses, the National Council (Nationalrat) and the Federal Council (Bundesrat). The Federal Government is headed by the Federal Chancellor who conducts governmental affairs with the assistance of the Vice-Chancellor, federal cabinet ministers and state undersecretaries.

Each province is administered by its own government, headed by a provincial Governor (Landeshauptmann/Landeshauptfrau).

Austria has been a member of the European Union since 1995.

1.3 Climate

Austria has a typical central European transitional climate (warm summers, cold winters and adequate precipitation). Additionally there are two distinct climatic zones in the interior regions of Austria: the east shows a Pannonian climate (warm to hot summers, relatively low precipitation and cold winters), while the central Alpine region has the characteristic features of the Alpine climate (as compared to the east, more precipitation in summer and long winters with heavy snowfall).

1.4 Languages

German is the official language of Austria and thus a prerequisite for participating in the working and economic life of the country. Croatian, Slovenian and Hungarian are recognised as official languages in the individual regions of autonomous population groups. English is taught at school as the first foreign language.

1.5 Culture & Religion

Various **clubs and associations** (football, auxiliary fire brigade, singing clubs, etc.) exist in Austria in most of the smaller towns (municipalities). There are comprehensive cultural facilities (theatre, cinema, arts expositions) and manifold sports facilities in the larger towns and cities. Information on clubs and associations can be obtained from the municipal offices and authorities (town and municipal administrative authorities). Daily newspapers and special event calendars provide information on current cultural events.

The East of Austria (Vienna, Lower Austria, Burgenland, Styria) has traditionally strong links to the neighbouring countries (the Czech Republic, Slovakia, Hungary, Slovenia). Today this proximity to Austria is expressed amongst others through reciprocal economic activities in these countries.

The influences of former monarchical provinces can also be found in Austrian cuisine. In smaller settlements, you will find inns and taverns with **Austrian specialities** (Wiener schnitzel, etc.) and typical regional dishes. In towns and larger villages there are restaurants offering international cuisine; Italian and Asian restaurants are particularly popular.

Meals are served as follows: breakfast between 8 and 10 am; lunch between 11.30 am and 2 pm; dinner between 6 and 9 pm. In rural regions sometimes only small snacks are served outside the regular serving times. In built-up areas and large cities there are numerous restaurants offering warm dishes throughout the day.

Austrian culture is heavily influenced by the **Catholic Church**. According to the census of 2001 the majority of the Austrian population is catholic (74%), followed by protestants (5%), Muslims (4%) and Orthodox Christians (2%).

<http://www.statistik.at/> (Statistics Austria)

1.6 Labour Market Facts & Figures

In the first quarter of 2012 (January–March) an average of 4,119,200 people were in gainful employment; of which 2,194,800 were male and 1,924,500 female.

The **quota of 15 to 64 year-old employed persons**, i.e. the share of the employed persons in all persons in this age group was at 72.1 percent in 2012. The **part-time employment quota** (share of persons working less than 36 hours a week according to information provided by them) amounts to 25.2 percent in 2011. The share of female part-time employment lies at 44 percent.

The number of unemployed recorded in the 1st quarter of 2012 was 160,200. This represents **an unemployment quota** of 4.1 percent (according to the EU definition of unemployment quota – not seasonally adjusted).

The unemployment quota according to national computation amounts to 6.8 percent in the first quarter of 2012.

The youth unemployment quota (15 to 24 years old) is 8.4 percent (national computation) whereas the unemployment quota of elderly people (55 to 64 years old) is 9.8 percent. Non-Austrian citizens are particularly affected by unemployment (11.4 percent).

When **comparing the provinces** unemployment in the first quarter of 2012 is highest in Carinthia with an average of 11.6 percent and lowest in Salzburg with 5 percent.

<http://www.statistik.at/> (employment status)

<http://www.statistik.at/> (part-time employment quota)

<http://www.ams.at> (unemployment)

2. ARRIVING IN AUSTRIA

2.1 Duty of Registration

Residential registration is **mandatory** in Austria. Any person establishing their residence in Austria is obliged to register with the respective competent authority within three (3) days of establishing the residence.

Responsible authorities to contact in this regard are:

- the registration office of the municipality office (Gemeindeamt) or the municipal authorities (Magistrat) in cities
- in Vienna: the registration office of the municipal district offices (Magistratische Bezirksämter)

The following documents are to be furnished:

- completed registration form; the registration form can be obtained from the responsible registration authorities, registry offices (e.g. in Vienna) or the Internet
- passport and birth certificate
- residence registration certificates for any other places of residence

The **residence registration form (previously residence registration certificate, Meldezettel)** must be signed by the lessee (the owner or the property management) and the tenant, submitted personally or by a person of trust or sent by post to the responsible residence registration authorities (Meldebehörde).

Upon registering in Austria, your personal data will automatically be saved in the **Central Residence Registry** (Zentrales Melderegister (ZMR)) and made available to various authorities. Every person registered in Austria is assigned a dedicated number in the Central Residence Registry (so-called Central Residence Registry Number, "ZMR-Zahl") which is shown on the residence registration certificate (Meldebestätigung).

EU/EEA citizen and their family members staying in Austria longer than three months and intending to reside here must additionally apply for a registration certificate (Anmeldebescheinigung). (Please refer to section 2.2 Residence)

<http://www.help.gv.at/> (general information)

<http://www.help.gv.at/> (residence registration forms)

2.2 Residence

European Union (EU)/European Economic Area (EEA) citizens and Swiss citizens as well as their family members (EU/EEA citizens or Swiss citizens) do not require a residence permit to enter and stay in Austria as they enjoy both exemption from a visa requirement and freedom of establishment. They can stay in Austria for a maximum of three months provided they have a valid passport or personal ID.

The following applies to longer stays in Austria:

- You have to be employed or self-employed/freelancer in Austria, or
- You have to have sufficient financial funds for yourself and your family members as well as appropriate health insurance coverage, or
- You have to attend a school or other educational institution and have sufficient financial funds as well as appropriate health insurance coverage

Within a four month period EU/EEA citizens have to report their taking up of residence to the residence authorities (district administrative authority (Bezirkshauptmannschaft) or the municipal authority (Magistrat)); the authorities will then issue a “registration certificate” (Anmeldebescheinigung). If the family members (spouse, children, partners, etc.) are also EU/EEA citizens their taking up of residence must be also registered by means of a “registration certificate” (Anmeldebescheinigung).

EU/EEA citizens can apply for an “official photographic identification for EEA citizens” (Lichtbildausweis für EWR-Bürger) with the responsible administrative authority.

For **privileged nationals of third states**, i.e. family members of EU/EEA citizens who are not EU/EEA/Swiss citizens, special regulations apply. Please contact the residence authorities or consultation services for more details in good time.

The required documents are to be presented in original copy and a court certified translation into German upon application submission.

The competent authority will advise you which documents and application forms are required.

Competent authority:

- District administration authorities (Bezirkshauptmannschaft) or municipal authorities (Magistrat)
- In Vienna: Municipal department 35 (Magistratsabteilung 35, MA 35)

<http://www.help.gv.at/> (residence and visa – also in English)

<http://www.bmi.gv.at/niederlassung/>

(information provided by the Federal Ministry of the Interior (Bundesministerium für Inneres))

<http://www.bmi.gv.at/> (Family members of EEA, Swiss and Austrian Nationals)

<http://www.bmi.gv.at/>

(EEA members and Third Country Nationals who are family members of EEA citizens)

<http://www.ams.at/> (basic information in English)

<http://www.migrant.at/>

(Counselling Centre for Migrants (Beratungszentrum für Migranten und MigrantInnen))

2.3 Bringing Domestic and Household Pets into Austria

Household pets must have an EU household pet passport.

<http://bmvg.gv.at/> (Travelling with household pets to Austria)

In Austria dogs must be identifiable through a microchip; additionally, certain taxes and duties for dogs are to be paid in all municipalities. The amount of the duty depends on your place of residence. Details can be obtained from the responsible municipality office (Gemeindeamt) or municipal district administration (Magistratisches Bezirksamt) (in cities).

<http://www.help.gv.at/> (keeping of household pets)

<http://www.help.gv.at/> (dog tax (Hundeabgabe))

<http://www.tierarzt.at/> (directory of veterinarians)

3. LIVING CONDITIONS

3.1 Comparable Price Levels of Living Costs

Austria's currency is the Euro (€), one Euro is comprised of 100 cents.

The system of **comparable price levels** allows comparison of the purchasing power between national currencies. The comparable price levels also indicate whether a country is cheap or expensive compared with the average (EU 27 = 100).

<http://www.statistik.at/> (rent and related outlays)

<http://epp.eurostat.ec.europa.eu> (comparable price levels)

<http://www.oecd.org/> (comparable price levels)

3.2 International Dialling Code

The international dialling code for telephone calls to Austria is: +43 (0043).

3.2.1 Emergency Services Numbers

| | |
|--|---|
| Fire department | 122 |
| Police | 133 |
| Ambulance | 144 |
| Doctors on call | 141 |
| Europe-wide emergency service | 112 |
| Pharmacy on duty at night and during weekends | http://www.apotheker.or.at/ |
| Dentists directory | http://www.zahnaerztekammer.at/ |
| Poisoning emergency line | 01/406 43 43 |
| Social psychological emergency assistance (around the clock) | 01/313 30 |
| Helpline for children ("Rat auf Draht") | 147 |
| Suicide and crisis intervention hotline (around the clock) | 142 |
| Women's Domestic Violence Helpline – Free helpline number (24-hour hotline) | 0800/222 555 |
| Women counselling services | http://www.help.gv.at/ |
| Men counselling services | http://www.help.gv.at/ |
| Emergency services in general | http://www.regionalsuche.at/ |
| Austrian emergency service numbers | http://www.dieseite.net/notrufnummer/ |

3.3 Retail Business Hours

Shops are generally open from 9 am until 6 pm in Austria; supermarkets open at 7.30 am and close partly at 7 or even 8 pm. Some shopping centres have also longer opening hours.

Shops are closed on Sundays. In larger cities you can however go shopping in supermarkets located at the railway stations for instance. You can also buy foodstuffs at many petrol stations on Sundays and holidays.

You can pay by debit card (Bankomatkarte) or credit card in most large shops, such as supermarkets.

3.4 Opening a Bank Account

You are generally required to present valid identification with photo (passport, personal ID or a driver's license) in order to open a current account (an account to which your salary is paid "Gehaltskonto").

More details are available at banks and financial institutions.

<http://www.bankaustria.at/de/> (Bank Austria)

<https://www.sparkasse.at/> (Die Erste)

<http://www.raiffeisen.at> (Raiffeisenbank – with branches in small towns and villages as well)

<http://www.bawagpsk.com/> (BAWAG-PSK)

<http://www.volksbank.at> (Volksbank)

<http://www.bankkonditionen.at> (banks in comparison)

3.5 Motor Vehicles

You must always carry a reflective safety vest in fluorescent yellow or orange, a breakdown triangle and vehicle first-aid case. Vehicle operators are to ensure that children of age under fourteen are appropriately securely seated in the vehicle.

Austrian motorways are subject to toll fees, the required motorway vignette can be purchased at motorway service stations and newsagents/tobacconists (Trafik).

<http://www.asfinag.at/> (motorway vignette – prices)

<http://www.oeamtc.at/> (provincial database: traffic regulations in Austria)

<https://www.help.gv.at/> (use of motor vehicles in Austria)

3.5.1 Driving License

Driver's licenses which have been issued in other EU/EEA countries are also valid in Austria. You must report every change of address (primary residence address, Hauptwohnsitz) to the authority responsible for the area of your principal residence. The following applies to Swiss Citizens: the driver's license must be reissued by the competent regional district administrative authority or the Federal Police Headquarters (Bundespolizeidirektion). The prerequisite of reissue is a completed examination by a public health officer (Amtsarzt).

<http://www.help.gv.at/> (driver's license, driver's license categories, etc.)

<http://www.arboe.at/> (ARBÖ – automobile association)

<http://www.oeamtc.at/fuehrerschein/> (ÖAMTC – automobile association)

3.5.2 Motor Vehicle Licenses

When relocating to Austria you are allowed to drive a vehicle with foreign registration plates for one month; within this period you must apply for official Austrian vehicle registration papers (Typenschein).

Subsequently, you must take out third-party insurance with one of the many insurance companies or furnish a proof of already existing insurance coverage. Within the EU there is freedom of choice regarding motor vehicle insurance companies. The motor vehicle can principally be insured in any EU member state with an authorised insurance company. The final traffic registration is performed at the registration department of your selected insurance company.

The websites specified below will provide further details regarding the tests and documents required for the final registration. Vehicles **with an EU operating license** do not require a separate permit in Austria (from 1st of July 2007).

<http://www.help.gv.at/> (driving motor vehicles with foreign registration plates)

<http://www.oeamtc.at/> (self-import of motor vehicles by private persons)

<http://www.help.gv.at/> (motor vehicle admission to traffic)

3.6 Housing

3.6.1 Short-Term Accommodation in Hotels and Youth Hostels

Information on hotels and boarding houses:

<http://www.tiscover.at>

Information on youth shelters:

<http://www.jungehotels.at/od/home/>

<http://www.jugendherberge.at>

3.6.2 Important Details regarding Housing

In Austria 41 percent of new housing is comprised of detached and semi-detached houses and 54 percent of new flats are in residential buildings divided into several flats. In towns and built-up areas there are large numbers of rented, housing association and owner-occupied flats in multi-storey buildings; detached and semi-detached houses predominate in rural areas.

