

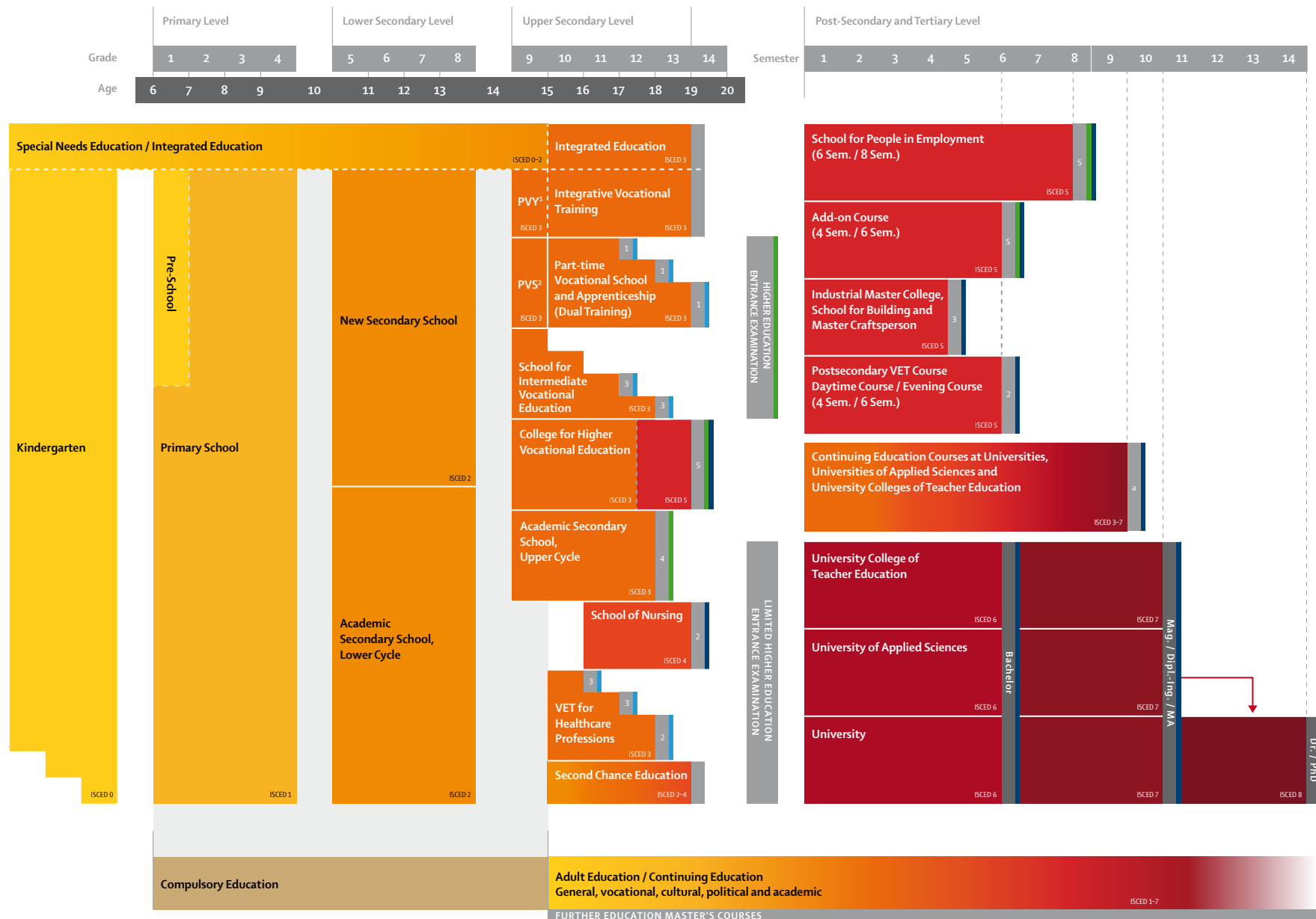
LIVING AND WORKING IN AUSTRIA

The European Jobnetwork



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Key Education System

- 1 Apprenticeship Examination
- 2 Diploma Examination
- 3 Leaving Examination
- 4 Reifeprüfung
- 5 Reifeprüfung and Diploma Examination

a Admission to further studies on case-by-case basis

Initial Vocational Qualifications

General Higher Education
Entrance Qualifications

Higher-level Vocational
Qualifications

¹ Pre-Vocational Year
² Pre-Vocational School

ISCED = International Standard Classification of Education 2011

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1. INTRODUCTION

1.1 Geography and population

Austria has **8,902,600 inhabitants** (as of 1 January 2020) on an area of 83,878 km², including 1,487,020 foreign citizens (16.2% of the total population), of whom **739,825 come from the EU/EEA region and Switzerland** (approx. 8.31% of the total population).

The **population density** is **highest in Vienna**, with 4,574 inhabitants per square kilometre, and **lowest in Carinthia**, with 58.8 inhabitants per square kilometre. Life expectancy averages 83.9 years for women and 79.3 years for men.

Austria's neighbouring countries are Switzerland, Liechtenstein, Germany, the Czech Republic, Slovakia, Hungary, Slovenia and Italy.

Austria consists of 9 federal states, each of which has its own capital:

Federal state	inhabitants 2020	state capital	inhabitants 2020
Burgenland	293,433	Eisenstadt	14,637
Carinthia	560,939	Klagenfurt	100,817
Lower Austria	1,677,542	St. Pölten	55,044
Upper Austria	1,482,095	Linz	205,726
Salzburg	555,221	Salzburg	154,211
Styria	1,243,052	Graz	288,806
Tyrol	754,705	Innsbruck	132,110
Vorarlberg	394,297	Bregenz	29,762
Vienna	1,897,491	Vienna	1,897,491



AUSTRIA

and its federal states



1.2 The political system

Austria is a **democratic republic**.

Laws are passed in **Parliament**. One of the most important legal documents in Austria is the Federal Constitution. The **Federal Constitution** contains, for example, the European Convention on Human Rights as well as the fundamental freedoms, but also the legislation and execution of the federation and the Federal Constitutional Law on the Neutrality of Austria.

The Republic is headed by the **federal president**. In addition to other duties (supreme commander of the armed forces, inauguration of the **federal government** and the provincial governors, etc.), he or she represents the republic externally. Austria is governed by the federal government, which is headed by the federal chancellor. The affairs of government are conducted jointly with the vice-chancellor, the federal minister, and the state secretary.

The national territory (the federation) consists of **9 federal states**, which form a monetary, economic, and customs unit. The **federal capital** and seat of the supreme federal authorities is **Vienna**.

Each federal state is administered by a **provincial government** headed by the **provincial governor**. Each federal state consists of administrative units, so-called political districts. The administrative authority in each district is the **district commission**. Each district consists of several smaller administrative units, so-called **municipalities and cities**. Each city is administered by a city administration, each municipality by a municipal office. A municipality/city is headed by a municipal council/city council and **the mayor**.

Vienna is both the federal capital and a federal state. There is therefore a municipal council and a state parliament.

In Vienna there are municipal departments (MA), which have certain responsibilities for the whole of Vienna (e.g. MA 35: immigration and citizenship), but also municipal district offices, which fulfil the tasks of both district administrations and municipal offices.

1.2.1 Elections and the right to vote

All political institutions established by the Constitution are directly or indirectly derived from **secret, personal, equal** elections.

Austrian citizens who have reached the age of 16 vote on the **National Council** (People's Chamber of the Parliament), the Landtag (parliament of each federal state), the **local council** (where EU citizens residing in the municipality can also vote—special position: Vienna), Austrian members of the **European Parliament** (EU citizens with their main residence in Austria also have the right to vote), and the **federal president**.

The **National Council** is elected **every 5 years**. There is a three-stage proportional right to vote, in which one vote can be given to a party and an additional preferential vote can be given to an individual candidate. The votes cast are combined to form seats.

The federal president is directly elected by the people every **six years**, the **Landtag and the Land government (i.e. provincial government)**, which are at the head of each state, are elected every **five to six years**, and the **municipal council or representatives** are also elected every five to six years.

Depending on the federal state, mayors are elected by the inhabitants of the municipality or by the representatives of the municipal administration/city administration. However, **representatives of employees** are also elected. As an employee you can also vote in the elections of the **Chamber of Labour, your works council, your youth trust council**, or in the public service in the election of **staff representatives**.

Further information:

The political system: www.politischebildung.at

Elections and the right to vote: www.help.gv.at

Courts and jurisdiction: www.justiz.gv.at

Citizen service and legal information: www.help.gv.at

Ombudsman office: volksanwaltschaft.gv.at

Statistical data—Austrian statistics: www.statistik.at

1.3 Migration and languages

As a result of immigration, the number of inhabitants from other countries of origin has risen sharply in recent years. Among EU/EEA citizens, Germans are the largest group with almost 192,426 persons, followed by people born in Romania (123,461), Hungary (87,604), Croatia (83,605), Poland (64,454), Slovakia (43,643), and Italy (32,506). Among nationals from non-EU/EEA countries, 122,364 persons born in Serbia and 117,640 persons born in Turkey form the largest groups. They are followed by persons from Bosnia and Herzegovina (95,863) and the Russian Federation (32,543).

Everyday life, especially in larger cities, is therefore characterized by a variety of languages.

The **official language of Austria is German** and therefore in most cases a prerequisite for working and economic life. In addition to German, Burgenland-Croatian, Romany, Slovakian, Slovenian, Czech and Hungarian are also regarded as official regional languages. These languages are spoken by recognised minorities.

It is helpful and often necessary to be able to speak German when dealing with public offices and authorities (e.g. municipal administrations, the Public Employment Service, doctors), but also in schools and at work.

German courses are offered by many institutions (e.g. adult education centres such as the BFI or adult education centres and language institutes).

Children and young people attending school have the opportunity to learn German free of charge during and after lessons at school (see also chapter 10.1).

English is the first foreign language to be taught at schools and is now spoken by many people in Austria—including people who work at administrative bodies. English is the working language in many companies, especially international ones.

1.4 Labour market: statistical data and figures

In the **3rd quarter of 2019 (Juli to September)**, an average of 4,391,400 persons were **employed**, of whom 2,338,500 were men and 2,052,900 women.

The **employment rate of persons** aged 15 and over, i.e. the proportion of employed persons among all persons in this age group, was 73%. The **part-time rate** (proportion of people who by their own account work fewer than 36 hours a week) was 28.2%. However, the proportion of part-timers among women is 47.5%.

In the 3rd quarter of 2019, 203,600 unemployed persons were actively seeking work and available for work. This means an **unemployment rate** of 4.4% (EU definition, not seasonally adjusted).

The unemployment rate for young people (15- to 24-year-olds) is 9.7%, the unemployment rate for older people (55- to 64-year-olds) is 3.5%. Persons with non-Austrian citizenship are also more affected by unemployment (8.9%) than Austrian citizens (3.5%).

Compared to other federal states, unemployment in the third quarter of 2019 was highest in Vienna (9.3% on average) and lowest in Tyrol (2.1%).

Further information:

Labour market statistics: www.statistik.at

Unemployment figures: www.ams.at

Comparison of European data: ec.europa.eu/eurostat

2 IMMIGRATING TO AUSTRIA

2.1 Reporting obligation

In Austria, **reporting obligation** applies. Within 3 days after moving into a new accommodation (also in case of a change of residence within Austria) a notification to the competent authority is mandatory.

Competent authorities are:

- the registration service in your place of residence (town hall or the city's municipal administration)
- in Vienna: the registration service of the municipal district offices

The following documents must be submitted:

- ▶ one completed registration form per person—available at the competent registration office and at some tobacconists or on the Internet
- ▶ passport
- ▶ birth certificate
- ▶ registration form for possible further residences

The **registration form**, signed by the accommodation provider (owner or property manager) and the accommodation recipient (e.g. tenant), must be submitted to the registration office either in person, by a trusted person, or by post.

The authority issues a confirmation of registration.

Upon registration in Austria, the personal data is automatically stored in the **Central Register of Residents (ZMR)** and is available to the authorities. Every person registered in Austria has their personal ZMR number, which appears on the registration confirmation.

EU/EEA citizens and their relatives who are staying in Austria for more than 3 months and wish to settle must also apply for a **registration certificate** (see chapter 2.2).

Further information:

Registration/deregistration of residence: www.help.gv.at

Registration form (registration form): www.help.gv.at

2.2 Residence in Austria

EU/EEA citizens and Swiss citizens and their relatives (with EU/EEA citizenship or Swiss citizenship) do **not need a visa or residence permit** to enter the country. With a valid passport or identity card you can stay in Austria for up to 3 months without further permission.

