



More information is available at
www.kela.fi/unemployment



If you have questions, please call our customer
 service number www.kela.fi/phone-numbers



Please make sure to complete the form carefully.
 We may contact you for further information if
 necessary.

You can send the form by mail www.kela.fi/by-mail



This certificate is used when the employment relationship has started before 1 January 2019. Kela obtains information from the national incomes register starting 1 January 2019. Information that has been reported to the national incomes register need not be reported to Kela.

1. Employee

Personal identity code

Family name and given name

2. Employer

Name of the employer

Business ID/Personal identity code

Contact person

Address

Telephone

E-mail

3. Employment information

Start date of employment _____ End date _____

The employee has been laid off temporarily. Start date of temporary layoff: _____

The following collective agreement applies to this employment contract: _____

For jobs in the education sector, provide details on teaching requirements: _____

Working time according to the employment contract

_____ hours a week

_____ hours a month

period-based work. Working time and reference period _____

Does the period of employment include any unpaid periods of absence?

No Yes. Fill in below all unpaid periods of absence and the reason for the absence.

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

6. Additional information

Additional information on a separate sheet.

7. Signature

Certificate issued by:

Employer or employer's representative.

Payroll management has been contracted out to an outside service provider. Name of service provider and contact person's telephone number:

Place and date

Signature and printed name of the person completing the certificate