Apartment rents vary depending on the region. The rent for an average apartment in 2012 (rent, repayments/annuities for owner-occupied apartments and operating costs) was least expensive in Burgenland at 4.42 Euros per square meter and most expensive in Salzburg at 6.56 Euros per square meter. Rent per square meter depends on various factors such as proximity to transport, infrastructure, residential area and fittings, fixtures and furnishings.

Smaller apartments are generally more expensive per square meter than larger ones, and in addition to rent, operating costs (about 25 percent of the net rent), heating, gas and electricity costs must also be taken into account.

Rents for the majority of principal-tenant housing (Hauptmietwohnung), council housing (Gemeindewohnung) and association housing (Genossenschaftswohnung) are regulated throughout Austria by the **Rent Act**; as a rule, detached houses are generally not regulated by the Rent Act. Exception: statutory periods of notice are also valid for detached houses.

Before you conclude a **rental or purchase agreement**, it is advisable to seek out an appropriate **consultation agency** (Tenant Associations (Mietervereinigungen), Austrian Tenant Protection Association (Mieterschutzverband), Consumer Information Association (Verein für Konsumenteninformation), Chamber of Labour (Arbeiterkammer), etc.) in order to verify the legal validity of the agreement. The aforesaid consultation agencies will assist you in all issues related to rental law.

<https://mietervereinigung.at/> (Mietervereinigung/Tenants Association)
<http://www.mieterschutzverband.at/> (Mieterschutzverband/Tenants Protection Association)
<http://www.konsument.at/> (Verein für Konsumenteninformation/Consumer Protection Association)
<http://www.arbeiterkammer.at> (Arbeiterkammer/Chamber of Labour)
<http://www.statistik.at/> (rent and related outlays)

3.6.3 Finding Permanent Housing

Important information sources:

→ daily newspapers:

<http://kurier.at/>
<http://www.krone.at>
<http://derstandard.at>
<http://diepresse.com/>
(weekend editions are of particular interest)

→ real estate magazines:

<http://www.bazar.at/>
<http://www.immobilien.net/>
<http://www.immodirekt.at>

→ real estate agents:

<http://www.ovi.at/>
<http://www.wohnnet.at> (information related to building your own property)

3.6.4 Eligibility for Council Housing

Eligibility preconditions for social housing vary throughout Austria.

Details can be obtained from the municipal offices (Gemeindeamt) and municipal authorities in cities (Magistrat).

<http://www.help.gv.at/> (council housing (Gemeindewohnungen))

3.6.5 Eligibility for Housing Association Accommodation

Housing association accommodation (Genossenschaftswohnungen) receives special support, often through a purchase option. The tenants are members of the housing association and pay a so-called “cooperative share” (Genossenschaftsanteil) which is determined by the size and age of the accommodation.

<http://www.help.gv.at/> (housing association accommodations (Genossenschaftswohnungen))
<http://www.gbv.at> (overview of Austrian housing associations)
<https://mietervereinigung.at/> (Mietervereinigung/Tenants Association)
<http://www.mieterschutzverband.at/> (Mieterschutzverband/Tenants Protection Association)

3.6.6 Application for a Radio and TV License

In Austria radio and TV appliances must be registered.

<http://www.orf-gis.at/>

3.6.7 Registration for Gas and Electricity

You can find which energy provider is responsible for your area and which tariffs are cheapest at Tarifkalkulator/E-control (tariff calculator/e-Control):

<http://www.e-control.at/>

3.6.8 Registration of Fixed Network Phones and Mobile Phones

Overview of fixed network tariffs and providers:

<http://www.mobilfunkrechner.de/akwien/>

(Chamber of Labour Tariff Guide – calling fixed network numbers)

<http://www1.arbeiterkammer.at/> (your fixed network line – tariff calculator)

Overview of mobile network tariffs and providers:

<http://www.mobilfunkrechner.de/akwien/> (Chamber of Labour Mobile Telephony Tariff Guide)

<http://www1.arbeiterkammer.at/> (your mobile phone – tariff calculator)

4. SEEKING EMPLOYMENT IN AUSTRIA

Pursuant to Austria's membership in the European Union, EU/EEA citizens, Swiss citizens and their family members (spouses, children, stepchildren and adopted children) are entitled to live and work in Austria without work permits in accordance with the principle of "free movement of labour." The transitional provisions are deemed generally applicable to citizens of Romania and Bulgaria. (Also see section 4.9)

4.1 Seeking Employment from the EU/EEA Countries and Switzerland in Austria, seeking employment by third country nationals

Prior to coming to Austria, you can obtain information and use various services on the Internet:

- seeking employment, province information, regional job opportunities using EURES
- seeking employment using the AMS (Public Employment Service Austria) website; you can also register online in the eJob-Room
- AMS (Public Employment Service Austria) services: career focus test (career compass), interactive application training, application coach (application tips, etc.)
- Information provided by the AMS (Public Employment Service Austria): career information database (BIS, Berufsinformationsdatenbank), career lexica, qualifications barometer (Qualifikationsbarometer; labour market trends, opportunities on the Austrian labour market based on qualifications), further education database (Weiterbildungsdatenbank), career information centres (Berufsinformationszentrum, BIZ), barrier-free access to AMS offices, unemployment benefits
- Public Employment Service Austria (AMS) information for young people: workroom (Arbeitszimmer), Your Choice
- employment seekers can obtain information on claiming unemployment benefits from the employment service or the competent authority in their home country (also see section 8.4.2)
- **English** information on services provided by the Public Employment Service Austria (AMS), living and working conditions can be found on <http://www.ams.at/>.

For non-Austrian nationals:

<http://www.bmask.gv.at/pdf> (Criteria based Immigration to Austria – Red-White-Red Card)

After arriving in Austria you have to observe the following when seeking employment:

- to be able to claim unemployment benefits from your country of origin in Austria (such as unemployment benefits) it is necessary to personally register at the competent office in Austria
- assistance during employment seeking as well as career advisory services can be received from the competent offices

4.2 EURES (European Employment Services)

You can find out about job vacancies in Austria and obtain other information about Austria by contacting the EURES network at the competent employment service office in the EU/EEA countries/ Switzerland.

The EURES website informs job seekers amongst others about living and working conditions as well as job opportunities in the individual regions of the EU/EEA states and in Switzerland as well as lists job vacancies. Additionally you can post your personal CV online which can be viewed by potential employers.

More than 700 specially trained EURES advisors work in the public employment services in all EU/EEA countries and Switzerland to support and advise citizens seeking a job in another EU/EEA country or Switzerland. You can find your EURES advisers responsible for the desired region using the EURES website.

<http://eures.europa.eu> (EURES website)

4.3 Public Employment Service Austria (AMS)

The Public Employment Service, better known as the **Arbeitsmarktservice (AMS) (Public Employment Service Austria)** offers their services in regional AMS offices.

The Public Employment Service Austria (AMS) is responsible for **consultation, job referral, financial support and ensuring livelihood** (such as unemployment benefits and emergency assistance benefits) for persons who are permanent residents of Austria and are currently residing in Austria.

Job seekers and unemployed persons may register as job seekers at their local Austrian Employment Service (the competence follows their principal residence, also see <http://www.ams.at>).

At the AMS **website** you can also find more details regarding

→ eJob-Room:

The Austrian Employment Service offers this service both to registered individuals and all other interested people. It offers an overview of all vacant positions in Austria and neighbouring regions (South Tyrol, Switzerland, etc.) reported to the Public Employment Service Austria, AMS. You can search for a particular position by selecting the requested employment form, place of work, commencement date of employment, occupational groups/occupations. This service is available to both registered and unregistered users.

Note: You can also register for the eJob-Room even when your place of residence is still outside Austria.

Registered users are additionally offered the following services:

- publishing of applications in the eJob-Room
- use of the extended job vacancies listing (the eJob-Room vacancies)

eJob-Room offers are free of charge.

<http://www.ams.at/>

→ Job Application Tips

interactive application training, application coach on the internet (step-by-step assistance drafting applications), practice folder for job seekers (provides tips and tricks regarding job hunting)

<http://www.ams.at/>

→ online community – career planning, career change, applications

online exchange on the above mentioned topics

<http://bewerbungsportal.ams.or.at/>

→ **Services rendered to job seekers**

information on claiming unemployment benefits, emergency assistance benefits, etc.;
information on responsibilities of the benefit recipients towards the Public Employment Service Austria (AMS), etc.

<http://www.ams.at/>

→ **AMS Publications for EU/EUA citizens and Swiss citizens:**

<http://www.ams.at/> (Sie kommen nach Österreich/Arriving in Austria)

<http://www.ams.at/> (EURES border regions)

→ **Information for foreign workforce:**

<http://www.ams.at/>

→ **Career Information System (BIS, Berufsinformationssystem)**

the largest online information database on professions and qualifications.

<http://www.ams.at/bis/>

→ **Occupation related lexica**

details regarding professions (job profiles, requirements, training opportunities, career opportunities, employment forms, etc.)

<http://www.beruflexikon.at> (apprenticeship programs, careers for university graduates, careers for graduates of technical and vocational schools, other career opportunities)

→ **Qualifications barometer**

information about qualification trends and latest developments on the labour market

<http://www.ams.at/>

→ **Further education database**

assistance when looking for suitable training opportunities and details about course providers as well as prerequisites

<http://wbdb.ams.or.at/>

→ **Workroom (Arbeitszimmer):**

platform for young people who want to exchange tips and tricks regarding profession, study course, school selection

<http://www.arbeitszimmer.cc>

→ **Career Compass:**

questionnaire regarding profession choice; after filling in you will receive online evaluation and interests profile

<http://www.berufskompas.at/>

→ **Career information centres (BIZ):**

BIZ at various locations in Austria offer information about professional and training possibilities, job opportunities, tips and tricks regarding profession choice; comprehensive brochure selection and occupation videos as well as personalised assistance free of charge.

<http://www.ams.at/>

→ **Offers for women and young women:**

<http://www.ams.at/>

→ **Disabled persons:**

<http://www.ams.at/>

→ **AMS research network:** information system covering networks of labour market relevant topics, publications and surveys are available for download

<http://www.ams.at/>

Useful addresses:

| | |
|---|---|
| Public Employment Service Austria (AMS) of Burgenland Permayerstraße 10 A-7000 Eisenstadt Tel.: +43 2682 692-0 Internet: http://www.ams.at/bgld/ | Public Employment Service Austria (AMS) of Carinthia Rudolfsbahngürtel 42 A-9021 Klagenfurt Tel.: +43 463 3831-0 Internet: http://www.ams.at/ktn/ |
| Public Employment Service Austria (AMS) of Lower Austria Hohenstaufengasse 2 A-1013 Vienna Tel.: +43 1 531 36-0 Internet: http://www.ams.at/noe/ | Public Employment Service Austria (AMS) of Upper Austria Europaplatz 9 A-4021 Linz Tel.: +43 732 6963-0 Internet: http://www.ams.at/ooe/ |
| Public Employment Service Austria (AMS) of Salzburg Auerspergstraße 67a A-5020 Salzburg Tel.: +43 662 8883-0 Internet: http://www.ams.at/sbg/ | Public Employment Service Austria (AMS) of Styria Babenbergerstraße 33 A-8020 Graz Tel.: +43 316 7081-0 Internet: http://www.ams.at/stmk/ |
| Public Employment Service Austria (AMS) of Tyrol Amraser Straße 8 A-6020 Innsbruck Tel.: +43 512 58 46 64 Internet: http://www.ams.at/tirol/ | Public Employment Service Austria (AMS) of Vorarlberg Rheinstraße 33 A-6901 Bregenz Tel.: +43 5574 691-0 Internet: http://www.ams.at/vbg/ |

| | |
|---|--|
| Public Employment Service Austria (AMS) of Vienna Landstraßer Hauptstraße 55–57 A-1030 Vienna Tel.: +43 1 878 71 Internet: http://www.ams.at/wien/ | Public Employment Service Austria (AMS) Treustraße 35–43 A-1200 Vienna Tel: +43 1 33178-0 Internet: http://www.ams.at |
| Bodensee border region (Vorarlberg, Bavaria, Switzerland) Internet: http://www.jobs-ohne-grenzen.org/ | Trans-Tyroleean border region (Tyrol, South Tyrol and Grisons) Internet: http://www.eures-transtirolia.eu/ |
| Pannonia border region (Austria, Hungary) Internet: http://www.eures-pannonia.hu/ | |

4.4 Daily Newspapers

Most job vacancies can be found in the weekend editions.

| Newspaper | Internet Address |
|---------------------------------|---|
| Wiener Zeitung | http://www.wienerzeitung.at |
| Die Presse | http://diepresse.com/ |
| Kurier | http://kurier.at/ |
| Oberösterreichische Nachrichten | http://www.nachrichten.at |
| Der Standard | http://derstandard.at/karriere |
| Salzburger Nachrichten | http://www.salzburg.com/ |
| Kleine Zeitung | http://www.kleinezeitung.at/ |
| Vorarlberger Nachrichten | http://www.vorarlbergernachrichten.at/ |
| Kronen Zeitung | http://www.krone.at |
| Tiroler Tageszeitung | http://www.tt.com/ |

<http://www.ams.at/sfa/14800.html#Zeitungen> (vacancies published in newspapers)

4.5 Private Recruitment Agencies

The role of private requirement agencies is growing. Primarily highly qualified positions are nearly exclusively offered on the market through HR consulting companies and agencies. The Public Employment Service Austria cooperates with a large number of these agencies. At the website of the Public Employment Service Austria (AMS) you can also find links to the job-exchanges (Jobbörsen) of many large companies.