For a **longer stay** in Austria:

You must

- ▶ be an employee or self-employed person in Austria **or**
- ▶ have sufficient means of **subsistence and comprehensive sickness insurance** cover for yourself and your family members and not live on benefit (e.g. social assistance) **or**
- ▶ receive **training**, including **vocational training**, at a public school, legally recognised private school or educational establishment, be adequately funded and have comprehensive health insurance.

EU/EEA citizens and Swiss citizens must register their establishment with the residence authority (district administration or municipal authorities in cities) **within 4 months** of entering Austria. If you meet the requirements, the authority will issue a **registration certificate**.

If the relatives (spouse, children, life partner, etc.) are also EU/EEA citizens or Swiss citizens, their settlement must also be indicated by a registration certificate.

EU/EEA citizens and Swiss citizens can apply to the competent authority for a **“photo ID for EEA citizens”**.

Special provisions apply to **third-country nationals—citizens** of EU/EEA countries who **do not have EU/EEA or Swiss citizenship**. Please inform yourself in good time at the residence authority or at counselling centres.

The necessary documents must be enclosed with the application in the original and in a certified German translation.

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

Competent authority:

- district authority or the city's municipal authority
- Municipal Department 35 (MA 35) in Vienna

Further information:

Stay and visa: www.help.gv.at

Registration certificate: www.help.gv.at

Photo ID for EEA citizens: www.help.gv.at

Third-country nationals: www.help.gv.at

2.3 Bringing pets to Austria

Dogs, cats, and ferrets brought to Austria from EEA countries must be marked with a **microchip**; in addition, a **pet passport** must be carried.

For dogs, taxes (“**dog taxes**”) must be paid at the Austrian place of residence. The amount of the tax depends on the place of residence. Information can be obtained at the responsible town hall or at the municipal administration in cities.

In most Austrian municipalities and on public transport, **muzzles and leashes are compulsory**. All dogs kept in Austria must be marked and registered. The legal regulations for keeping “fighting dogs” must be observed.

A valid rabies vaccination (and if necessary a valid booster vaccination) must be entered in the pet passport for animals over three months old. For the first rabies vaccination, the date from which it is valid must be recorded.

Further information:

Travelling to Austria with pets: www.help.gv.at

Pets: www.help.gv.at

3. LIVING CONDITIONS IN AUSTRIA

3.1 Comparative price levels of costs of living

The currency of Austria is the euro (€), 1 euro is 100 cents.

Through the system of comparative price levels, purchasing power can be compared between national currencies. The comparative price levels indicate whether a country is cheap or expensive compared to the average (EU 27 = 100).

Comparative price levels: ec.europa.eu

3.1.1 Costs of living in Austria

Values 2020 (subject to change):

- | | |
|--|---|
| ▶ 1 litre of milk
starting at 1.19 euros | ▶ 1 litre of wine
starting at 1.99 euros |
| ▶ 1 kilogram of brown bread
starting at 1.99 euros | ▶ cinema ticket
between 6 and 20 euros |
| ▶ 500 grams of wholemeal bread
starting at 2.60 euros | ▶ daily newspaper
on average 1.20 euros |
| ▶ 1 kilogram of sugar
starting at 0.99 euros | ▶ public transport
(one-way in state capitals):
1.00 euro to 2.80 euros |
| ▶ 1 kilogram of flour
starting at 0.65 euros | ▶ 1 litre of petrol (normal)
in March 2020
starting at 1.19 euros |
| ▶ 1 kilogram of apples
starting at 1.99 euros | ▶ 1 liter of diesel in March 2020
starting at 1.17 euros |
| ▶ 1.5 litres of mineral water
starting at 0.24 euros | ▶ T-shirt on average
starting at 10 euros |
| ▶ 2 litres of orange juice
starting at 2.15 euros | ▶ jeans on average
starting at 30 euros |
| ▶ 250 grams of butter
starting at 2.59 euros | ▶ 1 kWh electricity
between 16 and 25 cents |
| ▶ 0.5 litres of beer
starting at 0.65 euros | ▶ 1 kWh gas between
5 and 8 cents |
| ▶ 500 grams of coffee
starting at 4.19 euros | |

Further information:

Electricity and gas prices in comparison: www.e-control.at/preismonitor

Electricity prices information: www.arbeiterkammer.at

Petrol and diesel prices: www.oeamtc.at

Rate calculator Internet and telephone: www.arbeiterkammer.at

3.2 International area code

The international prefix for Austria is **+43 (0043)**.

3.2.1 Emergency numbers

The following emergency numbers, for which no area code is given, can be reached throughout Austria without an area code:

Emergency numbers:	
Fire brigade	122
Police	133
Ambulance	144
Doctor an call	141
Europe-wide emergency number	112
Pharmacy emergency number	14 55
Poison control centre	01/406 43 43
Social-psychiatric emergency service (24 hours a day)	01/313 30
“Rat auf Draht”/“Advice on wire” (child helpline)	147
Telephone counselling (24 hours a day)	142
Women's-helpline against male violence— toll-free helpline (24 hours a day)	0800 222 555
Counselling centres for children and Child and Youth Advocacy	0800 240 264 (toll free)
Counselling centres for women in cases of violence	www.help.gv.at
Violence against men	www.help.gv.at
Austria-wide emergency numbers	www.gesundheit.gv.at
Violence against children and young people	www.help.gv.at
Find dentists and emergency services	www.zahnaerztekammer.at
Pharmacy night and weekend services	www.apotheker.or.at

3.3 Motor vehicles

3.3.1 General information

From 1 November to 15 April, **winter tyres are compulsory**, depending on the weather (in snowy and icy conditions).

In Austria, all persons in a motor vehicle **must wear seat belts**.

The driver of the motor vehicle must ensure that children under the age of 14 or under 150 cm in height are secured in the vehicle with a **child car seat**.

The **journey on Austrian autobahns is subject to a charge**. The required **motorway permit sticker** can be purchased at motorway service stations and tobacconists. You can also order a **vignette** online and register your vehicle **digitally**.

On Austrian autobahns and motorways, vehicle drivers are obliged to keep a driving opportunity ("**rescue lane**") clear between individual lanes if a traffic jam begins to form in order to enable the unhindered passage of rescue vehicles.

From 31 March 2018, newly approved vehicle types of passenger cars and lorries up to 3.5 tonnes must have an automatic emergency call system, a so-called **eCall system**.

In Austria, you must have your vehicle regularly **inspected for operational safety** (a so-called "**Pickerl**").

In principle, the legally permitted maximum limit of less than **0.5 per mille alcohol content in the blood** applies. In certain cases, however, this limit is reduced to 0.1 per mille or less.

If you have a **breakdown**, here's what to do:

- ▶ Switch on the hazard **warning lights**.
- ▶ Put on a **warning vest** (in yellow or orange) when you leave the vehicle.
- ▶ Set up a **breakdown triangle**.
- ▶ Call **ÖAMTC emergency** help at **120** or **ARBÖ emergency** help at **123**. ÖAMTC and ARBÖ are motorist clubs. If you are a member of these organisations, you will receive free or inexpensive assistance.

If you have an accident **with or without personal injury**, please note the following:

- ▶ Make an **emergency call at 112**. This will call the police, rescue services, and, if necessary, the fire brigade.
- ▶ Care for injured persons with the help of the “**first-aid kit for motor vehicles**”. In Austria, this is also known as a “**car pharmacy**”. The first-aid kit must be carried in the vehicle.
- ▶ Fill in an **accident report**. The accident report is necessary so you can assert your rights with your insurance company.
- ▶ If you do not inform the police or leave the scene of the accident without assistance or do not leave your personal data in the event of an accident, you are liable to prosecution (**hit and run**).

Further information:

Vehicle regulations in Austria: www.help.gv.at

Motorway toll vignette: www.asfinag.at

Vehicle inspection (“Pickerl”): www.help.gv.at

ÖAMTC: www.oeamtc.at

ARBÖ: www.arboe.at

3.3.2 Driving licence and registration

Driving licences issued in another EU/EEA country are also valid in Austria. Any change of address (main residence) must be reported to the competent authority. For **Swiss citizens**, the following applies: The driving licence must be changed within 6 months at the responsible district administrative authority or at the traffic office or the federal police headquarters.

If you want to **obtain a driving licence** in Austria, you must attend a driving school. There you will receive instruction in theory (traffic rules, technology, etc.) and practice (practical driving instruction). At the end, the driving test takes place.

Acquisition of a driving licence is associated with high costs (1,000 to 2,000 euros on average). Compare the prices of the individual driving schools.

Persons who have their **main residence** outside Austria may use a motor vehicle or a **trailer with a foreign licence plate in Austria for a maximum of 1 year**.

If the main residence is moved to Austria, a vehicle with a foreign registration number may be driven **for 1 month**. The vehicle must be registered in Austria within this period.

In the case of imported vehicles with EC type-approval, the approval data must be entered in **the approval database**. If the vehicle does not have an EC type-approval (as is the case with **type-approvals** from before 1 January 1996), it must be typed.

If a vehicle is registered for the first time in Austria, **standard consumption tax (NoVA)** must be paid.

After registration in the approval database or typing and payment of the NoVA, the vehicle can be **registered** with an insurance registration office.

Liability insurance must be taken out with one of the numerous insurance companies. Within the EU there is free choice of motor vehicle insurance. The motor vehicle can therefore be insured in any member country with approved insurance companies. Final registration is carried out at the registration office of the chosen insurance company.

Further information on the import of motor vehicles can be found at the [technical inspection offices of the respective state government](#).

Further information:

Checklist for motor vehicles and driving licences: www.help.gv.at

Vehicle registration: www.help.gv.at

Liability insurance: www.help.gv.at

3.4 Living

In Austria, more than 40% of new apartments are in detached and semi-detached houses, more than 50% of new apartments are in residential houses with more than 2 apartments. In cities and conurbations there is a large number of apartments in multi-storey buildings. In rural regions, single or two-family houses predominate.

3.4.1 Renting living space

Depending on the region, **apartment rents** vary. Smaller apartments are often more expensive per square metre than larger ones. In addition to rent, there are **operating costs** (about 25% of the net rent), heating costs, and gas and electricity costs. If you rent an apartment, you must contact the energy company of your choice to obtain **gas, electricity, or district heating**.

Operating costs include costs for water/waste water, sewer clearance, waste disposal, cleaning costs, costs for heating, playground, laundry, etc., which every tenant must pay monthly.

In Austria, a **rental agreement** is an oral or written agreement between a landlord/landlady and the tenant. The tenancy agreement regulates, for example, the duration of the tenancy or which apartment was rented to you. In addition, the tenancy agreement contains information on the size of the apartment, rental costs and periods of notice, the house rules, etc.

Rental contracts are concluded for a **limited period of time** (usually 3 years) or **indefinitely**. If a fixed-term tenancy agreement is not terminated, it is automatically extended by the contractually specified period of the fixed-term tenancy. If the rental agreement is not terminated after expiry of the 2nd time limitation, it is deemed to have been extended indefinitely.

Attention: Temporary rental contracts cannot normally be terminated by the tenant before the end of the fixed term, unless there is a corresponding agreement in the contract!

Unlimited rental contracts can be terminated by both the landlord and the tenant. Observe the **notice periods** of the rental agreement.

A **sublease** can be concluded between the main tenant and the subtenant. Special regulations apply to subtenancies.

Recommendation: If you conclude the tenancy agreement or subtenancy agreement in writing, you will have proof in the event of a dispute.

Rent of most apartments is regulated throughout Austria by the **Act on Tenancy Law**. Single-family houses are exempt from the **Act on Tenancy Law**. However, statutory notice periods also apply to single-family houses.

Before you rent an apartment, you will have to pay the **rent in advance and a deposit**, but possibly also **commission and redemption fees**.

You can obtain detailed information from the relevant advisory bodies such as the tenants' association or the associations for tenants' protection in the federal states.

Further information:

Private rental apartments: www.help.gv.at

Housing—authorities and advice centres: www.help.gv.at

Tenants' association: mietervereinigung.at

Energy supply companies: www.help.gv.at

3.4.2 Apartment inspection

You can visit apartments before signing the lease. Apartments advertised in newspapers or on the Internet are often sold through real estate agents. If the apartment is visited by several people at the same time, this is called a **collective visit**. Often the inspection date is agreed upon by telephone. Ask as many questions as possible during the inspection and sign neither the rental contract nor the **rental offer** prematurely, even if the landlord or the real estate agent urges you to do so.

With a **rental offer** you confirm that you want to rent the apartment under certain conditions. If the lessor accepts this rental offer, the rental agreement is concluded.

Attention: If you submit a rental offer, you are bound by it! Don't let them "reserve" the apartment for you. A reservation is often a hidden rental offer.

3.4.3 Apartment purchase

Before you, as an **EU/EEA citizen** or **Swiss citizen**, buy an apartment or make a binding offer to buy (see chapter 3.4.2), research information on buying an apartment at the Chamber of Labour or tenant protection organisations and on the Internet.

