

**COLLECTIVE AGREEMENT,
SALARIED EMPLOYEES IN TECH-
NOLOGY INDUSTRIES**

**24 February 2025 – 30 November
2027**

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Collective agreement, Salaried employees in technology industries 2025–2027

This is an unofficial translation from Finnish. In case of dispute the Finnish text is authoritative.

TECHNOLOGY INDUSTRY EMPLOYERS OF FINLAND
TRADE UNION PRO

COLLECTIVE AGREEMENT, SALARIED EMPLOYEES IN TECHNOLOGY INDUSTRIES SIGNING MINUTES

Date 24 February 2025

Location Eteläranta 10, Helsinki, Finland

Present **Technology Industry Employers of Finland Trade Union Pro**

Jarkko Ruohoniemi
Mika Lallo
Joanna Ahokanto-Niemi
Metta Puumalainen
Paula Varpomaa

Niko Simola
Anssi Vuorio
Roni Jokinen
Petteri Halvari
Pasi Heikkinen
Osmo Salo
Kaisa Ylitalo

Section 1 Signing of the collective agreement

It was noted that a collective agreement reflecting the negotiated settlement achieved between the federations on 23 February 2025 has been signed on the day of this meeting. The collective agreement now signed will enter into force on 24 February 2025 and will remain in force until 30 November 2027. Amendments to the content of the agreement will enter into force on 24 February 2025, unless otherwise agreed in the relevant provision of the agreement.

In August 2026, the parties shall review the implementation of the settlement and the technology industries' economic and employment outlook that can be assessed. Based on the assessment, both parties have the option to terminate the collective agreement to expire on 30 November 2026. Notice of termination shall be delivered in writing to the other contracting party, and the National Conciliator shall be notified of the termination no later than by 30 September 2026.

Section 2 Salary settlement

SALARY ADJUSTMENTS IN 2025

Negotiations on the salary settlement and its grounds

The salary settlement shall be negotiated locally, while taking account of the volume of orders and the financial and employment situation at the organisation or workplace, as well as its cost competitiveness in the market. In good time before the start of local negotiations, the employer shall provide the shop steward with the required information on the order book and financial and employment situation of the organisation or workplace and of their anticipated development. It would also be appropriate to provide information on the grounds for the proposed salary settlement to be used as the basis for negotiations.

The aim of local negotiations is to find a salary settlement that suits the circumstances and needs of each organisation or workplace. The intention is also to support motivating salary formulation, an equitable salary structure and salary grading and the improvement of productivity at the workplace.

1. Local salary settlement

Matters to be agreed upon in a local salary settlement include the manner of implementing salary revisions, their timing and their size. The agreement shall be concluded with the shop steward by 14 March 2025 at the latest, unless an extended bargaining period is agreed upon.

2. Method of implementing salary adjustments in the absence of a local salary settlement

If no local salary settlement is reached, the salary adjustment will consist of a salary increase payable to all employees, plus a company or workplace-specific element to be distributed by the employer.

Salary increase payable to all employees

Salaries will be adjusted by an increase of 2.0% payable to all salaried employees effective from 1 April 2025 at the latest or the start of the first subsequent pay period.

Company or workplace-specific element

Additionally, a company or workplace-specific element distributed by the employer and amounting to 0.5% calculated from the March 2025 payroll for salaried employees, including fringe benefits, will be used to increase the salaries of salaried employees as of 1 April 2025 or from the beginning of the subsequent pay period.

The purpose of the company- or workplace-specific element is to support motivating salary formation, equitable salary structures and salary grading, help improve productivity in the workplace, support the implementation of the employer's salary policy, and correct any distortions.

Expertise and performance at work will be the guiding factors affecting the distribution of individual salary increases. Larger salary increases are assigned to the salaried employees whose company-specific salary element is, in relation to the individual salary element, smaller than the average ratio.

Information to be given to the shop steward on the allocation of the salary settlement

The shop steward is entitled to receive a report on the allocation of the salary increases within a reasonable time after the increases and no later than within one month from the implementation of the salary settlement. This account should specify the number of salaried employees, the number receiving an increase, the average size of the increase, and the total sum of the salary increases awarded to salaried employees.

SALARY ADJUSTMENTS IN 2026

Negotiations on the salary settlement and its grounds

The salary settlement shall be negotiated locally, while taking account of the volume of orders and the financial and employment situation at the company or workplace, as well as its cost competitiveness in the market. In good time before the start of local negotiations, the employer shall provide the shop steward with the required information on the order book and financial and employment situation of the organisation or workplace and of their anticipated development. It would also be appropriate to provide information on the grounds for the proposed salary settlement to be used as the basis for negotiations.