<http://www.ams.at/> (useful links)

4.6 “Hidden” Labour Market

Some of the job vacancies or newspaper job ads never reach the offices of the Public Employment Service Austria (AMS). Therefore, it may prove worthwhile to send unsolicited letters (i.e. without any reference to a specific job advertisement) to potentially interested employers.

<http://www.herold.at> (addresses of enterprises and businesses)

<http://www.ams.at/> (links to business directories)

It is also recommended to ask your neighbours, relatives, friends and acquaintances whether they know about any vacant positions.

4.7 Au-pairs

Young people from abroad may work in Austria as an au pair for a specified period of time. Au pairs are accepted in the host family as a family member and are integrated into everyday family life. In return the family expects the au-pair to help with childcare and light housework. In addition to working in the household and performing childcare, the au pair has to attend a language school or another course.

Essential prerequisites for working as an au pair are as follows:

- age of 18 to 28 years
- prior childcare experience as well as enjoying working with children
- readiness to adjust to other cultures and different lifestyles
- 2–3 evenings per week of babysitting
- minimum skills in German (school level or one semester studies or language course; certificates are to be furnished)
- use of an authorised agency when referred an au-pair position
- maximum of one year as au-pair in Austria in the last five years
- the au-pair has no criminal record

The Housemaid and Domestic Workers Act (HGHAG) regulates employment of au-pairs. The remuneration follows the minimum wage tariff for au pairs.

Most **au-pair agencies** assist au pairs with **formalities prior** to the au-pair assignment (selection of host family, travel etc.) as well as during their assignment (contact in case of problems, organization of periodic au-pair meetings etc.).

Au pairs from the EU/EEA states and Switzerland enjoy freedom of establishment and do not require a residence permit! EU/EEA citizens have to obtain a “**registration certificate**” (Anmeldebescheinigung) from the residence authorities (district administrative authority (Bezirkshauptmannschaft) or the competent municipal authority (Magistrat)) for a stay exceeding three months.

The host family must obtain a **confirmation authorising au-pair employment (Anzeigenbestätigung)** from the AMS (<http://www.ams.at/>).

http://www.ams.at/_docs/Infoblatt_Au-pair.pdf (au-pair information sheet)

<http://www.help.gv.at/> (general information on au-pair employment)

<http://www.ams.at/> (au pair standard form of contract)

Contact the Public Employment Service Austria (AMS) or any of AMS regional offices to obtain additional information about working as an au pair for citizens of **non-EU/EEA countries** (a special residence permit is required).

<https://www.help.gv.at/> (au-pairs)

Au-pairs from third countries are not admitted to the regular labour market and do not obtain any entitlement to work nor any right to free access to the labour market after expiry of their au pair contract. The host family is also not entitled to continue the employment of the au pair.

4.8 Seasonal Workers

The demand for seasonal workers is especially concentrated in the area of tourism as well as agriculture and forestry and can only be partially met by the Austrian workforce. There is especially a recurrent need for experienced harvesters (e.g. asparagus or grape harvesting) from spring to autumn in the Eastern regions of Austria (Lower Austria, Upper Austria, Burgenland and Vienna) which are predominantly characterized by intensive land cultivation. Experienced skilled workers (skilled restaurant workers, cooks) as well as auxiliary workers with professional experience (kitchen help, cleaning staff, housekeeping staff, waitress help, bartenders etc.) are especially sought after in the winter sport regions of Western Austria from November to March, and in all tourist regions throughout Austria from May to October.

In the area of tourism, special **labour law provisions** are effective (e.g. specific working time during the week or month, respective regulations concerning rest breaks and days off.).

Information on your rights and obligations as an employee should be obtained from the Chamber of Labour and trade unions prior to starting a new job.

<http://jobroom.ams.or.at/> (Austrian Employment Service (AMS) – seasonal job vacancies)

<http://www.ams.at/> (seasonal work permit for foreign job seekers – quota permits)

<http://www.ams.at/> (foreign harvesters)

<http://www.ams.at/> (regarding employment of seasonal workforce in agriculture and forestry)

<http://www.oegb.at> (Austrian Trade Union Federation (ÖGB))

<http://www.arbeiterkammer.at> (Austrian Chamber of Labour)

4.9 Transitional Stipulations Applying to Bulgarian and Romanian Citizens on the Austrian Labour Market

EU citizens from Bulgaria and Romania only have **free access** to the Austrian labour market **subject to specific conditions**; these **transitional provisions** applicable to these citizens remain presumably in effect until 2014!

Please note! EU citizens from the Czech Republic, Slovenia, Slovakia, Hungary, Poland, Estonia, Latvia and Lithuania have had free access to the Austrian labour market since 1st of May 2011 and require no work permit.

Please note! Special regulations apply to skilled and qualified staff from Bulgaria and Romania.
<http://www.ams.at/>

<http://www.ams.at/> (foreigners)

When Bulgarian and Romanian citizens intend seeking employment on the Austrian labour market

- and **have not yet found a job**, they can go to the Public Employment Service Austria (AMS) website;
- and **have already found a job**, your employer must apply to AMS for an **employment permit (Beschäftigungsbewilligung)**.

Please note! Specific labour market access regulations are valid for persons with key qualifications as well as seasonal workers originating from Bulgaria and Romania.

Bulgarian and Romanian citizens able to furnish an AMS confirmation of their free access to the labour market (“freedom of movement confirmation”) may be employed without an employment permit (Beschäftigungsbewilligung); i.e. they are entitled to free job selection in Austria.

Such confirmation is to be provided to Bulgarian and Romanian citizens who as of 1st of May 2007 or from a later point have already been **legally employed in Austria for an uninterrupted period of at least 12 months** i.e. are in possession of an employment permit (Beschäftigungsbewilligung), a work permit (Arbeitserlaubnis), a certificate of exemption (Befreiungsschein) or a certificate of residence (Niederlassungsnachweis).

The following **also applies to family members** (spouse, children up to the age of 21; irrespective of their citizenship) of such Bulgarian and Romanian citizens **already enjoying freedom of movement and having a legally valid, joint residence in Austria with such new EU citizen**:

These persons are entitled to such confirmation from the very first day of their stay in Austria simply on the grounds of their being a family member of an EU citizen enjoying freedom of establishment starting with the very first day of their residence in Austria. **Family members able to furnish an AMS confirmation of their free access to labour market may be employed without the employment permit (Beschäftigungsbewilligung); i.e. they are entitled to free job selection in Austria.**

<http://www.ams.at/> (work permit for skilled and qualified job seekers)

<http://www.ams.at/> (downloads and forms)

4.10 Applications

Letters of application and curriculum vitae should be drafted in German, unless the job vacancy advertisement specifically requests that application documents be prepared in another language.

If you have made any arrangements – irrespective of whether on the phone or in person – for a job interview, you should bring your CV, diplomas and work certificates to the appointment. Contact the Austrian Employment Service website (“Application Coach (Bewerbungscoach)” at <http://bewerbungsportal.ams.or.at/>) if you need any assistance drafting your application.

A complete application includes:

- a letter of application
- a resume (Curriculum Vitae)
- certificates (Maturazeugnis (A-level/High School certificates), work certificates/references and/or course certificates or confirmation of attendance of important technical courses and seminars)
- applicant’s photograph

<http://europass.cedefop.europa.eu/> (European CV)

<http://www.ams.at>

(Public Employment Service Austria (AMS) under the topic “Application Coach”)

5. TERMS AND CONDITIONS OF EMPLOYMENT

5.1 Labour Law – Overview

Austrian labour law covers the rights and obligations of employees. This includes amongst others the following acts and legal stipulations:

- Salaried Employees Act (Angestelltengesetz)
- Labour Relations Act (Arbeitsverfassungsgesetz)
- Employees Severance Pay Act (ArbeiterInnenabfertigungsgesetz)
- Employment Safeguarding Act (Arbeitsplatzsicherungsgesetz)
- Alien Employment Act (Ausländerbeschäftigungsgesetz)
- Act on Continued Payment of Wages and Salaries (Entgeltfortzahlungsgesetz)
- Equal Treatment Act (Gleichbehandlungsgesetz)
- Maternity Protection
- Vacation Act (Urlaubsgesetz)
- Employee Protection
- Working Hours Act (Arbeitszeitgesetz)
- Women's Night-Work Act (Frauennachtarbeitsgesetz)

<http://www.arbeiterkammer.at> (Austrian Chambers of Labour: Work & Law)

<http://www.oegb.at> (Austrian Trade Union Federation (ÖGB))

5.2 Employee Representations

5.2.1 Chamber of Labour and Austrian Trade Unions

Employees are automatically members of the Chamber of Labour which provides them with legal representation if necessary. There is also the possibility of joining a trade union through an application process.

The Chamber of Labours as well as Austrian trade unions are independent and democratic institutions which represent the social, economic, professional and cultural interests of employees in Austria. They are independent democratic institutions:

Services offered by the Chambers of Labour and trade unions include amongst others:

- defence and recovery representation at a labour and social court (Arbeits- und Sozialgericht)
- legal advice on
 - women and family related issues
 - protection of apprentices and young workers
 - unemployment
 - social security (retirement matters)
 - wage and salary tax matters
 - minimum wage
 - collective agreements
- basic protection and consultation regarding
 - employee protection
 - environmental protection
 - consumer protection

The Austrian Chamber of Labour offers **free of charge legal assistance both on the phone and on their premises** related to many issues under the Austrian Labour Act, industrial safety, minimum wages and consumer protection, etc.

The Austrian Trade Union Federation offers counselling services in principle to their members; non-members can obtain once-only free-of-charge legal advice.

The Chamber of Labour and trade unions are part of the so-called economic and social partnership and negotiate issues related to salaries/wages and prices with the Austrian Federal and Provincial Chambers of Labour. They assist the government in drafting legislation and factual issues which fall under the responsibility of social interest groups.

Trade unions for instance negotiate the collective agreements for various industry sectors within the framework of the social partnership. A **collective agreement** is an agreement annually renegotiated for all employees within a certain sector with the employers. A collective agreement sets equal minimum standards for wages and salaries ("minimum wages") and working conditions for all employees within a certain sector.

Please contact the legal department of your provincial chamber of labour for more details on **minimum wages and salaries** applicable to a certain sector.

All trade unions (trade unions of different branches) are part of the Austrian Trade Union Federation (Österreichischer Gewerkschaftsbund (ÖGB)), the Austrian Federation of Chambers of Labour (Arbeiterkammer Österreich) is the umbrella organisation which incorporates all Austrian Chambers of Labour.

<http://www.arbeiterkammer.at> (Austrian Chamber of Labour)

<http://www.oegb.at> (Austrian Trade Union Federation (ÖGB))

<http://www.arbeiterkammer.at/> (collective agreement)

<http://www.arbeiterkammer.at/> (minimum wage)

5.2.2 Works Council

Employees are represented in the enterprise by works councils. The works council is the central representative body of the company's staff. The works council represents the staff in contact with the company owner/employer. Works council members have for instance a right of co-determination regarding amongst others recruitment, termination and dismissal of employees.

<http://www.betriebsraete.at/> (works council)

5.3 Employment Relations

Austrian labour law distinguishes between the following forms of employment:

→ **Employment contracts (Arbeitsvertrag):**

concluded between an employer and an employee.

→ **Short-term contracts as independent contractors:**

concluded between a principal (i.e. customer) and an independent contractor.

→ **Quasi-employment contracts (arbeitnehmerähnliches Beschäftigungsverhältnis):**

includes both 'new self-employed' persons (Neue Selbständige) and those employed on the basis of a contract for work and services (WerkvertragsnehmerInnen), who require a business license.

<http://www.arbeiterkammer.at/> (employment contracts)

<https://www.usp.gv.at/> (employment forms)

<http://www.arbeiterkammer.at/> (short-term employment contracts as independent contractors)

5.3.1 Employment Contract and Position Specifications Statement

An **employment contract (Arbeitsvertrag)** is defined as a binding arrangement whereby one person undertakes to perform work for another person. The conclusion of an employment contract is in principle not subject to any form requirements. The employment contract may be concluded in writing, by oral agreement or conclusive action (e.g. taking up the position followed by subsequent remuneration).

When no written employment contract is concluded, the employer is to pass on a written record of major rights and obligations arising from this employment agreement to the employee, the so-called position specification statement (Dienstzettel) immediately after the commencement of the employment: The work card is free of charge and serves the purpose of documenting proof.

The following points are to be included in a position specification statement:

- name and address of the employer
- name and address of the employee
- the date of the employment commencement
- probationary period
- in the case of an employment contract concluded for a fixed term:
 - the termination date of the employment
- in the case of an employment contract concluded for an indefinite term:
 - employment termination notice period and date of termination
- usual place of work
- any classification of the position in a general scheme
- foreseen duties and responsibilities
- starting remuneration:
 - base salary or wages
 - additional remuneration components (e.g. special payment)
- due dates of the remuneration
- annual vacation entitlements
- agreed normal daily and weekly working hours
- specification of any collective agreement or any other company-specific agreements applicable to the employment contract.