Further information:

Home ownership: www.help.gv.at

Owner-occupied housing: www.arbeiterkammer.at

Austrian Association of the Real Estate Industry: www.ovl.at

3.4.4 Radio and television registration

If you have a radio and/or television in your apartment, you must register these devices. You pay a **television and radio licence fee**. If your income is low, you can be exempted from these fees.

Further information:

“Gebühren Info Service”/“Fees Info Service”: www.orf-gis.at

Exemption from fees: www.gis.at

4. FINDING A JOB IN AUSTRIA

EU/EEA citizens as well as Swiss citizens and their relatives (spouses, children, stepchildren, and adopted children, etc.) have the right to live and work in Austria within the framework of the free movement of workers without work permits (special provisions apply to Croatian citizens).

4.1 Job search from EU/EEA countries and Switzerland in Austria, job search for third-country nationals

Before job seekers come to Austria, they can obtain various information and services from the **Public Employment Service Austria (AMS)** via the Internet:

- ▶ job search, country information, regional job opportunities via EURES
- ▶ In the eJob-Room you can search for vacancies, after registration you have the opportunity to publish your own advertisement.
- ▶ services offered by the AMS: job interests tests (AMS Berufskompass, AMS Jugendkompass), interactive application portal including application training and online application coach
- ▶ information from the AMS: career information system (BIS), career encyclopaedias, qualification barometer (trends and opportunities on the Austrian labour market), further training database, career information centres (BIZ), barrier-free access to AMS offices, unemployment insurance benefits
- ▶ information from the AMS for young people: arbeitszimmer.cc, AMS Youth Compass, application tips for young people
- ▶ Jobseekers can obtain information about taking unemployment benefits with them from the labour administration or the competent authority in their country of origin (see chapter 8.4.2).
- ▶ Information **in English**, for example on the AMS's services, residence, living and working conditions, can also be found on the AMS website.

After jobseekers have come to Austria, the following should be noted:

- In order to be entitled to benefits from the country of origin in Austria (e.g. unemployment benefit), it is necessary to register in person at the competent AMS office in Austria.

Please bring the following documents with you on **your first visit to the AMS** in Austria:

- ▶ your e-card or confirmation of your social security number (see also chapter 8.),
- ▶ an official photo ID (passport, identity card, etc.),
- ▶ an official photo ID (passport, identity card, etc.), the **Portable Document U2** form issued by the employment services of the country of origin and the **Portable Document U1** confirmation of periods of employment in the country of origin if available.

As soon as you are registered with the responsible office (AMS office in your residential district), your AMS advisor will inform you about any vacancies reported. You can also publish your own **job advertisement** in the eJob-Room, the online job exchange.

In the AMS offices you can search anonymously for vacancies on self-service computers and in job lists. In addition to the [eJob-Room](#), the AMS website provides you with other **useful job exchanges**.

Here you will find an overview of all [branch offices](#), including opening hours, addresses, and telephone numbers: www.ams.at

Note: With an eAMS account you can access many AMS services independent of time and place, and handle certain matters from the comfort of your own home. To use the eAMS account, you need a computer or mobile phone with an Internet connection. You can request the access data for your eAMS account online, by telephone, or in person.

4.2 The European EURES Network (European Employment Services)

EURES is the largest network of public employment services and the European Commission in Europe. This network makes EURES an increasingly important instrument:

- ▶ in promoting professional and fair mobility for jobseekers,
- ▶ in the placement of workers to companies with staffing difficulties throughout the EU and EEA as well as in Switzerland,
- ▶ and in the information service for job seekers and companies interested in mobility.

In Austria, [EURES is integrated into the Public Employment Service](#) and offers companies Europe-wide recruitment services to fill vacant positions that cannot be covered by the potential labour force registered with the Public Employment Service. EURES offers jobseekers a variety of information about jobs in other EU/EEA countries, tailor-made job exchanges at home and abroad, and much more.

The job search engine of the [“EURES Job Mobility Portal”](#) offers both job seekers and companies the opportunity to participate in automated matching. With a personal EURES account you can create your CV, including qualifications, skills and abilities, and take part in Europe-wide matching. You will be informed by email about suitable job offers or suitable job seekers.

If you are interested in a Europe-wide job search or personnel search, please discuss this with your AMS consultant.

You can start your own search in the [“EURES Job Mobility Portal”](#) or with the help of your AMS advisor.

4.3 Public Employment Service Austria (AMS)

The Public Employment Service in Austria is called **Arbeitsmarktservice (AMS)** and offers its services in its regional offices.

The AMS is responsible for **counselling, placement, and unemployment insurance benefits** (e.g. unemployment benefit) for persons residing and staying in Austria. Online information is also available for persons outside Austria (see chapter 4.1).

Jobseekers and unemployed persons can register at their regional office as jobseekers. The regional office in your area of residence is responsible.

Regional offices: www.ams.at

The following services and information can be found on the AMS **website**:

► **eJob-Room:**

The eJob-Room provides an **overview of all vacancies reported to the AMS** in Austria. You can search for a specific job by selecting the desired employment relationship, place of work, date of commencement of work, and occupational group/occupational title, and it is available to both registered and unregistered users.

Attention: Registration in the eJob-Room is also possible if residence is not yet in Austria!

Registered users have the following additional options:

- publish applications in the eJob-Room;
- use of a broader job supply (eJob-Room vacancies);
- apprenticeship seekers can create personality and interest profiles.
- These are then compared with the requirement profiles of the companies and the degree of agreement is determined.

The offers of the eJob-Room are free of charge.

eJob-Room: www.ams.at

► **AMS Jobrobot:**

In addition, the AMS Jobrobot enables you to search for job offers on company websites on the Internet. It functions like a search engine that searches for vacancies on the websites of Austrian companies using specially developed criteria.

- The free **AMS JOB APP** delivers all job offers from the AMS eJob-Room directly to the smartphone. You can search for jobs or apprenticeships and be informed about suitable new jobs with push notifications. All functions of the app can be used without registration.

AMS JOB APP: www.ams.at

AMS Jobrobot: jobroom.ams.or.at

► **Application tips:**

Here you will find interactive application training, application coaching on the Internet (step-by-step support in writing application documents), and get tips and tricks about finding a job.

Application documents: www.ams.at

Practice folder for job search: www.ams.at

► **Interactive application portal:**

The interactive job application portal provides you with a wide range of assistance on all aspects of job applications. As soon as you have registered, you can access your individual content under “My Portal”.

Interactive application portal: bewerbungsportal.ams.or.at

► **Benefits for jobseekers:**

Here you can find out everything you need to know about receiving unemployment benefit and unemployment assistance, get information about the obligations of benefit recipients towards the AMS, etc.

www.ams.at

► **AMS publications for EU/EEA and Swiss citizens:**

Country information: www.ams.at

EURES in border regions: ec.europa.eu/eures

► **Information for foreign workers:**

www.ams.at

► **Job Information System (BIS):**

Online information database on occupations and qualifications.

www.ams.at/bis

► **Professional dictionary:**

Provides information on occupations (job characteristics, job requirements, training, promotion, employment opportunities, etc.).

Search for apprenticeships, occupations after graduating from university, occupations after graduating from vocational schools, training and auxiliary occupations, short and special training.

www.berufslexikon.at

► **Qualification barometer:**

Provides information on qualification trends and the latest developments on the labour market.

bis.ams.or.at/qualibarometer

- ▶ **Continuing education database:**
Supports the search for suitable continuing education and contains information about course sponsors as well as course providers and the necessary prerequisites.

wbdb.ams.or.at/wbdb
- ▶ **Arbeitszimmer.cc:**
It is a platform for young people who want to exchange tips and tricks for choosing a profession, study, or school.

www.arbeitszimmer.cc
- ▶ **AMS Berufskompas, AMS Jugendkompas, AMS Gründungs-test, AMS Berufskompas – Neuorientierung:**
Questionnaire about career choice which creates an interest profile after it has been filled in online.

www.berufskompas.at
- ▶ **Job Info Centres (BIZ):**
At various locations in Austria, BIZ offer information on career and training opportunities, job opportunities, and tips and tricks for choosing a profession. Brochures and professional videos are available, personal advice can be obtained free of charge.

www.ams.at/berufsinfo-weiterbildung
- ▶ **Offers for women and girls:**

www.ams.at/service-arbeitsuchende
- ▶ **People with disabilities:**

www.ams.at/service-arbeitsuchende

► **AMS research network:**

Information system on networks on topics relevant to the labour market—publications and studies can be downloaded.

www.ams-forschungsnetzwerk.at

Addresses:

Employment Service Burgenland

Permayerstraße 10
7000 Eisenstadt
Phone: +43 (0) 50 904 140
Internet: www.ams.at/bgld

Employment Service Carinthia

Rudolfsbahngürtel 42
9021 Klagenfurt
Phone: +43 (0) 463 38 32
Internet: www.ams.at/ktn

Employment Service Lower Austria

Hohenstaufengasse 2
1010 Vienna
Phone: +43 (0) 50 904 340
Internet: www.ams.at/noe

Employment Service Upper Austria

Europaplatz 9
4021 Linz
Phone: +43 (0) 50 904 440
Internet: www.ams.at/ooe

Employment Service Salzburg

Auerspergstraße 67a
5020 Salzburg
Phone: +43 (0) 662 88 83
Internet: www.ams.at/sbg

Employment Service Styria

Babenbergerstraße 33
8020 Graz
Phone: +43 (0) 316 70 81
Internet: www.ams.at/stmk

Employment Service Tyrol

Amraser Straße 8
6020 Innsbruck
phone: +43 (0) 50 904 740
Internet: www.ams.at/tirol

Employment Service Vorarlberg

Rheinstraße 33
6901 Bregenz
phone: +43 (0) 5574 691 0
Internet: www.ams.at/vbg

Employment Service Vienna

Ungargasse 37
1030 Vienna
Phone: +43 (0) 50 904 940
Internet: www.ams.at/wien

Employment Service Austria

Treustraße 35 - 43
1200 Vienna
Phone: +43 (0) 50 904 199
Internet: www.ams.at

4.4 Work in border regions

Special provisions and regulations apply to persons working in the border regions of Austria (labour market Lake Constance and Pannonia). Information can be found on the websites of the border regions:

- ▶ **Lake Constance labour market (Germany, Principality of Liechtenstein, Austria, Switzerland)**
www.arbeitsmarkt-bodensee.org
- ▶ **EURES Pannonia (Burgenland region, southern Lower Austria, eastern Styria, western Hungary)**
www.eures-pannonia.hu

Further information:

Working in border regions (EURES in the EU network): www.ec.europa.eu

4.5 Daily newspapers

Daily newspapers with Internet addresses:

Der Standard	derstandard.at
Die Presse	diepresse.com
Kleine Zeitung	www.kleinezeitung.at
Kronen Zeitung	www.krone.at
Kurier	kurier.at
Oberösterreichische Nachrichten	www.nachrichten.at
Salzburger Nachrichten	www.sn.at
Tiroler Tageszeitung	www.tt.com
Vorarlberger Nachrichten	www.vn.at
Wiener Zeitung	www.wienerzeitung.at

Further information:

Jobs in newspapers: www.ams.at/arbeitsuchende

4.6 Private employment agencies and the hidden labour market

The importance of private employment agencies is increasing. Particularly in the area of highly qualified jobs, placement is almost exclusively carried out by personnel consulting firms. The AMS website also contains links to job exchanges of numerous large companies.

Not all vacancies are announced to the AMS or published in newspapers. It can therefore make sense to send **unsolicited applications** (so-called blind applications) to potential companies that have not yet advertised a vacancy.

In the “Yellow Pages” you will find company addresses for certain professional areas.

Further information:

Job exchanges of companies and enterprises:

www.ams.at/arbeitsuchende

Yellow pages: www.herold.at

4.7 Au pair

Young people from other countries have the opportunity to work as au pairs in Austria for a while. Au pairs are accepted into a host family and integrated into their everyday life. In addition to household chores and childcare, au pairs are required to attend a language school or other further education.

Essential **requirements** for an au pair stay are:

- ▶ age between 18 and 28 years,
- ▶ Experience in childcare and enjoyment of working with children are desirable.
- ▶ The extent of the employment and the economic salary of the activity correspond to an au pair relationship.
- ▶ A minimum level of knowledge of German (school lessons, 1 semester of study, or 1 language course) must be proven by certificates.

- ▶ willingness to adapt to different cultures and lifestyles and to support childcare and light housework
- ▶ involvement of an authorised agency in the event of mediation
- ▶ The au pair must not have been employed as an au pair in Austria for more than 1 year during the last 5 years.

For the employment of au pairs the Act Governing Domestic Help and Domestic Employees applies.