The aim of local negotiations is to find a salary settlement that suits the circumstances and needs of each organisation or workplace. The intention is also to support motivating salary formulation, an equitable salary structure and salary grading and the improvement of productivity at the workplace.

1. Local salary settlement

Matters to be agreed upon in a local salary settlement include the manner of implementing salary revisions, their timing and their size. The agreement shall be concluded with the shop steward by 13 February 2026 at the latest, unless an extended bargaining period is agreed upon.

2. Method of implementing salary adjustments in the absence of a local salary settlement

If no local salary settlement is reached, the salary adjustment will consist of a salary increase payable to all employees, plus a company or workplace-specific element to be distributed by the employer.

Salary increase payable to all employees

Salaries will be adjusted by an increase of 2.2% payable to all salaried employees effective from 1 March 2026 at the latest or the start of the first subsequent pay period.

Company or workplace-specific element

Additionally, a company or workplace-specific element distributed by the employer and amounting to 0.7% calculated from the February 2026 payroll for salaried employees, including fringe benefits, will be used to increase the salaries of salaried employees as of 1 March 2026 or from the beginning of the subsequent pay period.

The purpose of the company- or workplace-specific element is to support motivating salary formation, equitable salary structures and salary grading, help improve productivity in the workplace, support the implementation of the employer's salary policy, and correct any distortions.

Expertise and performance at work will be the guiding factors affecting the distribution of individual salary increases. Larger salary increases are assigned to the salaried employees whose company-specific salary element is, in relation to the individual salary element, smaller than the average ratio.

Information to be given to the shop steward on the allocation of the salary settlement

The shop steward is entitled to receive a report on the allocation of the salary increases within a reasonable time after the increases and no later than within one month from the implementation of the salary settlement. This account should specify the number of salaried employees, the number receiving an increase, the average size of the increase, and the total sum of the salary increases awarded to salaried employees.

SALARY ADJUSTMENT FOR 2027 unless the collective agreement has been terminated

Negotiations on the salary settlement and its grounds

The salary settlement shall be negotiated locally, while taking account of the volume of orders and the financial and employment situation at the company or workplace, as well as its cost competitiveness in the market. In good time before the start of local negotiations, the employer shall provide the shop steward with the required information on the order book and financial and employment situation of the organisation or workplace and of their anticipated development. It would also be appropriate to provide information on the grounds for the proposed salary settlement to be used as the basis for negotiations.

The aim of local negotiations is to find a salary settlement that suits the circumstances and needs of each organisation or workplace. The intention is also to support motivating salary formulation, an equitable salary structure and salary grading and the improvement of productivity at the workplace.

1. Local salary settlement

Matters to be agreed upon in a local salary settlement include the manner of implementing salary revisions, their timing and their size. The agreement shall be concluded with the shop steward by 12 February 2027 at the latest, unless an extended bargaining period is agreed upon.

2. Method of implementing salary adjustments in the absence of a local salary settlement

If no local salary settlement is reached, the salary adjustment will consist of a salary increase payable to all employees, plus a company or workplace-specific element to be distributed by the employer.

Salary increase payable to all employees

Salaries will be adjusted by an increase of 2.0% payable to all salaried employees effective from 1 March 2027 at the latest or the start of the first subsequent pay period.

Company or workplace-specific element

Additionally, a company or workplace-specific element distributed by the employer and amounting to 0.4% calculated from the February 2027 payroll for salaried employees, including fringe benefits, will be used to increase

the salaries of salaried employees as of 1 March 2027 or from the beginning of the subsequent pay period.

The purpose of the company- or workplace-specific element is to support motivating salary formation, equitable salary structures and salary grading, help improve productivity in the workplace, support the implementation of the employer's salary policy, and correct any distortions.

Expertise and performance at work will be the guiding factors affecting the distribution of individual salary increases. Larger salary increases are assigned to the salaried employees whose company-specific salary element is, in relation to the individual salary element, smaller than the average ratio.

Information to be given to the shop steward on the allocation of the salary settlement

The shop steward is entitled to receive a report on the allocation of the salary increases within a reasonable time after the increases and no later than within one month from the implementation of the salary settlement. This account should specify the number of salaried employees, the number receiving an increase, the average size of the increase, and the total sum of the salary increases awarded to salaried employees.

Section 3 Training and the development of the collective agreement

The federations shall establish a working group to consider matters pertaining to the collective agreement in accordance with the principle of continuous negotiation, with a view to improving the organisation's competitiveness and the terms of employment of salaried employees, and to take any measures that may be required. The working group will examine the impact of possible changes in labour legislation on the collective agreement. The working group shall also promote the effective settlement of disputes and aim to continuously maintain and strengthen good negotiation and co-operation relationships between the parties.