Exception: Apprenticeship contracts (Lehrverträge) must be concluded in writing!

<http://www.arbeiterkammer.at/> (employment contracts)

<http://www.arbeiterkammer.at/> (employment contracts and position specification statement)

<http://www.arbeiterkammer.at/> (apprenticeship; apprenticeship contracts)

5.3.1.1 Working Hours and Vacation Entitlements

According to law, full-time employment (Vollzeitarbeit) is:

- a working day of 8 hours (within a 24-hour period)
- a weekly working time of 40 hours (working period from Monday to Sunday inclusive)

Collective bargaining agreements have shortened the working week in many branches of business. A surcharge of a minimum of 50 percent or compensatory time off is applicable for overtime work.

If the daily working time exceeds six hours it must be interrupted by a half an hour break. This break is unpaid and is not included in the working hours.

Other working hours arrangements are possible: minimum income employment, part-time employment, seasonal employment etc.

Workers are granted a **vacation entitlement** (Urlaubsanspruch) for at least five weeks (= thirty working days) per working year; this also applies to minimum income employees and part-time employees. In addition to the regular salary an employee in Austria is additionally paid a vacation bonus (so-called 13th monthly salary) and a Christmas bonus (so-called 14th salary), each amounting to a full monthly salary if set forth in the collective bargaining agreement or employment contract; these bonus payments are however subject to lower taxes. PLEASE NOTE! There is no legal entitlement to the vacation bonus (so-called 13th salary) and the Christmas bonus (so-called 14th salary). You are only entitled to the vacation bonus (so-called 13th salary) and the Christmas bonus (so-called 14th salary) when this has been contractually agreed.

<http://wien.arbeiterkammer.at/> (working hours)

<http://wien.arbeiterkammer.at/> (vacation)

<http://www.arbeiterkammer.at/> (brochure: employee rights)

5.3.1.2 Termination

Every employee who has concluded an employment contract or has a position specifications statement is in principle protected by Austrian labour law through the **termination notice deadlines**. Termination notice periods and termination dates are mostly regulated by collective agreements and employer/works council agreements; otherwise they are regulated by the Salaried Employees Act (Angestelltengesetz) or the Civil Code (Allgemeines Bürgerliches Gesetzbuch, ABGB).

Termination by the employer

For salaried employees: the Salaried Employees Act regulates the minimum termination deadlines. The stipulations of the Austrian Civil Code are deemed generally applicable to employees with remuneration below the low-income limit with working time of less than one fifth of working time under full employment.

For waged employees: the termination notice is two weeks pursuant to the Austrian Civil Code (ABGB); however, the collective agreements, employer/works council agreements normally foresee longer respectively in some cases even shorter termination notice periods.

Termination by the employee

For salaried employees: one month (at the end of the month) or as regulated by the respective collective bargaining agreement

For waged employees: 2 weeks (Austrian Civil Code) or as regulated by the respective collective bargaining agreement

When your employment has been terminated you can **appeal against the termination** under certain circumstances. It is decisive however to immediately after a written or oral termination notice contact the works council, the Chamber of Labour or your trade union representative. **PLEASE NOTE!** When appealing against a termination notice you have to observe deadlines. You can appeal against termination notice before the Labour Court (Arbeitsgericht).

<http://wien.arbeiterkammer.at/> (termination)

5.3.2 Persons Working on Short-Term Contracts as Independent Contractors

This type of employment (freier Dienstvertrag) is characterised as follows:

- no or low level of personal dependence
- independent contractors may engage subcontractors to fulfil their obligations
- they primarily use their own resources
- they are not incorporated into the corporate organisation
- they are normally paid by the hour

In contrast to the contract for work and labour, there is no warranty to produce a certain work. Independent contractors with a monthly remuneration exceeding the minimum salary limit (in 2012: €376.26) have to be registered with the responsible regional health insurance fund and hence enjoy health insurance coverage. They are entitled to sickness benefits starting with the fourth day of occupational incapacity; they thus enjoy accident, unemployment and pension insurance as well as are subject to the Insolvency Insurance Law (Insolvenzentschuldensicherungsgesetz, IESG). Independent contractors are also entitled to receive a position specification statement (Dienstzettel).

Note: independent contractors only enjoy limited protection under the Austrian Labour Law. Without an appropriate agreement between the employer and the independent contractor there is however **no** legal entitlement to special benefits, vacation, a release from performance obligation and protection against dismissal. They may however receive severance pay when the applicable prerequisites have been satisfied and are subject to the Corporate Employee and Free-Lancer Pension Law (Betriebliches Mitarbeiter- und Selbständigenvorsorgegesetz, BMSVG).

The employer must take out accident insurance for any **persons receiving remuneration below the legally stipulated limit** (monthly income up to €376.26 in 2012). Voluntary health and pension insurance are possible; persons receiving remuneration below the aforesaid limit have to apply at the competent regional health insurance fund themselves.

Independent contractors have to pay income taxes when their annual income exceeds certain amount. They are classified as entrepreneurs and have to apply for a tax identification number with the responsible fiscal authorities.

<http://wien.arbeiterkammer.at/> (short-term employment contracts as independent contractors)

<http://www.arbeiterkammer.at/>

(persons working on short-term contracts as independent contractors; brochure)

<https://www.usp.gv.at/> (persons working on short-term contracts as independent contractors)

5.3.3 Contract for Work and Labour

Pursuant to the Austrian General Civil Code (Allgemeines Bürgerliches Gesetzbuch (ABGB)), in a **contract for work and labour** (Werkvertrag), a contractor undertakes to carry out a particular service or work and the customer promises to pay for the service or work. In contrast to the employment contract or persons working as independent short-term contractors, in the contract for work and labour the result of the services rendered is decisive. The contractor is responsible for successfully performing the services (i.e. the specified service) or achieving a specific result.

“Neue Selbständige” or “new self-employed persons” (i.e. “freelancers”) perform any type of commercial services not requiring a business license (Gewerbeschein) and which are not services rendered by independent contractors. This category includes professionals such as: authors, consultants, translators and psychotherapists.

Characteristics of contracts for work and labour:

- personal and economic independence from the principal (new: “WerkbestellerInnen”, approximate equivalent of contract assigner)
- no obligation to perform the work or service personally (sub-contracting is allowed)
- the contractor (new: “WerkunternehmerInnen”, approximate equivalent of contract assignee) use their own resources
- they are not incorporated into the corporate organisation of the contract assigner

The contract for work and labour is deemed fulfilled with the performance of the contractual services. The completion of the agreed services and/or achievement of the result are deemed as automatic satisfaction of the obligation.

New self-employed persons with contracts for work and labour are always to report their activities to the Social Security Institution for Trade and Industry (Sozialversicherung der Gewerblichen Wirtschaft, SVA).

They have to pay their social security contributions

- when their yearly gross earnings from contracts for work and labour exceed €6,453.36; or
- they additionally have concluded another employment contract or independent contractor's contract or receive unemployment benefits and the gross annual income exceeds the amount of €4,515.12 in the year 2012.
- The insurance limits do not apply in case of additional freelance contracts requiring compulsory insurance with the Social Security Institution for Trade and Industry (Sozialversicherungsanstalt der Gewerblichen Wirtschaft), for instance as a businessperson.

New self-employed persons/freelancers enjoy health, pension and accident insurance within the framework of self-employed insurance coverage. Special regulations are deemed applicable to unemployment insurance.

<http://wien.arbeiterkammer.at/> (contract on work and labour)

<http://portal.wko.at/> (new self-employed)

<https://www.usp.gv.at/> (new self-employed)

General Employment Terms & Conditions Information:

<http://www.arbeiterkammer.at>

<http://www.oegb.at>

<http://www.sozialversicherung.at>

<https://www.usp.gv.at/> (independent contractors and new self-employed)

Useful addresses:

| | |
|---|---|
| Chamber of Labour (AK) of Burgenland Wiener Straße 7 A-7000 Eisenstadt Tel: +43 2682 740-0 Internet: http://www.akbgld.at/ | Chamber of Labour (AK) of Carinthia Bahnhofsplatz 3 A-9021 Klagenfurt Tel: +43 (0)50 477-0 Internet: http://kaernten.arbeiterkammer.at/ |
| Chamber of Labour (AK) of Lower Austria Windmühlgasse 28 A-1060 Vienna Tel: +43 1 588 83-0 Internet: http://noe.arbeiterkammer.at/ | Chamber of Labour (AK) of Upper Austria Volksgartenstraße 40 A-4020 Linz Tel: +43 (0)50 6906-0 Internet: http://www.arbeiterkammer.com/ |
| Chamber of Labour (AK) of Salzburg Markus-Sittikus-Straße 10 A-5020 Salzburg Tel: +43 662 8687-0 Internet: http://www.ak-salzburg.at/ | Chamber of Labour (AK) of Styria Hans-Resel-Gasse 8–14 A-8020 Graz Tel: +43 (0)50 7799-0 Internet: http://www.akstmk.at/ |
| Chamber of Labour (AK) of Tyrol Maximilianstraße 7 A-6010 Innsbruck AK-line: 0800/22 55 22 Internet: http://www.ak-tirol.com/ | Chamber of Labour (AK) of Vorarlberg Widnau 2–4 A-6800 Feldkirch Tel: +43 (0)50 258-0 Internet: http://www.ak-vorarlberg.at/ |

| | |
|---|---|
| Chamber of Labour (AK) of Vienna Prinz-Eugen-Straße 20–22 A-1040 Vienna Tel: +43 1 50165-0 Internet: http://wien.arbeiterkammer.at/ | Austrian Chamber of Labour (AK) Prinz-Eugen-Straße 20–22 A-1040 Vienna Tel: +43 1 50165-0 Internet: http://www.arbeiterkammer.at/ |
| Austrian Trade Union Federation (ÖGB) of Burgenland Wiener Straße 7 A-7000 Eisenstadt Tel: +43 2682 770-0 Internet: http://www.oegb.at | Austrian Trade Union Federation (ÖGB) of Carinthia Bahnhofstraße 44 A-9020 Klagenfurt Tel: +43 463 5870-0 Internet: http://www.oegb.at |
| Austrian Trade Union Federation (ÖGB) of Lower Austria Windmühlgasse 28 A-1060 Vienna Tel: +43 1 586 21 54 Internet: http://www.oegb.at | Austrian Trade Union Federation (ÖGB) of Upper Austria Weingartshofstraße 2 A-4020 Linz Tel: +43 732 66 53 91-0 Internet: http://www.oegb.at |
| Austrian Trade Union Federation (ÖGB) of Salzburg Markus-Sittikus-Straße 10 A-5020 Salzburg Tel: +43 662 88 16 46 Internet: http://www.oegb.at | Austrian Trade Union Federation (ÖGB) of Styria Karl-Morre-Straße 32 A-8020 Graz Tel: +43 316 70 71-0 Internet: http://www.oegb.at |
| Austrian Trade Union Federation (ÖGB) of Tyrol Südtiroler Platz 14–16 A-6020 Innsbruck Tel: +43 512 59 777 Internet: http://www.oegb.at | Austrian Trade Union Federation (ÖGB) of Vorarlberg Widnau 2 A-6800 Feldkirch Tel: +43 5522 35 53-0 Internet: http://www.oegb.at |
| Austrian Trade Union Federation (ÖGB) of Vienna Johann-Böhm-Platz 1 A-1020 Vienna Tel: +43 1 53 444-0 Internet: http://www.oegb.at | Pension Insurance Institution (Pensionsversicherungsanstalt) Friedrich Hillegeist-Straße 1 A-1021 Vienna Tel: +43 (0) 50 303 Internet: http://www.pensionsversicherung.at/ |

5.4 Educational Leave and Sabbaticals

<http://www.arbeiterkammer.at/> (educational leaves and sabbaticals)
<http://www.help.gv.at/> (educational leaves and sabbaticals)

5.5 Family Hospice Leave

Employees are entitled to care for terminally ill family members, their life partners as well as their severely ill children living in the same household for a fixed period.

<http://www.sozialversicherung.at> (family hospice leave)
<https://www.usp.gv.at/> (family hospice leave)
<http://www.arbeiterkammer.at/> (family hospice leave)

6. RECOGNITION OF FOREIGN DIPLOMAS & LICENSES

6.1 General

Foreign high-school graduation certificates issued by EU/EEA countries and Switzerland are in principle seen as equivalent to those issued in Austria when they are required for admission to an Austrian university. These certificates however must be issued by foreign educational institutions showing no major differences in comparison with the Austrian educational system. If any differences are determined, the university or the university admissions commission may declare these as equivalent for the purpose of being admitted to studying after for instance having passed appropriate additional examinations.

The prerequisite for the **recognition of your university degree** in Austria is that the institution you graduated from is recognised in Austria as a post-secondary educational institution (university, academy or any other equivalent institution). If you want to use **your academic degree** along with your name, you are in principle entitled to do so however only using the wording stated on the original certificate. If you want to commence **postgraduate studies**, you may be required to satisfy additional requirements (passing of exams, etc.). Please contact the management of the desired university or academy or the responsible university department.