Most **au pair agencies** offer their **support** during the **preparation** for the au pair stay (selection of the host family, arrival, etc.) as well as during the stay.

For the employment of an au pair, **registration to the statutory social insurance (ASVG) is also necessary.**

Au pairs from the **EU/EEA area** or **Switzerland** enjoy **freedom of establishment** and do not need a residence permit. For stays of persons with EU/EEA citizenship that last longer than 3 months, a **registration certificate** (see chapter 2.2) must be applied for.

Information on au pairs from **non-EU/EEA countries** (they require a special residence permit) can be obtained from the Austrian Public Employment Service and its regional offices.

Further information:

Au pair: www.usp.gv.at

4.8 Seasonal work

Seasonal workers are sought in the tourism, agriculture and forestry sectors. Particularly in the **regions of Eastern Austria** (Burgenland, Lower Austria, Upper Austria, Vienna), experienced harvesters are needed from spring to autumn (e.g. for asparagus and wine harvesting).

In the **winter sports regions of western Austria**, skilled workers with practical experience (restaurant specialists, chefs) as well as experienced assistants (kitchen helpers, cleaning staff, maids and boys in the parlour, waiters and waitresses, tavern staff, etc.) are sought in the months of November to March as well as in the tourist regions throughout Austria, especially in the months of May to October.

In the tourism sector, special **labour law regulations** apply (e.g. special calculation periods for weekly or monthly working hours, corresponding regulations for rest periods and days off).

Information on the rights and obligations of employees should be obtained from the Chamber of Labour and the trade union at the latest before starting work.

Further information:

Seasonal positions: jobbroom.ams.or.at

Employment permits for seasonal workers (quota permits)
from Croatia: www.ams.at

Seasonal work: www.arbeiterkammer.at

4.9 Croatian citizens on the Austrian labour market

With the exception of Croatian citizens, EU/EEA citizens have **free access to the Austrian labour market**; they do not need an employment permit.

There are transitional periods for Croatian citizens. If they want to work in Austria

- ▶ and **have not yet found a job**, the AMS website is available for job searches,
- ▶ and **have already found a job**, the employer must apply to the AMS for an **employment permit**, unless the Croatian employee fulfils the conditions for a **certificate of freedom of movement**.

Note: Citizens from Croatia who can produce an AMS confirmation of their free access to the labour market ("**a certificate of freedom of movement**") may be employed without an employment permit, i.e. they have the right to freely choose a job in Austria.

Attention: Key workers, skilled workers, and seasonal workers from Croatia have their own access regulations!

Croatian citizens **do not need a visa or residence permit** to enter Austria. However, if you want to stay longer than 3 months in Austria, you must apply for a **registration certificate** (see chapter 2.2).

Further information:

Admission of skilled workers for Croatian citizens: www.ams.at

4.10 Self-employment—starting a business

EU/EEA citizens and Swiss citizens may become self-employed and register and practise a trade; there are exceptions: www.wko.at

If you are setting up a business, want to take over an existing business as a business successor or a franchise business, you should definitely contact the consulting service on setting up a business provided by the Chamber of Commerce in the federal state in which you live or will live beforehand. They will provide you with valuable tips, comprehensive advice, and support to get you off to a successful start as an entrepreneur.

Start-up advice from the Chamber of Commerce: www.gruenderservice.at

Notwithstanding the above, you should consider goals, market opportunities, form of business, location, costs and financing, possible subsidies, etc. before you start. If you start your business and operate a trade, you must apply to the trade authority for a trade licence and possibly apply for an operating facility licence. In addition, you must apply for a tax number for your entrepreneurial activity at the relevant tax office and register with the Social Insurance Institution for Trade and Industry in order to take out health, accident, pension, and unemployment insurance. Possible employees must be registered with the relevant regional medical insurance company.

Setting up a company:

www.bmdw.gv.at

www.help.gv.at

Vienna Business Agency:

www.wirtschaftsagentur.at

5. WORKING CONDITIONS IN AUSTRIA

5.1 Labour law—overview

Labour law contains rights and obligations of employees. These include the following laws and legal provisions:

- ▶ Employees Act
- ▶ Workers' Severance Pay Act
- ▶ Employees Protection Act
- ▶ Employment Safeguarding Act
- ▶ Labour Constitution Act
- ▶ Working Time Act
- ▶ Foreign Nationals Employment Act
- ▶ Act on Continued Remuneration During Illness
- ▶ Act on Equal Treatment
- ▶ Maternity Protection Act
- ▶ Leave Entitlement Act

Work and law:

www.arbeiterkammer.at

5.2 Representation of employee interests

The interests of employees are mainly represented by chambers of labour (AK), trade unions (ÖGB), and works councils in Austria.

Chambers of labour as well as trade unions and works councils represent the social, economic, professional, and cultural interests of employees in Austria. They are independent, democratic institutions.

As an employee, you are automatically a member of the **Chamber of Labour** and can therefore be legally represented by it. Voluntary membership or resignation is not provided for by law and is therefore not possible.

You become a member of a **trade union** by application.

The Chamber of Labour offers both **free telephone and personal legal advice on many issues of labour law**, employee protection, minimum wage, consumer protection, protection of apprentices and young people, etc. As a rule, the Austrian Trade Union Federation offers telephone and personal advice only to its members, while non-members receive a one-off **free legal consultation**.

Chambers of labour and trade unions are part of the so-called **economic and social partnership** and negotiate wage and price issues with the Federal Economic Chamber and the Chamber of Agriculture. Trade unions, for example, negotiate collective agreements for various sectors. A **collective agreement (KV)** is an agreement that is negotiated annually between the trade union and the employer for all employees in a particular sector. A collective agreement creates equal **minimum standards of pay** ("**minimum wages**") and working conditions for employees in a sector.

All trade unions (specific trade unions) are grouped in the **Austrian Trade Union Federation (ÖGB)**, all chambers of labour in the **Austrian Chamber of Labour (AK)**.

Employees can be represented by **works councils** in companies. The works council represents the workforce vis-à-vis the company owner. For example, works councils have a say in the commencement of work, dismissals, and summary dismissals of employees.

Further information:

Chambers of Labour: www.arbeiterkammer.at

Austrian Trade Union Federation: www.oegb.at

Works councils: www.betriebsraete.at

5.3 Employment relationships

Labour law distinguishes between:

► **Employment contract:**

An employment contract is concluded between an employer and an employee.

► **Freelance service contract:**

A freelance contract of employment is concluded between an employer and a freelancer.

► **Contract for specific work and similar employment:**

This includes contractors with a trade licence and, in certain cases, the New Self-employed. A contract for work and labour does not stipulate when, where, and how you work. Unlike a freelance contract of employment, you are self-employed.

Further information:

Employment contracts: www.arbeiterkammer.at

Types of employment: www.usp.gv.at

Freelance service contract: www.arbeiterkammer.at

Contract for work and labour: www.arbeiterkammer.at

5.3.1 Employment contract and service note

An **employment contract** is one in which someone undertakes to perform work for another. An employment contract can be concluded in writing, orally, or by a conclusive act. The employment contract has been realised conclusively if you begin your work without your employer's objection and are subsequently paid.

Exception: Contracts for trainees, so-called apprenticeship contracts, must be concluded in writing!

If no written employment contract is concluded, you will receive a **service note** from your employer **immediately after starting work**.

The service note informs you about essential rights and obligations in the employment contract. Keep the service note in a safe place, it serves as evidence in case of disputes.

The minimum content of a service note is prescribed by law. The employer is also obliged by law to issue a service note.

Freelance employees are also entitled to a service note.

Further information:

Employment contract and service note: www.arbeiterkammer.at

Apprenticeship—apprenticeship contract: www.arbeiterkammer.at

5.3.1.1 Working hours and holiday entitlement

According to law, **full time work is:**

- ▶ a **daily working time of 8 hours** (working time within 24 hours);
- ▶ a **weekly working time of 40 hours** (including working time from Monday to Sunday).

Collective agreements in many sectors shorten weekly working hours. Overtime is subject to a surcharge of at least 50% or compensation through time compensation, i.e. free time.

If the total duration of the working time is more than 6 hours per day, the working time must be interrupted by a **rest period** of half an hour. This break is unpaid and is not included in the working time.

Other working times are also possible, such as **part-time work**, **seasonal work**, and so on.

There is a **holiday entitlement** of at least 5 weeks (= 30 working days or 25 working days) in the working year, this also applies to minor employees and part-time employees.

If provided for in the collective agreement or employment contract, employees are entitled to **special payments**. In addition to their monthly salary, they receive a **holiday bonus**, also known as a holiday allowance, and Christmas remuneration, also known as **Christmas money**, both amounting to one month's salary.

Attention: There is no legal entitlement to the so-called 13th and 14th salary!

A distinction must be made between the holiday bonus and **holiday pay**. This is the pay to which you are entitled during your holiday, although you do not do any work during this time.

As an employee, you can also be **marginally employed**. You are only marginally employed if you do not earn more than EUR 460.66 (2020) per month, regardless of how many hours you work.

Low-income workers have the same rights as other workers, such as the right to leave, sick pay, severance pay, and special payments.

Further information:

Working hours: www.arbeiterkammer.at

Vacation: www.arbeiterkammer.at

Employees' rights: www.arbeiterkammer.at

Minor employment: www.arbeiterkammer.at

5.3.1.2 Termination

As an employee, you are covered by employment law through **notice periods and notice dates**. In most cases, notice periods and dates are laid down in collective agreements and company agreements, otherwise they are governed by the Employees Act or the General Civil Code (ABGB). If you want to give up your job yourself, this is referred to as resignation. If your employer terminates you, this is referred to as dismissal.

The **termination date** is the date on which the employment relationship is to be terminated. This is the last day of the employment relationship and not the day on which the notice of termination is given.

The **notice period** is the period between the notice and the notice date. Notice of termination can be given orally, in writing, or conclusively. The notice is conclusive if, for example, the shop papers are transferred.

Periods and dates of notice are regulated differently for salaried employees and blue-collar workers. Before you give notice, find out about the regulations that apply to you!

If you are dismissed, you can **contest the dismissal** under certain circumstances. It is important that you contact the works council, the Chamber of Labour, or your trade union immediately after you have received written notice of termination or after you have given notice of termination.

Attention: There are time limits for contesting a dismissal!

Further information:

Termination of employment: www.arbeiterkammer.at

Labour law at your fingertips: www.arbeiterkammer.at

5.3.2 Freelance service contract

The following characteristics characterize a freelance contract of employment:

Freelancers

- ▶ have little or no personal dependency,
- ▶ can usually be represented,
- ▶ are not integrated into the organisation of the company,
- ▶ can use their own work equipment,
- ▶ do not guarantee success,

- ▶ can use their own work equipment,
- ▶ are usually paid by the hour,
- ▶ are not or only slightly personally covered.

Unlike a contract for work and services, there is no guarantee of success for a specific work.

Freelancers whose monthly salary exceeds the **marginal earnings threshold** (2020: EUR 460.66) must be registered by the employer with the relevant regional medical insurance company and are therefore covered by health insurance. From the 4th day of inability to work (e.g. in the event of illness), **sickness benefit** can be claimed. They are also covered by accident, unemployment, and pension insurance and are subject to the provisions of the Insolvency Remuneration Guarantee Act (IESG). Freelance employees are also entitled to a **service note**.

Attention: Freelancers have only limited protection under labour law! Without an agreement between the client and the freelancer, there is no entitlement to special payments, vacation, time off, and protection against dismissal. Periods and dates of notice are included in the employment contract or the ABGB applies.

Minor employees must be insured against accidents by the employer. Voluntary health and pension insurance is possible; this must be submitted by the marginally employed to the responsible regional medical insurance company.

Freelancers must pay income tax if their annual income exceeds a certain amount. They are classified as entrepreneurs and must apply to the tax office for a tax number.

Further information:

Free service contract: www.arbeiterkammer.at

Minor employment: www.arbeiterkammer.at

5.3.3 Work contract and New Self-employment

A **work contract** exists when someone takes over the production of a work in return for payment. In contrast to an employment contract or a freelance service contract, the **result of the service is decisive** for a contract for work and services. The work (the concrete service) or a certain success is owed.

Characteristics of work contracts:

- ▶ Personal and economic independence from the commissioning party.
- ▶ The activity does not have to be carried out personally (right of representation by third parties).
- ▶ The contractor uses his own work equipment,
- ▶ and is not involved in the organisation of the person ordering the work.

The contract for work and services is fulfilled when the work has been performed. The completion of the agreed work or the occurrence of success means the automatic termination of the contractual obligation.

Insurance is compulsory. No matter how much you earn, you must register with the Social Insurance Institution for Trade and Industry.