The federations shall organise joint training in a mutually agreed manner on topics/provisions of the collective agreement to be agreed upon.

Section 4 Competence development

Competence development is directly linked to a company's competitiveness, productivity and innovation. Professional development and skills maintenance are key elements of well-being at work, productivity, and building staff commitment.

The federations recommend that companies work with their staff to draw up a work community development plan, which, at the request of the salaried employee, will be used to form a personal development plan that meets both the salaried employee's career development aspirations and the company's strategic objectives. The development plan should take into account, for

example, on-the-job training, the ratio between working and training time, compensation for loss of earnings during training, and the timing and duration of training.

Section 5 Occupational well-being

Occupational well-being activity comprises continual and comprehensive development of work, the working environment and the working community. Staff welfare also establishes the conditions for successful business operations. The shrinking working age population amplifies the importance of measures taken to extend working careers.

As part of the promotion of occupational well-being, the federations recommend that all work communities participate in Well-Being at Work Card training.

The federations are involved in a mutual dialogue on well-being, in order to find common views, goals and ways to improve well-being. Particular attention will be paid to

- diversity and equality for people at different stages of their careers, for people with partial work capacity, and for foreign labour,
- remote and hybrid work operating models and management,
- technological developments, including the challenges and opportunities of using artificial intelligence.

Prevention of inappropriate treatment and harassment

The federations recommend that workplaces work together to draw up guidelines to prepare for situations involving inappropriate treatment and harassment.

Promoting the work ability and functional capacity of aged employees at the workplace

Particular attention shall be paid to the aged employees' stress and their ability to work. The employer and employees aged 58 or more shall discuss the measures for supporting the aged employee's ability to cope and continue in their work.

Section 6 Development of the remuneration system

The federations shall establish a working group to develop the remuneration system through the following measures:

- The training material concerning the remuneration system will be developed to better support blended learning, and both general and company-specific training will be provided.
- The development of remuneration systems that support productivity and provide incentives will be promoted at the workplace.
- The establishing of workplace-specific remuneration working groups will be promoted and their activities supported.

- The functioning of the remuneration working groups and remuneration systems will be reviewed and, on the basis of the review, a proposal will be made for the development of the remuneration system, performance-based salary and seniority bonus.

The working group shall also monitor workplace-specific experiments or joint experiments concerning the salary of salaried employees and other staff. Subject to local agreement, such experiments can deviate from all the collective agreement's provisions concerning the salaries and other monetary payments made to salaried employees. Such deviations require the approval of the federations.

Workplace-specific experiments concerning remuneration will increase the workload of the shop steward, which must be taken into account in evaluating the need for the exemption referred to in section 3.1 of the co-operation agreement. Especially in the early stages of such experiments, this usually means freeing the chief shop steward from work duties for a specific period of time. This exemption shall not decrease the chief shop steward's income.

Section 7 Revision of the collective agreement

The texts and structure of the collective agreement have been clarified. The content and interpretation of the provisions remain unchanged.

The actual changes to the content of the collective agreement are indicated by a vertical line next to the relevant text.

Section 8 Examination of the minutes

It was agreed that Jarkko Ruohoniemi, Niko Simola and Anssi Vuorio shall examine the minutes.

In witness thereof

Mika Lallo

Minutes examined by

Jarkko Ruohoniemi

Niko Simola

Anssi Vuorio

TECHNOLOGY INDUSTRY EMPLOYERS OF FINLAND
TRADE UNION PRO

COLLECTIVE AGREEMENT FOR SALARIED EMPLOYEES IN TECHNOLOGY INDUSTRIES

The revision working group established for the development of the collective agreement has been working to clarify the agreement texts, with a particular emphasis on improving the structure and readability of the collective agreement. Previous interpretations and application practices will remain unchanged with regard to these changes.

The actual changes to the content of the collective agreement are indicated by a vertical line next to the relevant text.

1. Scope of application

This agreement shall cover persons performing salaried employee duties in member organisations of the Technology Industry Employers of Finland. These persons may include, for example, individuals who have completed qualifications at universities of applied sciences or other vocational institutions for service in technological, financial, administrative and managerial positions.

Upper limitation

This agreement shall not apply to individuals representing the employer in determining the salary and conditions of employment of salaried staff, or to individuals with an independent status and administrative, financial or operational responsibility within the organisation or a substantial part thereof, or to persons of comparable status. The size of the organisation is taken into account when performing the assessment.

The scope of this agreement shall also exclude persons in organisations of medium size engaged in production operations, who are classified at the level of "departmental head" and enjoy in their duties the independent status and administrative, financial or operational responsibility referred to in the preceding paragraph. An organisation may also include individuals at the said level or at higher levels who have no managerial responsibilities, but who provide expertise in a particular subject field and who are therefore, and in view of the independence of their positions, to be equated with the foregoing persons. Large organisations naturally have more organisational levels, and thus persons working at a higher number of organisational levels may also fall outside the scope of the agreement, provided that the other conditions specified in the preceding paragraph are met.