Recognition entitling to practicing your profession grants the right to be admitted to certain occupational practice based on foreign qualifications. This is normally true for the so-called **“regulated” occupational activities**. A profession is deemed regulated when commencement or practicing of such is linked to certain qualifications pursuant to legal or administrative regulations. The required qualifications are based on different educational levels depending on the profession. The list of regulated professions contains around 100 designations. It is state’s responsibility to define the respective regulated professions and the corresponding admission regulations. With the EU/EEA and Switzerland the regulated profession qualifications of applicants originating from these states **must be recognised** when the applicants are **entitled to practice their profession**. Please contact the authorities responsible for your profession.

If you are **not entitled to practice your profession** in your home country or your current place of residence, you require a nostrification of your entitlement to practice your profession.

If for instance in Spain you have to be registered on an appropriate list to become entitled to practicing as an architect and you have not been registered yet, you require nostrification of your qualifications in Austria.

Nostrification is to be understood as recognition of graduation at a foreign university as equivalent to graduating from a bachelor, master, diploma or doctorate course at an Austrian university, college or university of applied sciences.

This means that they are deemed fully equivalent to graduating from an Austrian university and entitle to using the corresponding Austrian academic degree and practicing the profession which requires graduation from a university in Austria. Please contact the competent university and/or the university of applied sciences inspectorate office (Fachhochschulrat).

In brief, within EU/EEA and Switzerland dedicated directives regulate the access to some academic professions which allow direct admission to occupational practice for citizens of these states. In such cases no nostrification is required nor is possible. Furthermore, nostrification is required for admission to post-graduate studies.

Please contact directly NARIC Austria for general information on **recognition of foreign high school graduation certificates and academic degrees** [obtained] especially outside the EU/EAA countries and Switzerland.

<http://bmwf.gv.at/> (NARIC Austria)

<http://bmwf.gv.at/> (recognition of foreign high school graduation certificates)

<http://ec.europa.eu/> (regulated professions database)

<http://ec.europa.eu/> (contact points for free movement of professions)
<http://www.bmwfj.gv.at/>
(EU – diploma recognition – “regulated” professions and competent authorities)
<http://www.portal.ac.at/> (Austrian universities and universities of applied sciences)
<http://www.bmukk.gv.at/> (nostrification of foreign school certificates)
<http://www.migrant.at/> (recognition of foreign school graduation certification for third country citizens; assistance during recognition proceedings, counselling in several foreign languages)

6.2. Examples of Regulated Professions

6.2.1 Teachers

Please contact the board of education (Landesschulrat) responsible for compulsory schooling at the teacher training facilities and institutions to obtain more details regarding admission as a teacher in higher education institutions.

<http://www.bmukk.gv.at/> (provincial boards of education (Landesschulräte) responsible for primary schools (Volksschulen), lower level of a main general secondary schools (Hauptschulen), pre-vocational courses (Polytechnische Schulen), special schools (Sonderschulen))
<http://www.bmukk.gv.at/> (teachers)

6.2.2 Health Sector

<http://www.bmg.gv.at/> (health sector – general information)
<http://www.bmg.gv.at/> (recognition of foreign qualifications)

6.2.2.1 Medical Doctors

<http://www.aerztekammer.at/>
(EU citizens and third country citizens practicing as medical doctors)
<http://www.aerztekammer.at/> (responsibilities of the international office: legal advice on migration and recognition of qualifications)
<http://www.bmg.gv.at/> (recognition of foreign qualifications as medical doctors)

6.2.3 Lawyers

<http://www.rechtsanwaelte.at> (provincial associations/Landeskammern)
<http://www.rechtsanwaelte.at/> (acts of law)

(EIRAG: Bundesgesetz über den freien Dienstleistungsverkehr und die Niederlassung von europäischen Rechtsanwälten in Österreich (Federal Act on Free Exchange of Goods and Services and Freedom of Establishment of European Lawyers in Austria)).

6.2.4 Architects/Construction Engineers/Civil Engineers

<http://www.arching.at/baik/> (provincial associations/Landeskammern)

6.3 Recognition of School and Vocational Diplomas

<http://www.bmukk.gv.at/> (nostrification of foreign certificates)
<http://www.abc.berufsbildendeschulen.at/> (competencies by school and training form)
<http://www.bmwfj.gv.at/> (equivalence of foreign professional training with Austrian final apprenticeship examination (Lehrabschlussprüfung))

7. TAXES

7.1 Income Tax and Employee Tax Assessment

Any person who maintains their principal residence in Austria is liable to pay taxes on all income derived from both foreign and domestic sources.

In order to avoid **double taxation**, Austria has concluded double-taxation agreements with all of its neighbouring countries and the EU/EEA countries. Taxes are principally paid in the country of principal residence, irrespective of the country in which the income has been earned.

EU/EEA citizens with no main place of residence in Austria however main source of income in Austria (90 percent of income originates from Austria or income abroad does not exceed a total of 11,000 Euros), can opt for unrestricted tax liability in their Employee Tax Assessment Declaration. Thereby only the income generated in Austria is taxed despite the unrestricted tax liability. Addition of 9,000 Euros during tax assessment is however not applicable. Additionally, personal allowances (such as sole-earner allowance (Alleinverdienerabsetzbetrag), single-parent allowance (Alleinerzieherabsetzbetrag), alimony allowance (Unterhaltsabsetzbetrag) and extraordinary expenses are applicable.

Special regulations apply to **cross-border commuters** with place of residence in Austria however working in neighbouring states and regularly returning to their place of residence. Dedicated tax regulations are applicable here to avoid double taxation.

In Austria, income taxes and social security contributions etc. of each employee derived from their employment are deducted at source by the employer and paid directly to the Austrian fiscal authorities or to the responsible social security institution. New self-employed/freelancers, contract assignees, and self-employed/freelancers with a business license (Gewerbeschein) are responsible for payment of taxes and social security contributions themselves.

The Austrian income-tax system is based on progressive taxation rates.

<http://www.arbeiterkammer.at> (taxes and money)

<http://bruttonetto.arbeiterkammer.at/> (gross/net calculator (Brutto-Netto-Rechner))

Who is liable for tax?

- employees and pensioners with a taxable annual income exceeding 11,000 Euros; taxes are deducted at source by the employer or the pension insurance institution (Pensionsversicherungsanstalt);
- self-employed/freelancers from an annual income exceeding 11,000 Euros

When should you file a tax declaration? (If you have not yet been contacted by the Tax Office)

- If you have any other income in addition to your taxable income from employment (e.g. from short-term contracts as independent contractors/contracts on work and labour or from rentals) exceeding 730.00 Euros and your total annual income is above 12,000 Euros, then you have to file an income tax declaration (Einkommensteuererklärung) (form E 1, E 1A).

Deadline for filing: By April 30 or up to June 30 of the following year in the case of an online-assessment

- If, during the course of the calendar year, you have at least from time to time earned two or more taxable incomes then you have to submit an Employee Tax Assessment Declaration (form L 1).

Deadline for filing: September 30th of the following year

→ If your income does not involve taxable income from employment and the annual income exceeds 11,000 Euros, then you have to submit an income tax declaration (Einkommensteuererklärung) (form E 1, E 1A).

Deadline for filing: By April 30 or up to June 30 of the following year in the case of an online-assessment

If you receive income as an independent contractor you have to report this to the competent fiscal authorities within one month. An appropriate form will be sent to you. Even if your income is too low to be taxable, you have to fill in and return the income tax declaration form to your fiscal authorities.

What is my net income after deducting wage and salary tax as well as social security contributions?

Example 1:

A family with two children has their centre of vital interests in Austria; both incomes are generated only in Austria; i.e. the tax liability is also in Austria.

His monthly gross income as a salaried employee is 3,000 Euros (payments in kind and allowances are not covered by this example).

After deduction of the wage and salary tax of 552.04 Euros and social security contribution of 542.10 Euros, the net income amounts to 1,905.86 Euros.

Her monthly gross income as a salaried employee is 2,500 Euros (payments in kind and allowance are not covered by this example); no payments in kind can be claimed however she has to commute every day to a neighbouring town which is 22 km away and hence cannot claim the commuters flat rate allowance (Pendlerpauschale).

The commuter's flat rate allowance (Pendlerpauschale) serves in Austrian income tax regulations to provide flat rate coverage of daily travelling costs of commuters between their place of residence and place of work. Employees in Austria are – subject to satisfaction of certain prerequisites – entitled to this allowance which has to be applied for using the form L34.

After deduction of the wage and salary tax of 357.27 Euros and social security contribution of 451.75 Euros, the net income amounts to 1,690 Euros.

Furthermore the family is entitled to family allowance.

Example 2:

Ms X has her place of residence and centre of vital interests in Austria; she has a daughter and is a waged employee in a production company with a gross [monthly] income of 1,500 Euros. Being a single parent she can claim the sole-earner (Alleinverdienerabsatzbetrag) allowance.

After deduction of the wage and salary tax of 273 Euros and social security contribution of 37.52 Euros, the net income amounts to 1,189.48 Euros (payments in kind and allowance are not covered by this example).

Furthermore Ms X is entitled to family allowance.

You can consult the gross/net calculator (Brutto-Netto-Rechner) and family allowance calculator (Familienbeihilfenrechner) offered by the Austrian Chamber of Labour to calculate **your personal net income** plus – if applicable – any family allowance entitlement.

<http://wien.arbeiterkammer.at/> (family allowance calculator)
<http://bruttonetto.arbeiterkammer.at/> (gross/net calculator (Brutto-Netto-Rechner))
<http://www.arbeiterkammer.at/> (commuter's flat rate allowance (Pendlerpauschale))
<https://www.bmf.gv.at/> (taxes for independent contractors or contractors for work and labour)
<http://www.arbeiterkammer.at/> (tax regulations)
<https://www.bmf.gv.at/pdf> (Tax Guide 2012)
<http://www.arbeiterkammer.at/> (Saving taxes 2012)
<http://www.usp.gv.at/> (income tax)
<http://dienststellen.bmf.gv.at/> (fiscal offices competent for your place of residence)
<http://www.help.gv.at/> (employee tax assessment)
<http://bruttonetto.akwien.at/>
(calculates and validates taxes and social security contributions as well as other deductions)
<http://www.jobs-ohne-grenzen.org/pdf> (information for cross-border commuters)
<http://www.eures-pannonia.hu/> (Guide for Pannonian cross-border commuters)

Address:

The citizens service of the fiscal authorities:

Monday–Friday from 8 am to 5 pm, telephone:
0810-001228 at local rates

Federal Ministry of Finance

(Bundesministerium für Finanzen – BMF)
Hintere Zollamtstraße 2b
A-1030 Vienna
Tel: +43 1 514 33-0
Internet: <https://www.bmf.gv.at/>

8. SOCIAL SECURITY

Registration with the appropriate social security institution is **mandatory**; every person is to pay **social security contributions** for themselves and their family members.

Employers are responsible for registering their employees with the appropriate social security institution. Every person and their family members are assigned a social security number with the registration. Social security contributions of employees and independent contractors are automatically deducted at source by the employer.

The payment of social security contributions is shared by the employer and employee. The employer is responsible for paying both shares to the responsible social security institution.

The amount of social security contributions (= contribution rates) depends whether the employee is a blue or white-collar employee, apprentice, minimum-income employee, etc.

In Austria, employees and independent contractors whose income exceeds the low-income limit (€376.26 per month in 2012) are covered by social security.

Employees with remuneration below the low-income limit as well as students are only covered by parts of the social security system (accident insurance). Employees with income below the income limit are eligible for voluntary health and/or pension insurance.

Self-employed persons (new self-employed/free-lancers, self-employed/free-lancers with a business license (Gewerbeschein) etc.) are responsible for paying their social security contributions.

<http://www.sozialversicherung.at> (Austrian social security institution)

<http://www.sozialversicherung.at/> (social security contribution groups/rates)

Social security benefits:

- **Health insurance** including compulsory maternity protection: free insurance protection for family members (subject to certain preconditions) and childcare allowance.
- **Accident insurance**: protection against accidents at the workplace and vocational illnesses and their consequences, e.g. invalidity and occupational incapacity etc.
- **Pension insurance**: old-age pension benefits etc.
- **Unemployment insurance**: these are for instance, unemployment benefit payments, social welfare, pension advances;

Further benefits:

- **Means tested minimum benefit** (replaces social welfare) as complementary benefit of the social security and/or as a benefit which may be granted when no pension insurance, unemployment benefits are being received;
- **Personal care and long-term care insurance** (Pflegevorsorge and Pflegeversicherung)

<http://www.sozialversicherung.at> (Austrian social security institution)

<http://www.bmask.gv.at/> (means tested minimum benefits)

<http://www.help.gv.at/> (personal care)

<http://www.help.gv.at/> (insurance variants – personal care)

<http://www.bmask.gv.at/> (care benefit)

<http://www.ams.at/> (unemployment benefit, etc.)

<https://www.help.gv.at/>

(measures applicable and benefits payable as a result of workplace accidents)

Useful addresses:

Federal Ministry of Finance

(Bundesministerium für Finanzen – BMF)

Hintere Zollamtstraße 2b

A-1030 Vienna

Tel: +43 1 514 33-0

Internet: <http://www.bmf.gv.at>

Federal Ministry of Labour, Social Affairs

and Consumer Protection (Bundesministerium für Arbeit, Soziales und Konsumentenschutz – BMASK)

Stubenring 1

A-1010 Vienna

Tel: +43 1 711 00-0

Social hotline: 0800/20 16 11

Monday–Friday: 8.00 a.m.–12:00 a.m.

Thursday: 8.00 a.m.–4:00 p.m.