Entrepreneurs who operate a trade are also called tradesmen in Austria. Tradesmen carry out their activities within the framework of work contracts. However, **tradespeople** require a trade licence in order to carry out their activity under a contract for work and services.

New self-employed persons include all persons who carry out professional activities for which a trade licence is not required and who also do not fall under activities for freelancers. New self-employed persons are, for example, authors, experts, translators, and psychotherapists.

Compulsory insurance for new self-employed persons includes pension, health, and accident insurance as well as provision for the self-employed. Special regulations apply in the area of unemployment insurance.

New self-employed persons with work contracts must in any case report their activities themselves to the Social Insurance Institution for Trade and Industry (SVA).

Further information:

Contract for work and services: www.arbeiterkammer.at

Social Insurance Institution for Trade and Industry: www.svagw.at

New Self-employment: www.wko.at

Addresses:

AK Burgenland

Wiener Straße 7
7000 Eisenstadt
Phone: +43 (0) 2682/740
Internet: bgl.d.arbeiterkammer.at

AK Carinthia

Bahnhofplatz 3
9021 Klagenfurt am Wörthersee
Phone: +43 (0) 50 477
Internet: kaernten.arbeiterkammer.at

AK Lower Austria

AK-Platz 1
3100 St. Pölten
Phone: +43 (0) 571 71
Internet: noe.arbeiterkammer.at

AK Upper Austria

Volksgartenstraße 40
4020 Linz
Phone: +43 (0) 50 69 06-0
Internet: ooe.arbeiterkammer.at

AK Salzburg

Markus-Sittikus-Straße 10
5020 Salzburg
Phone: +43 (0) 662/86 87
Internet: sbg.arbeiterkammer.at

AK Styria

Hans-Resel-Gasse 8–14
8020 Graz
Phone: +43 (0) 577 99
Internet: stmk.arbeiterkammer.at

AK Tirol

Maximilianstraße 7
6010 Innsbruck
Phone: +43 (0) 800 22 55 22
Internet: tirol.arbeiterkammer.at

AK Vorarlberg

Widnau 2–4
6800 Feldkirch
Phone: +43 (0) 50 258
Internet: vbg.arbeiterkammer.at

Addresses:	
AK Vienna Prinz-Eugen-Straße 20–22 1040 Vienna Phone: +43 (0) 1/501 65 Internet: wien.arbeiterkammer.at	Austrian Chamber of Labour Prinz-Eugen-Straße 20–22 1040 Vienna Phone: +43 (0)1/501 65 Internet: www.arbeiterkammer.at
ÖGB Burgenland Wiener Straße 7 7000 Eisenstadt Phone: +43 (0) 2682/770 Internet: www.oegb.at	ÖGB Carinthia Bahnhofstraße 44 9020 Klagenfurt am Wörthersee Phone: +43 (0) 463/58 70 Internet: www.oegb.at
ÖGB Lower Austria AK-Platz 1 3100 St. Pölten Phone: +43 (0) 2742/266 55 Internet: www.oegb.at	ÖGB Upper Austria Weingartshofstraße 2 4020 Linz Phone: +43 (0) 732/66 53 91 Internet: www.oegb.at
ÖGB Salzburg Markus-Sittikus-Straße 10 5020 Salzburg Phone: +43 (0) 662/88 16 46 Internet: www.oegb.at	ÖGB Styria Karl-Morre-Straße 32 8020 Graz Phone: +43 (0) 316/70 71 Internet: www.oegb.at
ÖGB Tyrol Südtiroler Platz 14–16 6020 Innsbruck Phone: +43 (0) 512/59 777 Internet: www.oegb.at	ÖGB Vorarlberg Steingasse 2 6800 Feldkirch Phone: +43 (0) 5522/35 53 Internet: www.oegb.at
ÖGB Vienna Johann-Böhm-Platz 1 1020 Vienna Phone: +43 (0) 1 534/44-39 Internet: www.oegb.at	Pension Insurance Institution Friedrich-Hillegeist-Straße 1 1021 Vienna Phone: +43 (0) 50 303 Internet: www.pensionsversicherung.at

5.4 Educational leave and part-time educational leave

Employees can take a leave of absence in order to undergo training or further education.

Educational leave can be arranged after a minimum employment period of **6 months** if the employer agrees. There is no legal entitlement. The **minimum duration is 2 months**; educational leave lasts a **maximum of 12 months**.

During this period, salary or wages are not paid, but the employee receives **further training allowance** from the Public Employment Service in the amount of the unemployment benefit to be granted. Participation in a further training measure of at least 20 hours per week (including learning times) is necessary. Special regulations apply to studies.

Part-time training enables continuing education in an upright employment relationship. You reduce your working hours in order to further your education by agreement with your employer. There must be a written agreement between the employee and the employer regulating the start, duration, extent, and situation of part-time employment.

Further information:

Educational leave: www.arbeiterkammer.at

Educational leave for freelancers: www.arbeiterkammer.at

Educational leave and part-time educational leave: www.help.gv.at

6. RECOGNITION OF FOREIGN EDUCATIONAL ATTAINMENT AND PROFESSIONAL ADMISSION

6.1 General information

Professional recognition (professional accreditation) in regulated professions:

Directive 2005/36/EC on the recognition of professional qualifications applies only to so-called regulated professions of **EU/EEA citizens and Swiss nationals**. Under certain conditions, however, this regulation also applies to third-country nationals with an EU/EEA or Swiss education.

A **profession is regarded as regulated** if admission or practice is linked to possession of a certain qualification, which is determined by legal or administrative regulations. Depending on the profession, the required qualifications are at different educational levels. The list of regulated professions includes around 100 professional titles. It is up to each member state to determine regulated activities and accreditation.

Within the EU/EEA states and Switzerland, the qualifications of applicants from these states for regulated professions **must be recognised** if they already have a **professional right** there.

In these cases, a **recognition procedure is not necessary** or possible. **Nostrification** (recognition procedure for university education) is also not required for admission to further studies.

If you do not have a **professional right** in your country of origin or current country of residence, a recognition procedure is required for the exercise of a regulated activity.

For example, if the conditions for practising the profession of architect are met by registration on a relevant list in Spain and you have not done so, you may not practise your profession in Spain or Austria.

Nostrification means the recognition of a foreign degree as equivalent to an Austrian bachelor's, master's, diploma, or doctorate degree by a university or university of applied sciences.

If nostrification has been carried out, this means that the student is on an equal footing with the Austrian degree, has the right to hold the corresponding Austrian academic degree, and is entitled to exercise a profession that is associated with the degree in Austria.

Degree:

For university degrees obtained within the EU/EEA/Switzerland, no nostrification is usually required, unless you wish to work in the public sector or in legally regulated professions (see above).

For questions on the recognition of foreign degrees, the assessment of foreign higher education qualifications, recommendations for general university entrance qualifications, and confirmations of academic degrees, please contact **ENIC NARIC Austria**.

Further information:

ENIC NARIC Austria: www.aais.at/

Questions on the **evaluation of training for the exercise of a profession** can be submitted online.

Further information:

Recognition, application, and information system (AAIS): www.aais.at

The assessment of foreign higher education diplomas can be an alternative to the nostrification procedure. It is not binding, but can be obtained relatively unbureaucratically. The academic evaluation of foreign diplomas can, for example, be very helpful and supportive when looking for a job, applying for a job, and making an appointment with the AMS.

Equalization of apprenticeship qualifications:

Vocational qualifications acquired through school and/or work within the meaning of the Vocational Training Act (Berufsausbildungsgesetz—BAG) can be treated in the same way as an Austrian apprenticeship certificate, irrespective of whether the training is from an EU/EEA country or Switzerland or not. The corresponding **application must be submitted to the Federal Ministry for Digital and Economic Affairs**.

The application for equivalence can—if it is not rejected—lead to the following results:

- to full equality
- to admission to the practical part of the final apprenticeship examination
- to admission to the extraordinary final apprenticeship examination

Further information:

Equal treatment of foreign vocational training:
www.bmdw.gv.at

School-leaving qualifications:

Within the EU/EEA/Switzerland, the EU Directive on the Recognition of Professional Qualifications applies, which allows direct access to the profession. If you wish to pursue a professional activity directly on the basis of the professional qualifications you have acquired at school, no nostrification (recognition procedure for school-based training) is necessary.

Nostrification of foreign certificates is based on a comparison of the school attendance completed abroad and the examinations taken with the current Austrian curricula. If individual subjects or subject areas cannot be attested sufficiently, additional examinations must be taken. **The Federal Ministry of Education, Science and Research (BMBWF)** in Vienna is exclusively responsible for the nostrification of a foreign certificate and is divided into different sections and several departments.

Foreign certificates can also be evaluated. The **evaluation** is intended to facilitate the assessment of the value of school-leaving qualifications acquired abroad and to enable a fundamental assessment of comparability with an Austrian school-leaving qualification.

The issued evaluation is particularly useful when looking for a job.

Further information:

Evaluation and nostrification of foreign school certificates:

The evaluation does not replace the recognition of qualifications for access to legally regulated professions or the nostrification of certificates.

Further information:

Evaluation and nostrification of foreign certificates (contact person for school-leaving certificates): www.bmb.gv.at

Foreign school-leaving certificates from EU/EEA countries and Switzerland are treated in the same way as Austrian school-leaving certificates when it comes to **admission to a course of study at an Austrian university**. However, foreign school leaving certificates must originate from educational systems that do not differ significantly from the Austrian education system. If differences are found, the university or the study access authority can declare equivalence for the purpose of admission if, for example, additional examinations are taken.

Further information:

Recognition guide

(informs about recognition and responsible institutions):

www.berufsanerkennung.at

List of regulated professions in Austria: www.bmdw.gv.at

Austrian universities and universities of applied sciences:

www.studieren.at/hochschuluebersicht

Contact points for the recognition of foreign educational qualifications:

www.anlaufstelle-erkennung.at/anlaufstellen

7. TAXES

7.1 Income tax and employee assessment

If you are self-employed or employed, you pay income tax or payroll tax.

Depending on whether you start a job in a company or are self-employed, different regulations apply:

► Tax liability for employees:

Employees in Austria do not have to pay income tax to the tax office themselves. It is deducted from the employee's gross salary in the form of income tax and paid by the employer to the tax office. By submitting the [employee assessment](#) to the tax office in the following year, employees can recover excess income tax. An **employee assessment without an application** is carried out if a tax credit results for the taxpayer(s) on the basis of the amount of non-independent income known from the pay slips. In this case, taxpayers receive a **refund of overpaid income tax** irrespective of an application. The assessment without an application is subject to certain conditions—for example, no other income may exist.

► Tax liability for self-employed persons (new self-employed persons, entrepreneurs, and self-employed persons with a trade licence):

Self-employed persons are responsible for paying income tax. Tax liability depends on the taxable annual income. If this amounts to more than 11,000 euros, the income must be taxed. When starting self-employment for the first time, a **tax number must be applied** for at the relevant [tax office](#). In the following year, an [income tax return](#) must be submitted to the tax office responsible for you for the first time.

ATTENTION: If you establish a corporation or limited liability company, you pay corporation tax at the rate of 25%! In any case, enquire in detail with a tax advisor of your choice.

► **Tax liability for freelancers:**

Social security contributions of freelancers are withheld by employers, taxes must be paid by freelancers themselves. Please contact your tax office.

The Austrian income tax system applies a **progressive six-tier tax rate**. This means that the more you earn, the more taxes you pay.

Income tariff levels in euros—marginal tax rate	
11,000 and below	0%
more than 11,000 to 18,000	25%
more than 18,000 to 25,000	35%
more than 25,000 to 31,000	35%
more than 31,000 to 60,000	42%
more than 60,000 to 90,000	48%
more than 90,000 to 1,000,000	50%
over 1,000,000	55%

A distinction is made between gross salaries/gross wages and net salaries/net wages. The net salary is the income remaining after taxes, social security contributions, etc. have been deducted.

Further information:

Tax and income: www.arbeiterkammer.at

Gross net calculator: bruttonetto.arbeiterkammer.at

The Tax Book 2019: www.bmf.gv.at

The employee assessment: www.help.gv.at

Who pays taxes?

- ▶ Employees and pensioners with a taxable annual income of more than 12,000 euros. Taxes are paid by employers or by the Pension Insurance Fund.
- ▶ New self-employed persons, tradespeople, and freelancers with an annual profit of more than 11,000 euros.

In the following cases a tax return must be submitted—without request by the tax office:

If your income from employment (you are an employee) exceeds 12,000 euros, you must submit an **income tax return** or an **employee assessment declaration** if

- ▶ you have received other income (e.g. from freelance employment contracts/contracts for work or rentals) in addition to income subject to income tax totalling **more than 730 euros**. An income tax return (form E1, E1a) must be submitted.