Mere service as the supervisor of salaried employees shall not suffice to exclude a position from the scope of this agreement. There shall be no upper

educational limit to this agreement's scope of application. This means, for example, that salaried employees with university or other specialist training fall within the scope of this agreement if the duties of the position are not those of a senior salaried employee. The duties of a senior salaried employee shall be determined in accordance with the provisions governing the scope of the collective agreement for senior salaried employees.

Lower limitation

This agreement shall not apply to persons in blue collar positions.

Exceptional and special provisions

The relevant provisions of this agreement shall apply to persons who mainly work on commission.

The parties shall agree that collective agreements for salaried employees may be concluded solely in compliance with industry-based unionism to cover all salaried employees serving in the whole of the industry in question regardless of special occupation or training.

If an employer engaged in the technology industry is also engaged in some other industry, but belongs to Technology Industry Employers of Finland only in respect of plants or departments that are engaged in the metal industry, then this agreement shall only govern the employment relationships of salaried employees in the said plants or departments.

If the work of a salaried employee (for example, in a group company or head office) directly serves more than one branch of the Confederation of Finnish Industries (EK), then the salaried employee shall be deemed to work in the main business sector of the organisation.

Instructions for application:

The scope shall be job-specific and determined on the basis of the actual content of duties. It is a consequence of the job-specific nature of the agreement that an individual's educational level, the statistical heading assigned, or the manner of salary payment shall not be decisive in settling the question of which collective agreement applies to the individual.

When hiring new employees, and when changes in duties occur, the employer's representative shall furnish the representatives of staff groups with details of the content of duties and of the collective agreement that governs them.

The appendix on the board of settlement shall apply as part of the collective agreement.

2. Annexed agreements

- Co-operation agreement for salaried employees
- Agreement on protection against termination of employment applicable to salaried employees
- Protocol of the board of settlement
- Working time bank agreement.

3. Employment and general duties of employment

3.1 Right to direct work

The employer shall be entitled to direct and distribute work and to engage and dismiss a salaried employee.

3.2 Right to organise and withholding of trade union membership subscriptions

The parties affirm that both sides shall enjoy the unfettered right to organise and freedom of association.

The membership subscription to Trade Union Pro shall be set off from the salary of a salaried employee who has provided an authorisation and credited by salary payment period to the bank account designated by Trade Union Pro. Withholding shall be arranged in the manner separately agreed in the agreement minutes signed by the federations. A certificate of the sum withheld shall be given to the salaried employee for taxation purposes after the end of the calendar year or the end of employment.

3.3 Liability insurance and group life insurance

The employer shall arrange employer's liability insurance for salaried employees in supervisory positions, which shall cover the liability of the employer, the employer's deputy, and salaried employees in the service of the policyholder in a managerial or supervisory capacity, e.g. the liability of a supervisor for damage to person and property sustained by workers in the said supervisor's charge, insofar as compensation for the said damage is not payable under statutory industrial accident insurance or motor insurance. The maximum compensation for personal injury shall be EUR 150,000, subject to limits of EUR 60,000 per person and EUR 30,000 for damage to property. The other terms of insurance shall also be determined in accordance with the current general and special insurance terms for employer's liability insurance.

The employer shall arrange and defray the cost of group life insurance for salaried employees in the manner agreed between the national labour and employer confederations.

3.4 General obligations

Salaried employees shall promote and safeguard the employer's interests as required from employees in their position.

The employer shall maintain confidence in the salaried employee and shall, where possible, also support the efforts of individual salaried employees to improve their vocational skills. The employer shall notify the salaried employee at the earliest opportunity of any changes in the latter's status and shall support the salaried employee in serving as the employer's representative. Decisions pertaining to the salaried employee's subordinates shall be notified no later than at the time when the said subordinates are notified thereof.

A salaried employee shall be familiarised with the work and with any changes occurring therein. A new salaried employee shall also be familiarised with the company and its operating principles, human resources policy and any workplace regulations.

A new salaried employee shall be advised of the applicable collective agreement, the associated bargaining system and the representatives of salaried employees.

3.5 Terms of service of sales staff on commission

The terms and conditions of service of sales staff working wholly or partly on commission shall be agreed with optimal precision, having regard to the Act on Commercial Representatives and Salesmen. This will involve determining such matters as remuneration, criteria for compensating for expenses, reckoning annual holiday and sick pay, and determining the commission element, and the time of payment of commission. It will be expedient for the employer and the sales staff concerned to discuss sales targets before the employer confirms such targets. The employer shall compensate for all expenses incurred in attending to work duties.