Internet: <http://www.bmask.gv.at/>

8.1 Health Insurance

There are many **health insurance institutions** in Austria; all health insurance institutions are under the umbrella of the Main Association of Austrian Social Security Institutions (Hauptverband der Österreichischen Sozialversicherungsträger): The competent insurance institution is determined by both the place of residence and occupation. A **free choice** of insurance institution is not allowed; the competent insurance company will be assigned to you.

Health insurance (Krankenversicherung) **covers** amongst others free treatment by medical doctors and hospitals as well as sickness benefits. The prerequisite for treatment at hospitals, medical practices, walk-in clinics is presentation of an “**e-card**” (an electronic health insurance card) where all personal data (name, insurance number, etc.) of the insured person are stored. For referral to specialists a referral note is additionally required since currently the e-card does not store any medical data. Your e-card will be sent to you and your family members within fourteen days by your health insurance company following the registration with your competent health insurance institution. The back of the e-card corresponds to the **European social security card**. The e-card ensures free-of-charge medical treatment in the European Union states.

Health insurance coverage is applicable when you

- are employed or self-employed (**please note:** minimum income employees receive health insurance upon application) or
- receive an unemployment benefit or
- receive a pension benefit or
- receive a weekly maternity allowance, or childcare allowance

You may co-insure your **family members** (your spouse and children/grandchildren) provided they are resident in Austria. Minors (children/grandchildren) up to 18 years of age are co-insured. Minors (children/grandchildren) attending schools, vocational training or universities can be co-insured free-of-charge up to 27 years of age. Spouses with children can be co-insured free of charge. The co-insurance for childless spouses entails an additional contribution rate of 3.4% of the contribution assessment basis of the income of the insured spouse.

The employer must be correspondingly informed of planned co-insurance of family members.

Other health insurance **benefits** include amongst others: dental treatment, rehabilitation, home nursing, recuperation assistance, health protection benefits, medical check-ups under the mother-child pass system.

Drug prescriptions are delivered at pharmacies for a **prescription fee** of €5.15 (effective 2012). Patient's annual medication costs are limited to a maximum of two percent of their net income. When the medication costs exceed this amount then the patient is automatically exempt from prescription fees.

Employed persons are registered by their employers with their competent health insurance institution; self-employed persons (new self-employed/free-lancers, self-employed/free-lancers with a business license (Gewerbeschein)) have to personally contact their competent health insurance company (Social Security Institution of Trade and Industry (Sozialversicherungsanstalt der Gewerblichen Wirtschaft)).

<http://www.sozialversicherung.at> (general information)
<http://www.sozialversicherung.at/> (Who is covered by insurance?)
<http://www.help.gv.at/> (benefits from the legally prescribed health insurance)
<http://www.arbeiterkammer.at/> (exemption from prescription fees)

Useful addresses:

<http://www.sozialversicherung.at/> (you can find the addresses of health insurance institutions and other social security institutions under SV-Träger (social security institutions))

8.2 Accident Insurance

Accident insurance covers benefits payable as a result of workplace accidents, occupational illnesses and the accidental death of an employee.

These benefits include for instance accident treatment costs, rehabilitation, disability pensions, surviving dependants' pensions and widow/widower allowance.

<http://www.auva.at> (social accident insurance)
<http://www.sozialversicherung.at/> (accident insurance)

Useful addresses:

Austrian Accident Insurance Institution – main office (Allgemeine Unfallversicherungsanstalt – AUVA – Hauptstelle)
Adalbert Stifter Straße 65
A-1200 Vienna
Tel: +43 1 331 11-0
Internet: <http://www.auva.at>

Main Association of Austrian Social Security Institutions (Hauptverband der Österreichischen Sozialversicherungsträger)
Kundmanngasse 21
A-1031 Vienna
Tel: +43 1 711 32-0
Internet: <http://www.sozialversicherung.at>

8.3 Pensions Insurance

In Austria females currently reach pensionable age at 60 and men at 65.

The following applies to EU/EEA citizens and Swiss citizens:

Pursuant to Austrian law you are entitled to pension benefits if you have been self-employed or employed for over one year and have paid pension insurance contributions. Insurance periods below one year will be added to the pension insurance periods obtained in your home country.

<http://www.sozialversicherung.at> (pension insurance)
<http://www.arbeiterkammer.at/> (pension)
<http://www.pensionsversicherung.at/> (general information in several languages)
<http://www.help.gv.at/> (pension)

Address:**Pension Insurance Institution**

(Pensionsversicherungsanstalt)

Friedrich-Hillegeist-Straße 1

1021 Vienna

Tel: +43 (0) 50303

Internet: <http://www.pensionsversicherung.at>

8.4 Unemployment Insurance**8.4.1 Financial Benefits**

The Public Employment Service Austria (AMS) is responsible for unemployment insurance benefits in Austria (such as unemployment benefits or social welfare benefits).

<http://www.ams.at/> (Public Employment Service Austria services for job seekers)

<http://www.ams.at/> (Unemployment Insurance)

8.4.2 Unemployment Benefits from the EU/EEA States and Switzerland

After consultation with the public employment services of your country of origin you may under certain circumstances receive benefits from your country of origin over an approved period while seeking employment in Austria. It is essential to register with your competent public employment service office prior to departure to Austria stating that you are intending to seek employment in Austria. Under certain circumstances you may also be entitled to receive benefits attributable to insurance periods abroad.

<http://www.ams.at/> (unemployment benefits within the EEA and Switzerland)

<http://www.ams.at/> (unemployment benefits Norway, Island and Switzerland)

<http://www.ams.at/> (unemployment insurance)

8.4.2.1 Receiving Unemployment Benefits from EU/EEA States and Switzerland while Seeking Employment in Austria

If you want to receive your unemployment benefits originating from the EU zone/EEA or Switzerland when seeking employment in Austria, you have to contact your competent public employment service office in your country of origin, apply with them for your unemployment benefits as well as fill in the form E303 or U2 ("portable document" U2) and have it confirmed. This form includes the deadline for registering with the regional office in Austria and maximum duration of the foreign benefits receipt in Austria.

After having registered with the competent regional Public Employment Service Austria office, the foreign public employment service will be immediately informed of your registration as job seeker in Austria. This results in the foreign public employment service releasing payments of your benefits. This is possible for a period of three months – if however your reference period ends earlier ("maximum rate") then up to this point. The precise duration of this "service export" is always determined at the employment service of your home country.

If you have not found employment in Austria within the period stipulated on the form, you remain entitled to your benefits only if you immediately return to your country of origin in good time. It is essential to observe all the information you have been provided on this topic in your country of origin.

8.4.2.2 Aggregating Insurance Periods from Employment in the EU/EEA States and Switzerland

When verifying your unemployment benefit eligibility, insurance periods in the EU/EEA states or Switzerland will also be considered if you had been employed in Austria with mandatory unemployment insurance for at least one day directly before submitting the application (the so-called “one-day rule”). In order to be able to have the foreign insurance periods recognised in Austria it is necessary to have either the portable document U1 or the E 301 form filled in and confirmed by the competent public employment service office in your country of origin. Often you can electronically apply for this form. The furnishing of the two forms may accelerate the assessment of the entitlement when submitting an application in Austria.

In the case of cross-border commuters the foreign insurance periods are considered immediately – the aforesaid “one-day rule” does not apply to this group.

In order to receive unemployment benefits in Austria, you have to satisfy the prerequisites applicable to eligibility for unemployment benefits in Austria.

Please refer to the AMS website for details regarding prerequisites to be satisfied in order to become eligible for unemployment insurance benefits in Austria (section “Financial Benefits”).

Periods of self-employment covered by unemployment insurance are also taken in consideration when calculating the unemployment benefits in Austria.

8.5 Means Tested Minimum Benefits

The **means tested minimum benefits** are foreseen for people having no reasonable funds to pay for their living or of their family members. The **amount** of the means tested minimum benefits is uniformly regulated throughout Austria and amounts to 773.25 Euros for single households in 2012.

The **means tested minimum benefits** are not a social security benefit but a reformed social welfare of the federal provinces. The affected unemployed should in particular benefit from the introduction of a uniform minimum benefit, the broad removal of recourse, introduction of an asset exemption amount and advantageous procedural law. Persons receiving means tested minimum benefits and able to work will be correspondingly noted at the Public Employment Service Austria as seeking employment.

EU/EEA citizens with place of residence in Austria are – subject to satisfaction of certain prerequisites – deemed fully eligible to receiving means tested minimum benefits.

Citizens of third countries are generally only eligible to receiving means tested minimum benefits when have been legally residing in Austria for over five years.

Recognised refugees and individuals entitled to subsidiary protection are eligible for receiving means tested minimum benefits from the point at which their status as a refugee respectively an individual entitled to subsidiary protection has been approved.

The competent **district administrative authority** (district administrative authority (Bezirkshauptmannschaft), municipal authority (Magistrat); social council offices in Vienna (Sozialzentrum)) decides whether the means tested minimum benefits will be granted. This authority also accepts the applications and makes the corresponding payments.

Additionally, the **Public Employment Service Austria provides basic information on means tested minimum benefits**. Depending on the agreement with the federal provinces, the Public Employment Service Austria also provides initial **applications for means tested minimum benefits and accepts these**.

Please contact your competent office of the Public Employment Service Austria in your province to obtain information whether the means tested minimum benefits regulations have already been implemented.

You can **call us** at the social line of the Federal Ministry of Labour and Consumer Protection at **0800/20 16 11** (Monday, Tuesday, Wednesday and Friday from 8 am to 12 am and Thursday from 8 am to 4 pm):

<http://www.help.gv.at/> (means tested minimum benefits, counselling)

<http://www.bmask.gv.at/> (means tested minimum benefits)

<http://www.ams.at/> (means tested minimum benefits)

9. LIVING WITH CHILDREN

9.1 Maternity Protection

9.1.1 White and Blue Collar Employees and Minimum Income Employees

As a rule, pregnant working mothers **are entitled to maternity leave** which starts eight weeks prior to delivery and lasts eight to sixteen weeks after delivery with an absolute ban on employment during this period.

Upon confirmation of pregnancy, you should immediately inform your employer. From this point on you **are protected against dismissal and termination**.

During the compulsory maternity protection period and during parental leave, **dismissal** is only possible **in exceptional cases** (i.e. closure of a firm) and under court approval.

Salaried and waged female employees generally receive a maternity weekly allowance (**Wochengeld**) during the compulsory maternity protection period under certain circumstances. Furthermore, for female employees who are **not self-employed** their contractual employment remains upheld during their compulsory maternity protection period.

Self-insured minimum income employees are also entitled to weekly allowance. In this case, the weekly allowance amounts to 8.22 Euros per day (2012).

Details regarding the amount of the maternity weekly allowance can be obtained from the competent health insurance institution.

Competent authority:

The health insurance institution (Krankenkasse)

<http://www.help.gv.at/> (delivery of a baby)

<http://www.arbeiterkammer.at/> (maternity weekly allowance)

9.1.2 Independent Female Contractors and Female Contract Assignees

They are not protected by the Maternity Protection Act.

Independent (female) contractors do however receive weekly maternity allowance related to their income.

Details regarding the amount of the maternity weekly allowance can be obtained from the competent health insurance institution.

Competent authority:

The health insurance institution (Krankenkasse)

<http://www.help.gv.at/> (before delivery of a baby)

<http://www.arbeiterkammer.at/> (maternity weekly allowance)

<http://www.arbeiterkammer.at/>

(persons working on short-term contracts as independent contractors; brochure)

9.1.3 Self-Employed Females

An **entrepreneurial aid (Betriebshilfe)** is foreseen for self-employed women running a **business**, i.e. replacement labour is provided for the business. Under certain circumstances they are also entitled to weekly maternity **allowance**. The weekly maternity allowance is primarily applicable to self-employed females with no business license (new self-employed/free-lancers). Such weekly allowance will only be granted respectively such entrepreneurial aid will only be provided when the compulsory insurance with the competent health insurance fund remains in force. The weekly maternity allowance in this case amounts to €26.97 per day (2012).

Competent authority:

Social Security Institution for Trade and Industry
(Sozialversicherungsanstalt der Gewerblichen Wirtschaft)

<http://www.help.gv.at/> (maternity weekly allowance)

<http://esv-sva.sozvers.at/> (entrepreneurial aid and maternity weekly allowance)

<https://www.usp.gv.at/> (entrepreneurial aid)

9.1.4 Mother-Child Pass

At the beginning of pregnancy, you should receive a **Mother-Child Pass (Mutter-Kind-Pass)**, to be used for recording medical check-ups of the mother and unborn child and subsequently for recording vaccinations and check-ups during infancy and early childhood stages. You can obtain your mother-child pass from your gynaecologist, your general practitioner, your district public health office, the specialized outpatient services of your district health insurance fund, the outpatient services of hospitals with maternity clinical departments or from pregnancy consultation offices.

The mother-child pass check-ups are a prerequisite for the receipt of the full childcare allowance (Kinderbetreuungsgeld).

<http://www.help.gv.at/> (before delivery of a baby)

<http://www.bmg.gv.at/> (mother-child pass)

9.2 Parental Leave Allowance, Childcare Allowance and Parental Leave Time

Parental leave is deemed **entitlement to release from performance obligations under employment contract** pursuant to the Labour Law following birth of a child and after the expiry of the maternity protection period. During this period the parents are not entitled to remuneration however they are protected against dismissal and termination. Only one of the parents is entitled to parental leave or both of them in turns.