Submission deadline: 30 April of the following year or 30 June of the following year for online assessments,

- ▶ you have at least **temporarily received 2 or more incomes subject to income tax** at the same time in the calendar year, which was not taxed together when deducting income tax (this is the case, for example, with company pensions and ASVG pensions). A declaration on the employee assessment (form L1) must be submitted.

Submission deadline: 30 September of the following year,

- ▶ your income does not include any income subject to income tax and your income exceeds 11,000 euros per year. Your income tax return (Form E1, E1a) must be submitted.

Submission deadline: 30 April of the following year or 30 June of the following year for online assessments,

- ▶ you have received income from employment and no income tax has yet been deducted (cross-border commuters, foreign pensions).

Submission deadline: 30 April of the following year or 30 June of the following year for online declarations,

- If you are a **freelancer** and earn income and **do not yet have a tax number**, report the start of your employment to the relevant tax office at your place of residence **within one month**. For tax purposes, you are regarded as a freelancer as a self-employed person. The employer therefore does not deduct any tax from freelance employment contracts; the tax office prescribes this later. You will receive a corresponding form (E1 and E1a). Even if you are not liable for tax due to a low income, the form for the income tax return must be completed and returned in any case. **Submission deadline:** 30 April of the following year or 30 June of the following year for online declarations.

Further information:

Freelancers, chapter on tax law:

www.arbeiterkammer.at

Tax tips: www.arbeiterkammer.at

Taxes and finances: www.usp.gv.at

Residence tax offices: service.bmf.gv.at

Taxes and finances: www.help.gv.at

Addresses:

Citizen service of the Federal Ministry of Finance:

Monday to Friday, from 8.00 a.m. to 5.00 p.m. at the following telephone number: +43 (0) 50 233 765 at the local rate.

Federal Ministry of Finance

Johannesgasse 5
1010 Vienna
phone: +43 (0) 1/514 33-0
Internet: www.bmf.gv.at

8. SOCIAL SECURITY IN AUSTRIA

Social insurance is a **compulsory insurance**: Every company pays social insurance contributions for every employee and his/her dependants.

Self-employed persons with a trade licence, new self-employed persons, and contractors must pay their social security contributions to social insurance themselves.

Employers are **responsible** for **registering** their **employees with the social insurance system**. When registering for social insurance, each insured person and each relative receives a **social insurance number**. **Social security contributions** for employees (employees, freelancers) are **automatically** paid by the employer to the tax office.

Payment of social security contributions for employees is divided into **employee and employer contributions**. The employer ensures that both contributions are paid to the relevant social insurance institution.

The **amount of social security contributions** (so-called contribution rates) depends on the group of employees (workers, salaried employees, apprentices, marginally employed, etc.) to which one belongs.

In Austria, employees and freelancers whose income exceeds the de minimis threshold (460.66 euros per month for 2020) are included in all parts of the social security system.

Minor employees, like **students**, are only integrated into parts of the social insurance system (accident insurance). Voluntary health and pension insurance is possible for minor employees. Students can be insured free of charge under certain conditions.

Further information:

Austrian Social Insurance: www.sozialversicherung.at

Contributory values, contribution rates 2019: www.hauptverband.at

Benefit values 2019: www.hauptverband.at

Benefits from social insurance:

- ▶ **health insurance**, including maternity protection: families are insured free of charge under certain conditions; assumption of costs for medical treatment, hospital stays, preventive medical check-ups, child-care allowance, sickness benefit, care, etc.
- ▶ **accident insurance**: cover against accidents at work and occupational diseases and their consequences, e.g. invalidity and incapacity to work etc.
- ▶ **pension insurance**: old-age pension benefits, etc.
- ▶ **unemployment insurance**: unemployment benefits, etc. (e.g. unemployment benefit, social benefits)

Further information:

Social security benefits: www.help.gv.at

Addresses:

Federal Ministry of Finance

Johannesgasse 5

1010 Vienna

Phone: +43 (0) 1/514 33-0

Citizen service:

+43 (0) 50 23 37 65

Monday to Friday,
from 8.00 a.m. to 4 p.m.

Internet: www.bmf.gv.at

Federal Ministry of Labour, Social Affairs, Health and Consumer Protection

Stubenring 1

1010 Vienna

Phone: +43 (0) 1/711 00-0

citizen service:

+43 (0) 1/711 00-86 22 86

Monday to Friday,
from 8 a.m. to 4 p.m.

Internet: www.sozialministerium.at

8.1 Health insurance

In Austria there are several **health insurance institutions** (health insurance companies/social insurance companies) which are subordinated to the Main Association of Austrian Social Security Institutions. Which health insurance institution is responsible for you on the one hand depends on your place of residence, and on the other hand on your professional activity. There is **no free choice** of insurer, the insurer is assigned!

Health insurance allows, for example, **free treatment** by doctors with health insurance contracts, in public hospitals, and **sickness benefits**. The prerequisite for free medical treatment is the presentation of the **e-card** on which the personal data (name, insurance number, etc.) of the insured person are stored. You will receive an **e-card** for yourself and your relatives from your health insurance provider within 14 days of registering with your medical insurance company. The back of the **e-card** is the **European Health Insurance Card**. With this card, free medical care in the countries of the European Union is possible.

Health insurance exists if the person, for example,

- ▶ is employed, self-employed, or gainfully employed
(**Attention:** Minor employees are covered by health insurance upon application!), or
- ▶ receives unemployment benefit/emergency assistance, etc., or
- ▶ receives a pension, or
- ▶ receives a weekly allowance, childcare allowance.

Family members (i.a. spouse, partner, registered partner, children, grandchildren, foster children, and stepchildren) can also be **co-insured if they are resident in Austria**. Children up to the age of 18 are also insured. Children, foster children, etc. who are in school or vocational training or are studying can, under certain circumstances, be insured free of charge up to the age of 25.

Co-insurance of a spouse or partner with children **is free of charge**. An **additional contribution** (3.4% of the insured person's contribution base) must be paid for the **co-insurance of childless spouses**. There are exceptions here as well.

You must report the planned co-insurance of your family members to the employer.

Further information:

Online guide on co-insurance of family members:
www.wko.at

Other health insurance **services** include dental treatment, rehabilitation, home nursing, medical aids, health care services, examinations as part of the mother-child health passport, and nursing care.

If you as an employee fall ill for a longer period of time, your full wage or salary will continue to be paid to you first (so-called **continued payment of remuneration**), later half. You will then receive sickness benefit from the relevant **medical insurance company**. Freelancers and self-employed persons are also entitled to sickness benefit. They receive sickness benefit from the 4th day of incapacity for work.

Further information:

Sickness benefit: www.help.gv.at

Prescription medicines are redeemed by pharmacies for a **prescription fee** of 6.30 euros (2020). There is a cap on prescription fees: Patients who have already paid 2% of their annual net income for prescription fees in the current calendar year are automatically exempt from the prescription fee for the rest of the year.

Employed persons who are not self-employed are registered by their employer with the responsible health insurance institution (health insurance company/social insurance institution), **self-employed persons** (new self-employed persons, entrepreneurs with a trade licence, etc.) **must register themselves** with the responsible health insurance institution (Social Insurance Institution of Trade and Industry).

Further information:

Benefits provided by statutory health insurance: www.help.gv.at

Contact details of the medical insurance companies ("SV-Träger"):
www.sozialversicherung.at

8.2 Occupational accident insurance

Accident insurance covers **benefits** resulting from accidents at work, occupational diseases, and death by accident of employed persons.

The benefits include, for example, accident treatment, rehabilitation and compensation, or death benefits (e.g. survivor's pension).

Further information:

Accident insurance: www.auva.at

Overview of accident insurance: www.help.gv.at

Addresses:

General Accident Insurance Institution—AUVA, head office

Adalbert-Stifter-Straße 65

1200 Vienna

Phone: +43 (0) 5 93 93-20000

Internet: www.auva.at

Main Association of Austrian Social Security Institutions

Kundmannngasse 21

1030 Vienna

Phone: +43 (0) 1/711 32

Internet: www.sozialversicherung.at

8.3 Pension insurance

The retirement age in Austria is currently reached by women aged 60 and men aged 65.

For EU/EEA citizens and Swiss citizens:

They receive a pension under Austrian law if they have been gainfully employed in Austria for more than 1 year and have paid pension insurance contributions. Insurance periods of less than one year are included in the pension periods acquired in other countries.

Further information:

Pension: www.arbeiterkammer.at

Multilingual information: www.pensionsversicherung.at

Pension: www.help.gv.at

Address:

Pension Insurance Institution

Friedrich-Hillegeist-Straße 1

1021 Vienna

Phone: +43 (0) 50 303

Internet: www.pensionsversicherung.at

8.4 Unemployment insurance

8.4.1 Financial services

In Austria, the Arbeitsmarktservice (AMS) is responsible for unemployment insurance benefits (e.g. unemployment benefit, unemployment assistance).

Further information:

Services of the AMS for job seekers: www.ams.at

Public Employment Service Austria—benefits: www.ams.at

8.4.2 Receipt of unemployment insurance benefits from the EU/EEA region and Switzerland during the job search in Austria

If you want to take an unemployment benefit claim from the EU/EEA area or Switzerland with you to Austria while you are looking for work in Austria, you must first contact the competent employment services in your country of origin, apply for unemployment benefit there, and complete and confirm **form U2 (Portable Document U2)**. This form includes the deadline for registering with the regional office in Austria and the maximum duration of the foreign receipt of unemployment benefit in Austria.

After your registration with the competent regional office of the AMS in Austria, the foreign labour administration will be informed immediately of your reservation for job search in Austria. This means that the foreign labour administration can make payments to you. If no job has been found in Austria within the period indicated on the form, your entitlement to benefits will only be safeguarded if you return to your country of origin immediately and on time. Please be sure to pay attention to the information you receive in your country of origin!

Further information:

Unemployment insurance in the EEA and Switzerland:
www.ams.at

8.4.3 Aggregation of periods of insurance from employment in the EU/EEA and Switzerland

When checking the eligibility conditions for benefits from Austrian unemployment insurance, insurance periods completed in the EU/EEA states or Switzerland are also taken into account if you were employed in Austria for at least one day directly before submitting your application (one-day rule). In order to be able to credit insurance periods in Austria, it is necessary for the **form U1 (Portable Document U1)** to be completed and confirmed by the competent office of the employment administration in the country of origin. In many cases, you can also apply for this form electronically. It speeds up the assessment of your claim if you can already submit this form when you submit your application in Austria.

In the case of **cross-border commuters**, foreign insurance periods are taken into account immediately; the one-day rule described above does not apply to this group of persons. However, we can only consider periods from countries with which Austria has concluded pension insurance contracts.

For the receipt of unemployment benefits in Austria, the conditions applicable in Austria must be fulfilled.

Please refer to the information on the AMS website (see chapter 8.4.1) to find out which requirements you must meet in order to receive unemployment benefits in Austria.

Periods of self-employment subject to unemployment insurance are also taken into account when assessing entitlement in Austria.

Further information:

Unemployment insurance in the EU/EEA and in Switzerland:
www.ams.at

8.5 Needs-based minimum benefit

Needs-based minimum benefit (**BMS**), also known as social assistance, is intended for persons who do not have adequate financial means to cover their living costs or those of their relatives. The BMS is therefore intended to support all those people who are no longer able to support themselves. However, BMS can only be obtained if it is not possible to obtain sufficient financial security through other means (e.g. income, social security benefits, maintenance, etc.) or assets.

Currently, **EU/EEA citizens or Swiss nationals** in Austria are only entitled to needs-based minimum benefits if they are employed in Austria or have been living in Austria for more than 5 years.

The level of the needs-based minimum benefit is regulated differently in the individual provinces.

Please note: Please enquire at the competent provincial government about the amount of BMS or the possibility of claiming needs-based minimum benefit as an **EU/EEA citizen or Swiss citizen!**

The decision as to whether needs-based minimum benefit is granted is made by the **respective district administrative authority** (district administration, municipal authorities in cities, social centres in Vienna). The latter also accepts applications and pays out the BMS.

Persons who receive needs-based minimum benefits and are able to work are registered with the Public Employment Service (Arbeitsmarktservice, AMS) for job search.

Further information:

Minimum-security benefits, counselling, and support:
www.help.gv.at

9. LIFE WITH CHILDREN IN AUSTRIA

9.1 Maternity protection

Maternity leave for pregnant women usually begins **8 weeks before birth** and ends **8 weeks after birth**. During this period there is an **absolute ban on employment**.

The employment relationship for **employed women** continues during the protection period.

If women learn of their pregnancy, they should report this to their employer. From this point on, there is **protection against dismissal**.

Under certain conditions, employees and freelancers receive income-related **weekly allowance** during the protection period. Recipients of further education allowance, childcare allowance, unemployment benefit, or unemployment assistance are also entitled to weekly allowance.