3.6 Amendment of terms and conditions of employment

The terms and conditions of employment may be amended if both parties agree thereto. If no agreement is reached, then the amendment may be implemented where grounds for termination obtain and the period of notice specified in the agreement on protection against termination of employment is observed. The procedure is thus the same as when terminating the employment contract.

A salaried employee may be transferred to other duties while retaining salaried employee status. If this signifies any deterioration in the benefits of the salaried employee, then the foregoing grounds for termination shall obtain in such a case and the period of notice specified in the agreement on protection against termination of employment shall be observed.

4. Regulations on salaries

4.1 Regulations on salaries

The salary of a salaried employee shall comprise a job-specific element based on the job requirement of the position, an individual element determined on the basis of job performance and qualification factors, and any company-specific element. A separate seniority bonus shall be paid on the basis of length of employment.

Minimum salary

The minimum salary of a salaried employee is obtained by adding the individual salary element to the job-specific salary element.

4.2 Job-specific salary element

4.2.1 Determining a position's job requirement

The job requirement of a position shall be determined on the basis of the job description or some other adequate account.

Entry in the minutes:

The training materials prepared by the federations include an example of a job description form.

Only one method of determining job requirement shall be used at the workplace. The basic measuring instrument is METTOVA. Use of other job requirement measuring instruments may be agreed locally. The instrument must be structured to enable measurement of the job requirement in all positions falling within the scope of this collective agreement.

The METTOVA job requirement measuring instrument

The following factors are used to measure job requirement at the workplace:

1 REQUIRED KNOWLEDGE AND SKILLS

Factors increasing the job requirement

- the degree of independent judgement involved in the work
- the degree of knowledge and skill demanded by the work.

1.1	Detailed work instructions. Guidance at the workplace.	40
1.2	General work instructions. Necessary knowledge and skills acquired through training or brief experience.	70
1.3	General assignment of duties. Necessary versatile knowledge and skills acquired through training or lengthy experience.	100
1.4	General operating models. Necessary versatile and extensive knowledge and skills acquired through training or long experience supplemented with additional knowledge.	130

1.5	Actions guided by operating principles and precedents. Necessary versatile and in-depth specialist knowledge and skills acquired through training or long experience.	160
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2 IMPACT OF SOLUTIONS AND DECISIONS

Factors increasing the job requirement

2.1 extent of impact on the entire workplace

2.11	Decisions generally affect the employee's own job/working team.	10
2.12	Decisions generally affect an area beyond the employee's immediate surroundings.	20
2.13	Decisions generally affect the employee's department/unit.	30
2.14	Decisions generally affect several departments / a major unit.	40

2.2 extent of financial, operational and other effects of solutions and decisions

2.21	Decisions have an ordinary impact.	10
2.22	Decisions have a moderate impact.	20
2.23	Decisions have a sizeable impact.	30
2.24	Decisions have a major impact.	40

3 INTERACTION

Factors increasing the job requirement

- the depth and scope of the counselling, guidance, motivating or negotiation and co-operation skills required for the job.

3.1	Contacts generally involve receiving, conveying and disseminating information.	25
3.2	Expert contacts pertaining to the job and immediate working environment.	50
3.3	The job requires negotiating or co-operation skills.	75
3.4	The job requires the ability to influence and special co-operation skills.	100

4 JOB-RELATED AND MANAGERIAL RESPONSIBILITY

Factors increasing the job requirement

- the degree of difficulty involved in managing and reconciling various aspects of the work
- the degree of demands pertaining to the status of the job in operational and managerial systems.

4.1	Individual duties, or advisory or guiding function.	15
4.2	Independent area of duties or responsibility for organisation and resources, or supervisory function.	30
4.3	Extensive, independent area of duties or extensive responsibility for organisation and resources, or extensive supervisory function.	45
4.4	Extensive and varied independent area of duties or wide-ranging responsibility for organisation and resources, or supervisory function with subordinates at several organisational levels.	60

The specified job requirement must correspond to the true demands of the position. All job requirement specifications shall be reviewed at regular intervals not exceeding one year, and for each individual salaried employee whenever permanent changes occur in duties.

The job requirement of a new salaried employee shall be determined as soon as possible, and no later than four months after employment as a salaried employee begins. The same four-month time limit shall also apply whenever permanent changes occur in duties.

Representatives of the employer and of salaried employees shall review the specified job requirements and changes at least annually, and also with respect to new duties and when permanent changes are made in duties. A representative of salaried employees shall be entitled to submit a reasoned opinion concerning the determination of job requirement, the effectiveness of the system, and any problems arising.