Independent contractors are not entitled to parental leave.

During the parental leave you can take on minimum income employment (monthly low-income limit in 2012: Euro 376.26).

The **childcare allowance (Kinderbetreuungsgeld)** can be received during this time provided that all prerequisites have been satisfied. Every child, including foster and adopted children, is eligible to receiving childcare allowance.

The **childcare allowance amount** depends on the duration of the paternal leave allowance. You can select one of the multiple models when applying for this allowance.

The differentiation is made between the income-interrelated and flat rate childcare allowance.

The **flat-rate childcare allowance** is paid when the following **prerequisites** have been satisfied:

- common household with the child
- at least one of the parents living in the same household with the child is entitled to receive family allowance (Familienbeihilfe)
- centre of their life is in Austria
- legal residence in Austria
- performance of the mother-child pass examinations – five during the pregnancy, five after giving birth

You can earn up to Euro 16,200 respectively up to 60 percent of your last income achieved in the calendar year prior to birth delivery in which no childcare allowance (Kinderbetreuungsgeld) in addition to the flat-rate childcare allowance.

Additional prerequisites including preceding employment are deemed applicable to the **income-interrelated model**.

Note:

Childcare allowance is granted only for the youngest child. If another child is born when receiving such allowance, the eligibility to this allowance for the older child ends with the birth of the younger one. Childcare allowance will then be paid for the new-born. The second birth is to be immediately reported to the competent health insurance institution (you are obliged to make this notification). Special regulations apply to multiple births.

Competent authority:

Health insurance institution (in Vienna: childcare allowance customer centre (Kundencenter für Kinderbetreuungsgeld))

<http://www.arbeiterkammer.at/> (parental leave)

<http://www.help.gv.at/> (childcare allowance)

<http://www.arbeiterkammer.at/> (brochure: Children Allowance)

<http://www.arbeiterkammer.at/> (additional income ceiling)

<http://www.bmwfj.gv.at/> (children allowance – additional income ceiling – online calculator)

Childcare allowance aid

Single parents and families with no or low-income can apply for **an aid to the childcare allowance (Beihilfe zum Kinderbetreuungsgeld)**.

Note: The childcare allowance aid does not need to be paid back.

<https://www.help.gv.at/> (an aid to flat rate childcare allowance – application)

<http://www.bmwfj.gv.at/> (an aid to flat rate childcare allowance)

<http://www.arbeiterkammer.at/> (an aid to children allowance)

Recipients of childcare allowance and their children automatically **enjoy the benefits of health insurance**.

During or after receipt of the childcare allowance, **unemployment benefits and social welfare** may be applied for. However, the person receiving this benefit must remain available for the labour market.

<http://www.bmwfj.gv.at/> (children allowance and unemployment benefits)

Eligibility prerequisites for EU/EUA citizens and Swiss citizens:

The EEA directive 883/2004 applies to **EU/EEA citizens and Swiss citizens**. The member state where the parent is employed (employment state principle) is the overriding state responsible for payment of any family benefits. In the country of residence, an equalization payment may be granted if family benefits are lower than in the country of employment.

You can provide evidence of your legal residence in Austria for yourself and your child through the presentation of the registration certificate (Anmeldebescheinigung) or the official photographic identification for EEA citizens (Lichtbildausweis für EWR-Bürger/Bürgerinnen).

Special regulations apply to cross-border commuters.

<http://www.bmwfj.gv.at/> (eligibility prerequisites)

<http://www.bmwfj.gv.at/> (cross-border issues – living and/or working abroad)

Parental right to part-time work

Parental right to part-time work is a legally regulated entitlement to reduction of the present total working time and/or change of the current working hours. The entitlement to parental part-time work remains in force no longer than up to the seventh birthday of the child, upon satisfaction of certain prerequisites.

This is however, only possible if:

- the company has more than 20 employees
- and the employment at the point of parental part-time work has lasted for a minimum of three years without any interruptions (including maternity protection and leave)
- the parent applying for part-time employment lives in the same household with the child

The terms (commencement, duration, extent and conditions) are to be agreed with your employer. If there is **no entitlement to the parental part-time work** this can still be agreed with employers up to the 4th birthday of the child.

<http://www.arbeiterkammer.at/> (parental part-time work)

<http://www.bmask.gv.at/> (parental part-time work)

9.3 Family Allowance (Familienbeihilfe)

The EEA directive 883/2004 applies to **EU/EEA citizens and Swiss citizens**. The member state where the parent is employed (employment state principle) is the overriding state responsible for payment of any family benefits. In the case whereby both parents are employed in two different countries, the country of residence principle applies, thus, family allowance is granted in the country where the child permanently resides.

Competent authority:

fiscal office competent for your place of residence

Children with main residence in Austria are principally also entitled to family allowance benefits.

For:

- minors up to 18 years of age
- for persons of 18 years of age and older the family allowance can be only paid after satisfying certain prerequisites; this is the case when the children for instance
 - are in vocational training (including studying at a university)
 - participate in a qualification training in their profession at an university of applied sciences and therefore cannot work in their profession
 - due to a handicap are probably incapable to provide themselves for their upkeep

- are in the in-between stage between the end of military service, vocational placement or civilian national service and the beginning or continuation of their vocational training (vocational training must be started respectively continued at the earliest possible point), or
- have not reached their 24th birthday – for the period between the completion of school training and earliest possible start of other professional training; this regulation is applicable to children who have come up to age since 1st of March 2011;

Students have to satisfy additional prerequisites.

Any income (e.g. apprentice remuneration) children may receive before their 18th birthday is disregarded. If the earnings of older children exceed a specific annual limit, the family allowance is normally forfeited.

The **family allowance amount** depends on the age of the child. Child-related special **tax allowances** and **supplements** are granted as of the second or further child, or one or more disabled children. You can use the **Family Allowance Calculator (Familienbeihilfenrechner)** to determine your family allowance total.

In a joint household, the parent who is the primary caregiver is entitled to receive the family allowance.

Family allowances are paid every two months.

<https://www.help.gv.at/> (family allowance)

<http://bmwa.cms.apa.at/pdf> (Brochure: Family Allowance, Multiple Children Supplement)

<http://www.help.gv.at/> (multiple children supplement)

<https://www.help.gv.at/> (family allowance for students)

<http://www.bmwfj.gv.at/> (entitlement of EU/EEA and Swiss citizens)

<http://www.arbeiterkammer.at/> (family allowance and family allowance calculator)

<http://www.bmwfj.gv.at/> (family services)

10. EDUCATION

10.1 Education and Training – Overview

Very young and pre-school children are taken care of in crèches (**Kinderkrippe**) (for babies and very young children up to 3 years of age) as well as nursery schools and (public and private) kindergartens and pre-schools (**Kindergarten, Vorschule**). The demand for crèches and kindergartens is often greater than the available places.

There is a growing trend for very young children to be cared for in very small groups by “day-care parents” (Tageseltern) – especially in small cities and agricultural regions.

Education is compulsory for all children permanently living in Austria from the age of six. **Schooling is compulsory** for nine years in Austria (from 6–15 years of age); attendance of public schools is free of charge. Public schooling is free.

After children have successfully completed their first four years of **compulsory primary school** (Volksschule/Grundschule), they may either attend the **lower level of a main general secondary school** (Hauptschule) – also called **cooperative secondary school** (Kooperative Mittelschule) – a **new secondary school** (Neue Mittelschule), or the lower level of a **secondary academic school** (Unterstufe der Allgemeinbildenden höheren Schule).

For their ninth year of schooling, children may attend a pre-vocational course (Polytechnische Schule), a vocational intermediate school (weiterführende berufsbildende Schule) as well as the upper level of a secondary academic school or at the upper level of a secondary grammar school (Oberstufengymnasium). The pre-vocational course (**Polytechnische Schule**) prepares with vocational placements and professional theory training for apprenticeships or vocational schools.

There are also special schools (special needs education/including training) for children with mental and/or physical disabilities or special educational needs which cover the first eight to nine years of schooling. Alternatively, a vocation preparatory year can be taken in the ninth school year; possibly followed by integrative vocational training.

Following completion of their ninth year of schooling, young people have the option of professional training in the form of an **apprenticeship** (vocational school and apprenticeship – dual training system), of entering the workforce or of continuing their education at a secondary school.

http://www.oead.at/fileadmin/oead_zentrale/willkommen_in_oe/Bildungssystem/Education_System_WEB.pdf (The Austrian education system – please refer to the illustration at the end of the section)

Intermediate-level secondary technical respectively **vocational schools**, health sector and nursing schools entitle students to exercise an occupation according to the type of school attended. Graduates of these schools may take diploma and school leaving examinations through extension courses.

Graduation from an academic secondary school or intermediate-level secondary technical respectively vocational school and passing the corresponding school-leaving examination entitles students to enrol in educational colleges, universities of applied sciences, academies, colleges, universities, etc.

However, young people and adults who have not passed the school leaving examination entitling to enrolment at universities may still be admitted to higher educational institutions through secondary educational path (**the academic qualification tests (Studienberechtigungsprüfung)**, **the matriculation exam for professionals (Berufsreifeprüfung)**, **Matura examination for vocational trainees (Berufsmatura)**, or **Matura examinations for external candidates (Externistenmatura)**).

For **EU/EEA citizens** the same regulations are deemed applicable in terms of tuition fees as for Austrian citizens.

Special fostering is offered for pupils/students with a first language different than German.

<http://www.oead.at/> (schools and vocational training in Austria)
<http://www.bildungssystem.at>
<http://www.help.gv.at/> (schools – comprehensive information on the Austrian school system)
<http://www.bmukk.gv.at/> (Education in Austria)
<http://www.bmukk.gv.at/> (school directories)
<http://www.erwachsenenbildung.at/> (academic qualifications test (Studienberechtigungsprüfung), matriculation exam for professionals (Berufsreifeprüfung), matura examination for external candidates (Externistenreifeprüfung))
<http://www.bmwf.gv.at/> (Federal Ministry of Science and Research – studying in Austria)
<http://www.help.gv.at/> (tuition fees)
<http://www.bmukk.gv.at/> (school information and school service points)
<https://www.help.gv.at/> (pupils/students with other mother tongue than German)
<http://www.bmukk.gv.at/pdf> (school offering training in a mother tongue)
<http://www.herold.at/> (schools with foreign curriculum)

10.2 Initial Vocational Training – Apprenticeships

Vocational training is provided in Austria either through an **apprenticeship** or **school-based education** (in intermediate or higher-level secondary technical and vocational schools and colleges which offer practice-oriented instruction).

In Austria, training is offered in approximately 200 occupations. Young people who take up an apprenticeship receive on-the-job training in a company and also attend a vocational school on a part-time basis (**dual training system**). An apprenticeship lasts between two to four years depending on the apprenticeship trade and ends with the successful completion of a final apprenticeship examination (Lehrabschlussprüfung).

An **apprenticeship contract** (Lehrvertrag) must be signed the beginning of the apprenticeship and is to be concluded in writing between the young person (the apprentice) and the authorized trainer and specifies training conditions including the duration of the apprenticeship. In the case of minors, the apprentice's legal guardian is also required to sign the contract.

For the apprentices the **Vocational Training Act** (Berufsausbildungsgesetz) and respective **collective contract** is valid. Apprentices are subject to special provisions (unfair dismissal protection, working hours, special youth protection provisions etc.).

Throughout Austria, apprenticeship programs are based on standard **job profiles**.

Apprentices are not paid a salary but receive an apprenticeship remuneration (**Lehrlingsentschädigung**) normally paid on a monthly basis. The amount of remuneration to be paid to the apprentice is based on collective labour agreements as well as company agreements. As a general rule, apprentices are entitled to paid holiday amounting to 30 working days per annum.

If you are looking for an apprenticeship, it is recommended that you contact the nearest branch of the Public Employment Service Austria.