In addition, **marginally employed people** who are self-insured in health insurance according to § 19a ASVG are entitled to weekly allowance. In this case, the daily weekly allowance is **9.47 euros** (2020).

Information on the amount of the weekly allowance can be obtained from the relevant medical insurance company. Do not forget to apply for the weekly allowance at the beginning of the employment ban.

Competent authority:

Health insurance

Further information:

Weekly allowance: www.arbeiterkammer.at

For self-employed women who work in a **trade, operating assistance** is provided, i.e. a replacement worker is made available for the trade.

Under certain circumstances you are entitled to **weekly allowance**. The payment of the weekly allowance applies in particular to self-employed women who do not practise a trade (new self-employed persons).

However, the weekly allowance is only granted if compulsory health insurance is maintained. The amount of the weekly allowance in this case is 56.03 euros per day (2020). Operating assistance and weekly allowance must be applied for.

Competent authority:

Social Insurance Institution for Trade and Industry

Further information:

Operating assistance and weekly allowance: www.svs.at

Maternity benefits for entrepreneurs: www.usp.gv.at

9.2 Mother-child health passport

At the beginning of pregnancy expectant mothers receive a **mother-child health passport**, in which **preventive medical examinations** of the unborn child and the mother as well as preventive medical examinations and vaccinations of the infant and toddler are registered. The mother-child health passport is available, for example, from gynaecologists, general practitioners, out-patients departments in hospitals with obstetrics departments, and pregnancy counselling centres.

The mother-child health passport examinations are a **prerequisite for receiving the full childcare allowance**.

Persons who are not insured and for whom there is no entitlement, even as relatives, can also have themselves and their baby examined free of charge as part of the mother-child health passport.

Further information:

Before birth: www.help.gv.at

Mother-child health passport: www.sozialministerium.at

9.3 Parental leave, childcare allowance, and parental part-time work

Parental leave is defined as the employment law **entitlement to time off** after the birth of a child (also applies to adoptive parents and foster parents) and after the absolute employment ban has ended. The period of **maternity leave protected** under employment law by protection against dismissal and summary dismissal lasts until the day before the child's 2nd birthday at the longest. If you also want to take leave, a written agreement with the employer is absolutely necessary. Parental leave can either be taken by one parent only or alternately by both parents.

Notification of the employer about periods of leave:

If the mother is the first to take advantage of maternity leave, she must inform her employer at the latest on the last day of the protection period whether or how long she wishes to take advantage of maternity leave.

If the father is the first to take up paternity leave, he must inform the employer of the start and duration of it no later than 8 weeks after birth.

During the waiting period, you will not receive any remuneration payments, but if the conditions are met, you can receive **childcare allowance (KBG)**. It is due to all children, including foster and adopted children.

Freelancers are not entitled to parental leave, but to childcare allowance if they meet the requirements.

Eligibility requirements for EU/EEA citizens and Swiss citizens:

For **EU/EEA citizens and Swiss citizens**, the EEA Regulation 883/2004 applies. Accordingly, the member state in which one parent is employed is primarily responsible for the payment of family benefits (state-of-employment principle). In the country of residence, compensation payments may be due if the family benefits in the country of employment are lower.

You can prove your **legal residence** in Austria for yourself and your child using the registration certificate or the photo ID for EEA citizens.

Special regulations apply to cross-border situations (e.g. cross-border commuters)!

Further information:

Childcare allowance—special cross-border regulations: www.bmfj.gv.at

In principle, you can choose between 2 variants:

Variant 1: childcare allowance account (flat-rate benefit):

The flat-rate childcare allowance is paid to parents regardless of whether they were **gainfully employed** before the child was born.

You can flexibly choose between 365 days and 851 days as the **entitlement period**. If the parents alternate, the entitlement period is extended to 456 to 1,063 days.

The **amount** of the childcare allowance depends on the duration of receipt. Childcare allowance is between 14.53 Euro and 33.88 Euro per day.

The parent who receives **childcare allowance** can take up **minor employment** during parental leave (marginal income limit: 2020 460.66 euros per month).

Variant 2: income-dependent childcare allowance:

For this variant, one must have worked in Austria for 182 calendar days immediately prior to the birth of the child and be subject to health and pension insurance.

Income-dependent childcare allowance of **80% of the last net income** can be drawn for a maximum of 14 months (of which at least 2 months by the partner). With this option, the parent receiving childcare benefit can earn an additional **7,300 euros**.

Parents who share the childcare allowance almost equally also receive a **partnership bonus** of 1,000 euros.

There is also a **family-time bonus for fathers** after the birth of the child. The family time bonus is a cash benefit for employed fathers who dedicate themselves intensively and exclusively to their family immediately after the birth of the child.

EU/EEA citizens and Swiss nationals must live in Austria and live in the same household as their child. The family time bonus is 22.60 euros per day. Fathers are covered by health insurance during this time.

Competent authority:

Health insurance (in Vienna: customer centre for childcare allowance)

Those receiving childcare benefits and their children are covered by **health insurance**.

During or after the receipt of childcare allowance, an application can be made for **unemployment benefit and unemployment assistance**.

Further information:

Parents and parental leave: www.arbeiterkammer.at

Childcare allowance: www.help.gv.at

Childcare allowance—Zuverdienstrechner on-line:
www.imag-gmb.at

Parental part-time work:

Parental part-time work is defined as a **legally regulated entitlement to a reduction in the previous working time** or to a **change in the situation of the previous working time**. Under certain circumstances, parental part-time work may last until the child's **7th birthday** at the latest. Parents whose children are born on or after 1 January 2016 must reduce weekly normal working hours by at least 20%. The remaining working time must not be less than 12 hours.

However, this is only possible if

- ▶ the company has more than 20 employees,
- ▶ and the employment relationship has lasted for at least 3 uninterrupted years at the beginning of parental part-time work (including maternity leave and parental leave)
- ▶ and the parent applying for parental leave lives in the same household as the child.

Parental leave can also be taken up by both parents at the same time. The conditions (start, duration, extent, and location) must be agreed with the employer. If there is **no entitlement to parental leave**, it can be agreed up to the 4th birthday at the longest.

You must meet the following conditions in order to be entitled to parental leave:

- ▶ You work in a company with more than 20 employees.
- ▶ You have been working for the same employer for at least 3 years, including parental leave.
- ▶ You live with the child in the same household or you have custody of the child.
- ▶ The 2nd parent may not be on parental leave for the same child at the same time.
- ▶ For births on or after 1 January 2016, a range of working hours must be observed. If one parent is on maternity leave for a younger child, the other parent may well take parental leave for the older child.

Further information:

Parental leave: www.arbeiterkammer.at

9.4 Family allowances

For **EU/EEA citizens and Swiss citizens**, the EEA Regulation No. 883/04 applies. Accordingly, the member state in which one parent is employed is primarily responsible for the payment of family benefits (state-of-employment principle). If both parents are employed in different countries, the family allowance must be paid in the country in which the child is permanently resident (country-of-residence principle).

As a rule, children who have their main residence in Austria are entitled to family allowance. Family allowance must be applied for at the competent authority.

Competent authority:

Residence tax office

The **amount of family allowance** depends on the age of the child. In addition, there are **children's deductions** and **supplements** if 2 or more children or one or more disabled children are dependent. The amount of family allowance can be calculated using the **Family Allowance Calculator**.

The parent in the joint household who predominantly manages the household is entitled to family allowance. In exceptional cases, family allowance may also be paid to children.

Family allowance is paid monthly.

Further information:

Family allowance: www.help.gv.at

Family allowance: www.arbeiterkammer.at

Family allowance calculator: familienbeihilfe.arbeiterkammer.at

10. EDUCATION IN AUSTRIA

10.1 Education and training—overview

Care of small children and pre-school children takes place for babies and small children up to 3 years in **crèches**, for older children in public and private **kindergartens/children's groups** and **pre-schools**. The demand for crèches and kindergartens is often greater than the supply.

Small children—especially in small towns and rural regions—are also cared for in small groups by so-called **daycare parents**.

Children who live in Austria permanently are generally required to attend school from the age of 6. **Compulsory schooling** in Austria lasts 9 years (from the age of 6 to 15). School attendance in public schools is free of charge.

Note: From 1 July 2017, the **obligation to train up to the age of 18** came into force. This applies to all young people who stay in Austria permanently and complete compulsory schooling in the 2016/2017 school year or thereafter.

Parents and guardians must ensure that young people up to the age of 18 receive further training after they have completed compulsory schooling. They can either attend a secondary school, complete an apprenticeship, or undergo other training (e.g. an internship). From July 2017, the training obligation applies to all young people who complete compulsory schooling in or after the 2016/2017 school year.

The first 4 years of compulsory schooling are spent at **primary school** (primary level), after which either a **cooperative secondary school**, a **new secondary school**, or the lower level of the **general secondary school** (secondary level 1) can be attended.

The 9th school year can be completed in a polytechnic school or in secondary vocational schools (vocational middle schools or vocational higher schools), in the upper level of the general secondary school, or in an upper-level grammar school (secondary level 2). The **polytechnic school** prepares students for apprenticeships or vocational schools with internships and vocational instruction.

For children with mental and/or physical disabilities or with severe learning deficits there are special school forms (special education/inclusive education) for the first 8 to 9 years of their school education (schools for children with an increased need for support). Alternatively, a so-called **vocational preparation year** can be completed in the 9th grade. This can be followed by **integrative vocational training**.

After the 9th grade, young people have the opportunity to complete vocational training in the form of **an apprenticeship** (vocational school and apprenticeship—dual training system), go to work, or attend a secondary school (secondary level 2).

Further information:

The Austrian education system: www.bildungssystem.at
(see chart at the end of this document)

Vocational middle schools, training in health professions, and **vocational secondary schools** entitle the holder to pursue one or more relevant occupations, depending on the type of school. Graduates of vocational secondary schools can take the diploma and school-leaving certificate examination via an advanced training course.

The **degree from general and vocational secondary schools**—depending on the type of school, with a school leaving certificate or a school leaving certificate and diploma—entitles the holder to attend teacher training colleges, universities of applied sciences, colleges, and universities (institutions of tertiary education).

Adolescents and adults who have not taken a school-leaving examination (in Austria also called **Matura**) can access tertiary educational institutions via the second educational pathway (**different types of university entrance examinations** called “**Studienberechtigungsprüfung**” [university entrance exam], “**Berufsreifeprüfung**” [higher vocational diploma], “**Berufsmatura**” [secondary school vocational certificate], and “**Externisten-Matura**” [where one can take the Austrian A-levels exam as an external student]).

Note: There are special support measures for pupils **with first languages other than German**. Pupils who cannot follow lessons due to insufficient language skills will be taught in German remedial classes or German remedial courses since the 2018/2019 school year.

Allocation to a German language class or a German language course is based on MIKA-D, a standardised test procedure that is uniform throughout Austria.

Further information:

The Austrian education system: www.bildungssystem.at

School: www.help.gv.at

Online school and education directory: www.schulen-online.at

School and education guide: www.bmbwf.gv.at

School, apprenticeship, higher education: www.help.gv.at

Pupils with first languages other than German: www.help.gv.at

Schools with foreign curricula, international schools:
www.herold.at

School service points: www.bmbwf.gv.at

Studienberechtigungsprüfung, Berufsreifeprüfung,
external exams: www.erwachsenenbildung.at

Education up to 18: www.help.gv.at

10.2 Lessons and holidays

In Austria, the school year is divided into 2 parts (semester). In the provinces of Vienna, Lower Austria, and Burgenland, the school year begins on 1st Monday in September, in the other federal states 2nd Monday in September. The school year ends at the end of June of the following year. Between the school years there are 9 weeks of summer holidays. Each school also has **Christmas holidays** (usually between 24 December and 6 January) and **Easter holidays** (duration: 1.5 weeks). In addition, schools decide on so-called **school-autonomous days**. Each school can decide for itself when to give these additional days off. From 2020 there will be additional autumn holidays (between 26 October and 2 November).

The 1st semester ends in February, the 2nd semester also starts in February, with a week-long **semester break** in between.

Public holidays are free of lessons.

Classes usually start at 8.00 a.m., but there are also schools that start at 7.30 a.m. or at 8.30 a.m. or later.

Further information:

School holidays: www.schulferien.org/oesterreich/ferien

10.3 Registration in kindergarten and school

Please enquire in good time at the municipal office, the relevant municipal authority or the kindergarten and school of your choice as to when and how long you can register your child for admission (registration deadlines). The enrolment deadlines for primary school pupils are also called **school/pupil registration**. As a rule, parents register their children at the primary school nearest to them.

For children who have reached the age of 6 by 31 August, **compulsory schooling** begins on the 1st Monday (in Vienna, Lower Austria, Burgenland) or the 2nd Monday in September (all other federal states).