Entry in the minutes:

If there is no elected representative of salaried employees at the workplace, then a salaried employee shall be entitled on request to details of the job requirement category and job requirement factors governing the said employee's duties.

Instructions for application:

A joint remuneration working group of the employer and salaried employees shall be established to maintain the salary system at a workplace where the number of salaried employees so requires. The remuneration working group shall comprise individuals who have received salary system training and are familiar with the determination of job requirement. The remuneration working group shall serve as a specialist committee meeting as necessary to consider maintenance and monitoring issues pertaining to job requirements. The group shall be entitled to submit a reasoned opinion concerning the determination of job requirements, the effectiveness of the system, and any problems arising. The working group may also consider other remuneration-related issues as locally agreed. The working group shall avoid needless delay in conducting its business. The working group shall in any case meet at least once a year.

Redetermination of the job requirement of all duties by the remuneration working group may be warranted if changes of work organisation implemented at a workplace have significantly affected the content of duties. This also applies to the introduction of a system to be deployed at new workplaces.

The federations shall issue more detailed guidelines on the functions of a workplace remuneration working group in their training materials.

4.2.2 Salaries for job requirement categories

Year 2025

Job requirement category salaries as of the start of the salary payment period beginning on 1 April 2025 or soonest thereafter (EUR/month):

Job requirement score	Job requirement category	Weekly working hours 37.5 h/week salary €/month	Weekly working hours 40 h/week salary €/month
100-129	1	1,768	1,782
130-159	2	1,924	1,939
160-189	3	2,093	2,109
190-219	4	2,277	2,295
220-249	5	2,477	2,497
250-279	6	2,695	2,717
280-309	7	2,933	2,956
310-339	8	3,191	3,216
340-369	9	3,471	3,499
370-400	10	3,777	3,807

Year 2026

Job requirement category salaries as of the start of the salary payment period beginning on 1 March 2026 or soonest thereafter (EUR/month):

Job requirement score	Requirement category	Weekly working hours 37.5 h/week salary €/month	Weekly working hours 40 h/week salary €/month
100-129	1	1,819	1,834
130-159	2	1,979	1,995
160-189	3	2,153	2,171
190-219	4	2,343	2,362
220-249	5	2,549	2,570
250-279	6	2,773	2,796
280-309	7	3,017	3,042
310-339	8	3,283	3,310
340-369	9	3,572	3,601
370-400	10	3,886	3,918

Year 2027 unless the collective agreement is terminated

Job requirement category salaries as of the start of the salary payment period beginning on 1 March 2027 or soonest thereafter (EUR/month):

Job requirement score	Requirement category	Weekly working hours 37.5 h/week salary €/month	Weekly working hours 40 h/week salary €/month
100–129	1	1,855	1,870
130–159	2	2,018	2,035
160–189	3	2,196	2,214
190–219	4	2,389	2,408
220–249	5	2,599	2,620
250–279	6	2,828	2,851
280–309	7	3,077	3,102
310–339	8	3,348	3,375
340–369	9	3,642	3,672
370–400	10	3,963	3,995

Working times that differ from the times shown are to be taken into consideration in the salary for the job requirement category.

4.2.3 Locally agreed job requirement measuring instrument and requirement category salaries

When using a locally agreed job requirement measuring instrument, the salaries based on job requirement categories shall be determined according to the salary table above so that the whole range of the table is used.

If the number of locally agreed requirement categories is the same or greater than that shown in the table above, then the lowest figure shall be the lowest figure in the table and the highest figure shall be the highest figure in the table.

If there are fewer job requirement categories than are shown in the table above, then the lowest category in the new table shall be based on the weighted average of the two or more lowest categories and the highest category in the new table shall be based on the weighted average of two or more highest categories in the table above.

Instructions for application:

The weighting used for determining the weighted average shall be the quotient calculated by dividing the number of grades in the above table by the number of grades in the locally agreed table.

If, for example, the number of grades in the table above is 10 and the number of grades in the locally agreed table is 8, then the quotient is $10/8 = 1.25$.

The following formulae shall be applied:

$$\frac{\text{lowest table figure} + \text{second lowest table figure} \times (\text{quotient } 1)}{\text{quotient}}$$

$$\frac{\text{highest table figure} + \text{second highest table figure} \times (\text{quotient } 1)}{\text{quotient}}$$

4.2.4 Determination of the job-specific salary element

The job-specific element in the salary of a salaried employee shall be determined on the basis of the requirement category for the employee's job according to its job requirement.

4.3 Individual salary element

The individual salary element shall be determined on the basis of factors important for the operation of the workplace and the duties performed therein. Such factors may include vocational expertise, job performance and other competence factors.