<http://www.arbeiterkammer.at> (Austrian Chamber of Labour, AK)
<http://www.oegb.at> (Austrian Trade Union Federation (ÖGB))
<http://www.ams.at> (Public Employment Service Austria (AMS))
<http://portal.wko.at/> (Federal Chamber of Commerce)
<http://www.bmwfj.gv.at/> (List of apprenticeship programs, from A to Z)

10.3 Further Education

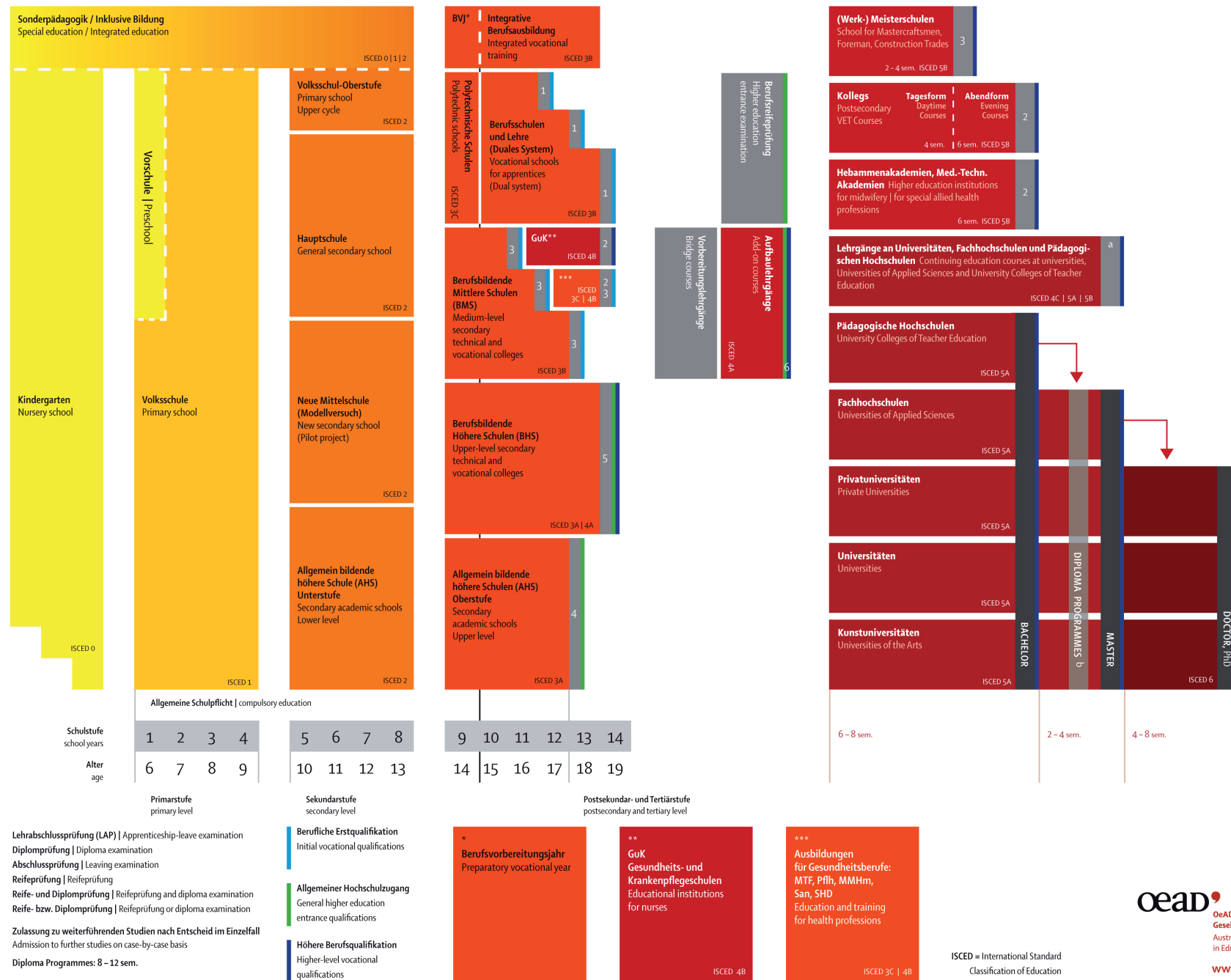
Ongoing training is one of the major prerequisites for a successful career. Amongst the largest training and further education institutions in Austria are the Careers Promotion Institute (BFI, Berufsförderungsinstitut), Trade & Industry Promotion Institute (WIFI, Wirtschaftsförderungsinstitut) and adult educational centres (Volkshochschulen).

Career info centres (BIZ (Berufsinfozentren) and BIWI (the Career information centre of Vienna Trade and Industry, Berufsinfozentrum der Wiener Wirtschaft)) offer both a comprehensive overview of career and schools education and training opportunities in Austria and individual consultation on specific educational and training issues.

Language courses are offered by all large training institutions (WIFI, BFI, adult educational centres) and language institutes.

Offered by:

| Institutions | Internet address |
|--|---|
| BFI (Careers Promotion Institute) | http://www.bfi.at |
| WIFI (Trade & Industry Promotion Institute) | http://www.wifi.at |
| Burgenland adult educational centres (Volkshochschulen Burgenland) | http://www.vhs-burgenland.at |
| Carinthia adult educational centres (Volkshochschulen Kärnten) | http://www.vhsktn.at/ |
| Lower Austria adult educational centres (Volkshochschulen Niederösterreich) | http://www.vhs-noe.at |
| Upper Austria adult educational centres (Volkshochschulen Oberösterreich) | http://www.vhs-verband-ooe.at |
| Styria adult educational centre (Volkshochschule Steiermark) | http://www.vhsstmk.at/ |
| Salzburg adult education centres (Volkshochschulen Salzburg) | http://www.volkshochschule.at |
| Tyrol adult education centres (Volkshochschulen Tirol) | http://www.vhs-tirol.at |
| Vorarlberg adult educational centres (Volkshochschulen Vorarlberg) | http://www.vhs-goetzis.at/ |
| Vienna adult educational centres (Die Wiener Volkshochschulen GmbH) | http://www.vhs.at |
| Career information centres (BIZ) | http://www.ams.at/ |
| Career information centre of Vienna Trade and Industry (BIWI) | http://www.biwi.at |
| Language schools/Training institutes | http://www.ikivienna.at/ http://www.berlitz.at/ http://www.sprachkurse-weltweit.de/ |



11. CHECKLIST FOR RELOCATING TO AUSTRIA

Before entering Austria:

Details on the labour market and employment opportunities in the target region:

<http://www.ams.at> (Public Employment Service Austria (AMS))

<http://eures.europa.eu> (EURES website)

The following documents are required:

- Your **passport** or your **personal ID** – minors must also have their own passport
- Other **personal documents** (e.g. birth certificate, marriage certificate)
- **E-forms/portable documents** (uniform European forms for recognition and confirmation of social and employment relevant data) for you and your family
- **Claiming unemployment benefits**; the U2 form (EU citizens), E 303 form (EEA and Swiss citizens) issued by the public employment service of your country of origin along with the confirmation of your employment periods in the home country (U1, E 301)
- **Insurance**: your e-card or a comparable form (E 111) or any other insurance protection
- **Motor vehicle documents**: driving license, vehicle registration, other documents or papers required for registration (e.g. EU approval of vehicle)
- Original copies and translations of **certificates, diplomas, work certificates, character references/work testimonials**
- **Curriculum vitae** and **application** in German, CV in English
- Your children's **certificates and school attendance confirmations** translated into English/German to help your children be placed in the appropriate school grade as quickly as possible.

Further issues:

- Organise **accommodation** (apartment, etc.) or book hotel or other accommodation
- **Sufficient funds** are required to cover any unexpected expenses (rent, living costs etc.) for the first month
- Provide for **health and accident insurance** in Austria
- **Inform authorities** of your country of origin (residence registration office, school, etc.) **of you moving to Austria**
- Obtain an **EU household pet passport** before moving your pets

Upon arrival in Austria:

- **when you have an employment contract**:
 - immediately **contact your employer**
 - when starting to work request a **confirmation of registration with the appropriate social security institution**
- **when seeking employment**:
 - **register** at your **regional Public Employment Service Austria (AMS) office** within the specified period if you continue claiming your original unemployment benefits when seeking a job.

The following provisions generally apply:

- Within **three (3) days** of moving into your new accommodation/house, register with the responsible **residence registration authorities** (Meldebehörde)
- Register with the competent **social security institution** (Sozialversicherungsanstalt) (this especially applies to minimum income employees, "new" self-employed persons, contract assignees, and their family members): receipt of the social security number and e-card

- Open a **bank account**
- Re-register your **motor vehicle**
- Register with the responsible department of the municipality office or the city municipal authorities regarding **dog tax**
- Register with the competent **fiscal office** (taxes, family allowance)
- Register for **gas and electricity** as well as your **telephone, television and radio**
- **Register at school** (contact the school)
- **Submit registration certificate** at the administrative authority (district administration authorities (Bezirkshauptmannschaft) or municipal authorities (Magistrat))

12. EUROPEAN EMPLOYMENT SERVICE (EURES) ADVISERS IN AUSTRIA

Public Employment Service Austria (AMS) of Burgenland

Krisztian Rusko

Permayerstraße 10

A-7000 Eisenstadt

Tel: +43 2682 692-138

Fax: +43 2682 692-990

Email: krisztian.rusko@ams.at

Foreign language(s):

English, Hungarian, French

Border region: Pannonia

Region: Burgenland

Public Employment Service Austria (AMS) of Carinthia

Karl Lenzhofer

Rudolfsbahngürtel 42

A-9020 Klagenfurt

Tel: +43 463 3831-9123

Fax: +43 463 3831-9192

Email: karl.lenzhofer@ams.at

Foreign language(s): English, Italian

Region: Carinthia

Public Employment Service Austria (AMS) of Lower Austria

Martina Vodrazka

Hohenstaufengasse 2

A-1013 Vienna

Tel: +43 1 531 36-210

Fax: +43 1 531 36-277

E-mail: eures.niederoesterreich@ams.at

Foreign language(s): English

Region: Lower Austria

Ayşe Bürgmann

Service Line

Nibelungenplatz 1

A-3430 Tulln

Tel: +43 2272 62236

Fax: +43 2272 62236-777

Email: eures.niederoesterreich@ams.at

Foreign language(s): English, Turkish

Region: Lower Austria

Anita Ambrosch

Hohenstaufengasse 2

A-1013 Vienna

Tel: +43 1 531 36-609

Fax: +43 1 531 36-277

Email: eures.niederoesterreich@ams.at

Foreign language(s): English

Region: Lower Austria

Martina Kaschütz

Hohenstaufengasse 2

A-1013 Vienna

Tel: +43 1 531 36-605

Fax: +43 1 531 36-277

Email: eures.niederoesterreich@ams.at

Foreign language(s): English

Region: Lower Austria

Public Employment Service Austria (AMS) of Vienna

Ida Maria Gasparotto

Gumpendorfer Gürtel 2b

A-1060 Vienna

Tel: +43 1 87871-30201

Fax: +43 1 87871-30289

Email: eures.wien@ams.at

Foreign language(s): Italian, French, English

Region: Vienna

Harald Wurzer

Gumpendorfer Gürtel 2b

A-1060 Vienna

Tel: +43 1 87871-30224

Fax: +43 1 87871-30289

E-mail: eures.wien@ams.at

Foreign language(s): English

Region: Vienna

Elke Traunmüller

Gumpendorfer Gürtel 2b

A-1060 Vienna

Tel: +43 1 87871-30223

Fax: +43 1 87871-30289

Email: eures.wien@ams.at

Foreign language(s): English

Region: Vienna

Roman Ranosz

Gumpendorfer Gürtel 2b

A-1060 Vienna

Tel: +43 1 87871-30225

Fax: +43 1 87871-30289

Email: eures.wien@ams.at

Foreign language(s): English

Region: Vienna

**Public Employment Service Austria (AMS)
of Salzburg**

Alexandra Bauer

Brucker Bundesstraße 22
A-5700 Zell am See
Tel: +43 6542 73187-6142
Fax: +43 6542 73187-6090
Email: eures.salzburg@ams.at
Foreign language(s): English
Region: Salzburg

Gerlinde Fuchsberger

Kinostraße 7
A-5500 Bischofshofen
Tel: +43 6462 2848-1331
Fax: +43 6462 2848-1090
Email: eures.salzburg@ams.at
Foreign language(s): English
Region: Salzburg

Marco Pilz (from 1st of January 2013)

Kinostraße 7
A-5500 Bischofshofen
Tel: +43 6462 2848-1331
Fax: +43 6462 2848-1390
Email: eures.salzburg@ams.at
Foreign language(s): English
Region: Salzburg

Gerhard Bogensperger

Friedhofstraße 6
A-5580 Tamsweg
Tel: +43 6474 8484-5030
Fax: +43 6474 8484-5090
Email: eures.salzburg@ams.at
Foreign language(s): English
Region: Salzburg

**Public Employment Service Austria (AMS)
of Tyrol**

Otto Hosp

Schöpfstraße 5
A-6010 Innsbruck
Tel: +43 512 5903-702 202
Fax: +43 512 5903-291
Email: otto.hosp@ams.at
Foreign language(s): English
Border region: TransTirolia
Region: Tyrol

**Public Employment Service Austria (AMS)
of Upper Austria**

Petra Rosenstingl

Europaplatz 9
A-4021 Linz
Tel: +43 732 6963-20836
Fax: +43 732 6963-20190
Email: petra.rosenstingl@ams.at
Foreign language(s): English
Region: Upper Austria

**Public Employment Service Austria (AMS)
of Styria**

Andrea Macher

Neutorgasse 46
A-8010 Graz
Tel: +43 316 7082-808
Fax: +43 316 7082-890
Email: andrea.macher@ams.at
Foreign language(s): English
Region: Styria

Hermann Gössinger

Babenbergerstraße 33
A-8021 Graz
Tel: +43 316 7081-107
Fax: +43 316 7081-190
Email: hermann.goessinger@ams.at
Foreign language(s): English
Region: Styria

**Public Employment Service Austria (AMS)
of Vorarlberg**

Dietmar Müller

Bahnhofstraße 1b
A-6700 Bludenz
Tel: +43 5552 62371-81605
Fax: +43 5552 62371-81660
Email: dietmar.mueller@ams.at
Foreign language(s): English
Border region: Bodensee
Region: Vorarlberg

This publication has been co-financed with European Commission subsidies.

Disclaimer: This brochure contains general information. Despite diligent processing no warranty can be assumed for the correctness of all details and no legal claims may be derived herefrom.

Public Employment Service Austria (AMS) accepts no responsibility for websites called up using the URLs.

Responsible for content: Public Employment Service Austria (AMS), "Services for Corporate Accounts/EURES" department.

We assume no accountability for printing and layout errors.

Valid as of November 2012