The decision on admission to primary school lies with the respective state school inspector. However, this only applies to public schools.

When registering at **private schools**, you should contact the head office. Most private schools are confessional schools, but there are also some schools that teach according to their own curriculum. Not all private schools have public status. Certificates from schools without public status. Certificates from schools without public status are often not recognised, or no official Austrian certificates are issued.

Please take your child with you to the **enrolment** so that the headmaster can get a first impression of your child and determine school readiness. Children who have reached compulsory school age but are not ready for school must be admitted to **pre-school**.

Documents: Which documents (registration form, identity card, etc.) you must take with you to enrol, you can find out at the respective school.

In many cases, registration in school types **after elementary school** takes place in the first 2 weeks after the semester break. Please enquire at the respective **school service office** in your federal state.

Important: Children of compulsory school age can also start school during the school year. Contact the **school service office** and ask where there is a school place for your child.

Children and young people who do not yet speak German well enough to be able to follow lessons are accepted as **extraordinary pupils**.

In Vienna, Lower Austria, Upper Austria, Burgenland, and Tyrol, attendance at **public kindergartens is free of charge** or some costs are reimbursed.

The **obligatory kindergarten year** before starting school is free of charge throughout Austria. This means that all children between the ages of 5 and 6 must attend kindergarten (20 hours per week without lunch).

Children who attend kindergarten until after lunch will receive **lunch** there. Please enquire in good time whether your child's eating habits (e.g. meatless, no pork, etc.) can be taken into consideration. Lunch is either included in the kindergarten fees or has to be paid extra.

Further information:

Registration in the elementary school: www.help.gv.at

School readiness: www.schule.at

School service points in the federal states: www.bmbwf.gv.at

10.4 Initial vocational training—apprenticeship

Vocational training in Austria can either take the form of an **apprenticeship** or **school-based training** (in vocational secondary or higher schools with practice-oriented instruction).

In Austria about 200 apprenticeships are offered. Young people who complete an apprenticeship learn their profession in a company and at the same time attend vocational school (**dual training system**). An apprenticeship lasts between 2 and 4 years, depending on the apprenticeship occupation, and ends with the final apprenticeship examination.

An **apprenticeship contract** must be signed at the beginning of the apprenticeship. Among other things, it regulates the duration of the apprenticeship. In the case of minors, the legal representative must also sign.

The training content of the individual apprenticeship occupations is regulated throughout Austria by so-called **job descriptions**.

In order to find an apprenticeship place, it makes sense to contact the nearest office of the Public Employment Service (AMS).

Further information:

Apprenticeship: www.arbeiterkammer.at

List of apprenticeships from A-Z: www.bmdw.gv.at

Apprenticeship: www.help.gv.at

Public Employment Service Austria: www.ams.at

10.5 Continuing education

Ongoing further training is one of the most important prerequisites for remaining professionally successful. Among the largest continuing education institutions in Austria are the Berufsförderungsinstitute (BFI), the Wirtschaftsförderungsinstitute (WIFI) and the Volkshochschulen (VHS).

Professional info centres (BIZ and BiWi) offer both a comprehensive overview of vocational and school-based education and training opportunities in Austria and personal advice.

Language courses are offered in all major continuing education institutions (WIFI, BFI, adult education centres) and by language institutes.

Institutions and Internet addresses:

BFI	www.bfi.at
WIFI	www.wifi.at
Burgenland Adult Education Centres	www.vhs-burgenland.at
The Carinthian Adult Education Centres	www.vhsktn.at
Association of Lower Austrian Adult Education Centres	www.vhs-noe.at
Association of Upper Austrian Adult Education Centres	vhs-verband-ooe.at
Adult Education Centre Salzburg	www.volkshochschule.at
Adult Education Centre Styria	www.vhsstmk.at
Adult Education Centre Tyrol	www.vhs-tirol.at
Adult Education Centres Vorarlberg	www.vhs-vorarlberg.at
The Vienna Adult Education Centres	www.vhs.at
Career Info Centres (BIZ)	www.ams.at
Vocational information centre of the Viennese Economy (BiWi)	www.wko.at

11. CHECKLIST FOR THE RELOCATION TO AUSTRIA

Before entering Austria:

Public Employment Service Austria: www.ams.at

EURES website: eures.europa.eu

Checklist Relocation: www.help.gv.at

Documents and records:

- ▶ **passport or identity card**—underage children also need their own passport
- ▶ take along other **personal documents** (e.g. birth certificate, marriage certificate)
- ▶ **E-Forms/Portable Documents** (forms for the recognition and confirmation of data relevant to social and employment law that are uniformly designed throughout Europe) for you and your family
- ▶ **Taking unemployment benefit with you:** The **Portable Document U2** form issued by the employment services of the country of origin and the confirmation of periods of employment in the country of origin (**Portable Document U1**) must be presented during the first visit to the AMS in order to be entitled to it.
- ▶ **Insurance:** The European Health Insurance Card or a similar form (E111) or other insurance cover must be taken with you.
- ▶ **vehicle documents:** driving licence, registration, other documents necessary for registration (e.g. EC type-approval)
- ▶ **certificates, diplomas, certificates of employment, service certificates:** original and German or English translation
- ▶ **CV and application:** in German, CV in German, if required also in English, Europass

- ▶ **Certificates and school attendance confirmations** of the children in German/English translation, which help to classify your children into the correct school level as quickly as possible.

And then:

- ▶ **The landlord** and authorities (tax office, energy supplier, schools, etc.) in the country of origin must be notified of the move to Austria if necessary, tenancy agreements, etc. terminated in good time.
- ▶ acquire **accommodation** (flat, etc.) or make a reservation at a hotel, guesthouse, etc.
- ▶ sufficient **financial resources** to cover costs incurred (rent, cost of living, etc.) in the first few months of the year
- ▶ secure **health and accident insurance** in Austria
- ▶ acquire an **EU pet passport/microchip** for the removal of pets

After entering Austria:

- ▶ **Workplace available:**
 - **Report to the employer** immediately.
 - At the start of work, submit the confirmation of registration **to social insurance**.
- ▶ **Looking for work:**
 - **Register** with the **regional office of the Austrian Public Employment Service (AMS)** within the specified period; if, for example, a benefit entitlement was taken along for the purpose of a job search, it is absolutely necessary to take along Portable Documents U1 and U2.

Generally applicable:

- ▶ Register with the responsible **registration authorities** within **3 days** after moving into your flat/house.
- ▶ Register with the responsible **social insurance institution** (applies in particular to part-time employees, contractors, family members): receipt of social security number and social security card **e-card**.
- ▶ Open a **bank account**.
- ▶ **Re-register your vehicle**.
- ▶ Report to the responsible department of the town hall or municipal administration if you take a dog with you ("**dog tax**").
- ▶ Report to the responsible **tax office** (taxes, family allowance).
- ▶ Register **gas and electricity, telephone, television and radio, mobile phone**.
- ▶ **School registration** (contact the school)
- ▶ **Submit the registration certificate** to administrative authority (district administration, municipal district office) within 4 months.

ROOM FOR NOTES



AMS CALENDAR AUSTRIA, 2020

January	February	March	April	May	June	July	August	September	October	November	December
1 We <small>New Year</small>	1 Sa	1 Su	1 We	1 Fr <small>State Holiday</small>	1 Mo <small>Vik. Monday</small>	1 We	1 Sa	1 Tu	1 Th	1 Su <small>All Saints Day</small>	1 Tu
2 Th	2 Su	2 Mo	2 Th	2 Sa	2 Tu	2 Th	2 Su	2 We	2 Fr	2 Mo	2 We
3 Fr	3 Mo	3 Tu	3 Fr	3 Su	3 We	3 Fr	3 Mo	3 Th	3 Sa	3 Tu	3 Th
4 Sa	4 Tu	4 We	4 Sa	4 Mo	4 Th	4 Sa	4 Tu	4 Fr	4 Su	4 We	4 Fr
5 Su	5 We	5 Th	5 Su <small>Palm Sunday</small>	5 Tu	5 Fr	5 Su	5 We	5 Sa	5 Mo	5 Th	5 Sa
6 Mo <small>Holy Three Kings</small>	6 Th	6 Fr	6 Mo	6 We	6 Sa	6 Mo	6 Th	6 Su	6 Tu	6 Fr	6 Su
7 Tu	7 Fr	7 Sa	7 Tu	7 Th	7 Su	7 Tu	7 Fr	7 Mo	7 We	7 Sa	7 Mo
8 We	8 Sa	8 Su	8 We	8 Fr	8 Mo	8 We	8 Sa	8 Tu	8 Th	8 Su	8 Tu <small>May's coronation</small>
9 Th	9 Su	9 Mo	9 Th	9 Sa	9 Tu	9 Th	9 Su	9 We	9 Fr	9 Mo	9 We
10 Fr	10 Mo	10 Tu	10 Fr <small>Good Friday</small>	10 Su <small>Mother's Day</small>	10 We	10 Fr	10 Mo	10 Th	10 Sa	10 Tu	10 Th
11 Sa	11 Tu	11 We	11 Sa	11 Mo	11 Th	11 Sa	11 Tu	11 Fr	11 Su	11 We	11 Fr
12 Su	12 We	12 Th	12 Su <small>Easter</small>	12 Tu	12 Fr	12 Su	12 We	12 Sa	12 Mo	12 Th	12 Sa
13 Mo	13 Th	13 Fr	13 Mo <small>Easter Monday</small>	13 We	13 Sa	13 Mo	13 Th	13 Su	13 Tu	13 Fr	13 Su
14 Tu	14 Fr	14 Sa	14 Tu	14 Th	14 Su <small>Father's Day</small>	14 Tu	14 Fr	14 Mo	14 We	14 Sa	14 Mo
15 We	15 Sa	15 Su	15 We	15 Fr	15 Mo	15 We	15 Sa <small>Assumption Day</small>	15 Tu	15 Th	15 Su	15 Tu
16 Th	16 Su	16 Mo	16 Th	16 Sa	16 Tu	16 Th	16 Su	16 We	16 Fr	16 Mo	16 Mi
17 Fr	17 Mo	17 Tu	17 Fr	17 Su	17 We	17 Fr	17 Mo	17 Th	17 Sa	17 Tu	17 Th
18 Sa	18 Tu	18 We	18 Sa	18 Mo	18 Th	18 Sa	18 Tu	18 Fr	18 Su	18 We	18 Fr
19 Su	19 We	19 Th <small>Josef</small>	19 Su	19 Tu	19 Fr	19 Su	19 We	19 Sa	19 Mo	19 Th	19 Sa
20 Mo	20 Th	20 Fr	20 Mo	20 We	20 Sa	20 Mo	20 Th	20 Su	20 Tu	20 Fr	20 Su
21 Tu	21 Fr	21 Sa	21 Tu	21 Th <small>Ascension of Christ</small>	21 Su	21 Tu	21 Fr	21 Mo	21 We	21 Sa	21 Mo
22 We	22 Sa	22 Su	22 We	22 Fr	22 Mo	22 We	22 Sa	22 Tu	22 Th	22 Su	22 Tu
23 Th	23 Su	23 Mo	23 Th	23 Sa	23 Tu	23 Th	23 Su	23 We	23 Fr	23 Mo	23 We
24 Fr	24 Mo	24 Tu	24 Fr	24 Su	24 We	24 Fr	24 Mo	24 Th	24 Sa	24 Tu	24 Th <small>Christmas Eve</small>
25 Sa	25 Tu	25 We	25 Sa	25 Mo	25 Th	25 Sa	25 Tu	25 Fr	25 Su <small>End of summer</small>	25 We	25 Fr <small>Christmas Day</small>
26 Su	26 We	26 Th	26 Su	26 Tu	26 Fr	26 Su	26 We	26 Sa	26 Mo <small>National Holiday</small>	26 Th	26 Sa <small>Börsing Day</small>
27 Mo	27 Th	27 Fr	27 Mo	27 We	27 Sa	27 Mo	27 Th	27 Su	27 Tu	27 Fr	27 Su
28 Tu	28 Fr	28 Sa	28 Tu	28 Th	28 Su	28 Tu	28 Fr	28 Mo	28 We	28 Sa	28 Mo
29 We	29 Sa	29 Su <small>Start of summer time</small>	29 We	29 Fr	29 Mo	29 We	29 Sa	29 Tu	29 Th	29 Su	29 Tu
30 Th		30 Mo	30 Th	30 Sa	30 Tu	30 Th	30 Su	30 We	30 Fr	30 Mo	30 We
31 Fr		31 Tu		31 Su <small>Visitation</small>		31 Fr	31 Mo	31 We	31 Sa		31 Th <small>New Year's Eve</small>

Information without guarantee



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