Vocational competence shall be determined by examining the employee's performance in situations involving choices made at work with respect to working methods and procedures and to their development. Wide-ranging expertise shall be determined by assessing the ability and readiness of an employee to perform various duties in the organisation.

Job performance shall be determined by comparing the results of the employee's work with a "normal" outcome of work.

Other competence factors may include flexibility, interpersonal skills, development at work and the ability to allow for the needs of the working community.

The employer shall prepare a locally agreed evaluation system, which shall be discussed with the employees or with their representatives before it is introduced. The evaluation system shall be provided in writing on request.

When preparing an evaluation system, the scaling factors should consist of the vocational expertise, job performance and other competence factors that are necessary locally.

Entry in the minutes:

The training materials prepared by the federations include competence evaluation models.

The job performance and competence of salaried employees shall be evaluated by their immediate supervisors.

The amount of the individual salary element of a salaried employee is 5% at minimum and 26% at maximum of the salaried employee's job-specific salary element.

Determination of the individual element in the salary of a salaried employee shall be independent of the job requirement. This means that differing job performance may arise in jobs of both greater and lesser requirement.

The average percentage of the workplace-determined individual elements in the salary of salaried employees shall vary between 11 and 19 percent.

Attainment of the average shall be verified when determining the salary of all salaried employees. The determinations shall be performed at regular intervals of no less than one year, unless otherwise agreed.

The individual salary element shall be determined again when a permanent change occurs in the duties of a salaried employee.

The individual salary element for a new salaried employee shall be determined at the earliest opportunity, and no later than four months after employment as a salaried employee begins.

4.4 Maintenance

When redetermining, at regular intervals, the job requirement category or the individual salary element, the corresponding changes in the job-specific or individual salary elements shall be made as of the beginning of the next pay period.

On any permanent change in duties, the job-specific and individual salary elements shall be redetermined at the earliest opportunity, and no later than four months after the change occurs.

Any increase in monthly salary due to a redetermination shall be implemented as of the beginning of the next pay period.

Except where otherwise agreed with the salaried employee concerned, there shall be no decrease in salary in the event of any reduction in the resulting job-specific or individual element of an employee's salary, unless reasons comparable to grounds for termination of employment obtain and after observing the individual period of notice.

4.5 Salary determination period and modes of payment

The salary of a salaried employee shall be determined on a monthly basis.

The applicable mode of payment shall be based on the characteristics of the job and on the technical conditions for salary payment.

Modes of payment shall include time rates and various incentives. The pricing of incentives shall be agreed in advance between the employer and the salaried employee or employees to whom the incentive-pay job is offered.

Regardless of the mode of payment, a salaried employee shall be paid at least the minimum rate of pay determined by adding the salaried employee's individual salary element to the job-specific salary element.

Modes of payment may be supplemented with various productivity bonuses.

If an employer introduces productivity bonuses payable as rewards supplementing the modes of remuneration referred to in this collective agreement, then the employer shall explain the operation of the reward system to the salaried employees before it is introduced. The said introduction shall be agreed locally and records thereof shall be kept.

The grounds for a productivity bonus shall be other than direct work performance. The grounds shall generally be a financial result, or achievement of a productivity or development target. A bonus shall often accrue over periods exceeding the regular salary payment period.

4.6 Substitution

Substitutions forming an essential part of a job shall be taken into account when evaluating the job requirement and individual competence of a salaried employee.

Other substitutions shall be examined to ascertain any increase in the salaried employee's job requirement, volume of work and responsibility, and special compensation shall be agreed unless the changes are so minor that there are no grounds for paying such compensation.

Instructions for application:

Substitutions forming an essential part of a job shall mean substituting for another salaried employee during repeated brief absences or when working is otherwise prevented.

Other substitution shall mean substituting for another salaried employee under otherwise unforeseeable circumstances due to such factors as a long period of illness, family leave or some other corresponding extended absence.

4.7 Young salaried employees

The recommended salary for a salaried employee over 16 years of age is 70 percent of the job-specific salary in the appropriate job requirement category.

The recommended salary for a salaried employee over 17 years of age is 80 percent of the job-specific salary in the appropriate job requirement category.

If an employee under 18 years of age performs the same job as an adult salaried employee, possesses the skills and competence required for the job, and there are no legal limitations on performance of the said job other

than overtime regulations, then the salary for the job shall be determined according to the appropriate salary-setting criteria.

4.8 Trainees

The salaries referred to in subsection 4.1.2 need not govern the salary of students working as trainees who lack the experience required for the job and whose degree requirements include one or more periods of on-the-job training.

4.9 Other salary structures

Other salary structures may be agreed locally. However, the rate of pay comprising the lowest job-specific salary under this collective agreement plus the lowest individual salary element (5 percent of the job-specific salary) shall constitute a minimum.

4.10 Local collective bargaining of salary regulations

The parties to the local agreements referred to at several salary provisions of this section shall, unless otherwise specified in the said individual paragraph, be the employer and the shop steward referred to in the collective agreement or, where there is no such shop steward, the workplace's salaried employees to whom this collective agreement applies as agreed among themselves. Local agreements can be valid for a fixed period or indefinitely. Indefinitely valid local agreements can be terminated with a three-month period of notice unless otherwise agreed. The agreement shall be made in writing.

4.11 Payment of salaries

Salaries shall be paid regularly on the salary payment dates specified in the guidelines governing salaried employees in each workplace or, if no such dates are so specified, on fixed payment dates announced in advance in some other manner.

If a permanent change in the salary payment day affects several salaried employees or an otherwise significant part of the staff, then negotiations on the change shall be conducted with the shop steward in advance. The change shall be implemented subject to a notification period of two months, unless otherwise locally agreed.

Compensation for work performed in excess of regular working time shall be paid together with the salary for the pay period immediately following the period during which the said work was performed.

At the time of payment, the salaried employee must receive a salary advice note specifying the salary paid and the criteria for determining the salary.

4.12 Information to be given to a salaried employee

The employer shall furnish a salaried employee annually with a written account of the job requirement category, the individual salary element and the grounds for other salary elements. The account shall also be provided on redetermining the job-specific and individual salary element. No account need be provided if the details are shown in the salary advice note.

4.13 Fringe benefits

The fair value of a fringe benefit shall be applied as its cash value when applying the remuneration system. If the fair value cannot be determined, then the taxable value shall be applied instead. The National Board of Taxes annually specifies the criteria for determining the cash value of fringe benefits for tax purposes.

An example of reckoning the value of a fringe benefit (motor vehicle benefit and telephone benefit).

Cash salary	EUR2,200
Taxable value of motor vehicle benefit	EUR300
Taxable value of telephone benefit	EUR20
Cash value of fringe benefits notified in salary statistics	EUR320
Total salary applicable for the purpose of salary regulations	<u>EUR2,520</u>

4.14 Seniority bonus

Unless the time of payment of seniority bonus is otherwise locally agreed, a seniority bonus shall be paid to the salaried employee at the time of the salary payment immediately following 1 December according to the length of the employee's continuous employment at the end of November of the same year.

The bonus shall be paid as follows:

Length of uninterrupted employment	Formula for calculating the bonus
At least 10 but not 15 years	$0.15 \times \frac{Lkk}{12} \times$ monthly salary including fringe benefits
At least 15 but not 20 years	$0.30 \times \frac{Lkk}{12} \times$ monthly salary including fringe benefits
At least 20 but not 25 years	$0.45 \times \frac{Lkk}{12} \times$ monthly salary including fringe benefits

25 years or longer $0.60 \times \frac{Lkk}{12} \times$ monthly salary including fringe benefits

Where "Lkk" is the number of leave-earning months in the preceding leave-earning year.

A seniority bonus payment period of less than one year may also be agreed locally.

If the seniority bonus is paid at periods of three months or less, then it shall be treated as ordinary monthly salary for various salary and pay administration purposes (including salary for annual leave, salary for part-time work, and supplements for overtime and Sunday work).

4.14.1 Verification of grounds

The entitlement of a salaried employee to the bonus and the criteria on which a bonus (if any) should be paid shall be settled on 30 November of each year. The criteria that are found at this time shall be applied until the next review. The duration and continuity of employment shall be determined in the same way as eligibility for benefits under the Annual Holidays Act.

4.14.2 Seniority bonus switch to period of leave

The employer and the salaried employee can arrange that the seniority bonus earned by a salaried employee, or part of the same, is exchanged to the corresponding period of leave. The leave can be taken after the seniority bonus has been adjusted. The employer and the salaried employee shall agree on the time of taking the leave or on the procedure for taking a leave. This agreement shall be made in writing.

Seniority bonus or part thereof shall be converted into time off as follows:

$$\frac{\text{Seniority bonus}}{\text{monthly salary} / 21} = \text{number of days off}$$

The salary for regular working hours shall be paid to the salaried employee for the leave. Seniority bonus that has been converted to a period of leave is considered equal to working when calculating annual leave.

4.14.3 Payment of seniority bonus at the end of employment

In the event that the employment of a salaried employee who is eligible for the bonus ends before the annual payment of the bonus, 1/12 of the sum that was last paid to the employee in seniority bonus shall be paid to the employee at the time of the final salary payment for each month for which the employee has earned annual leave as of the start of the preceding December.

5. Salary for part-time work

When reckoning the salary payable for part-time work, the hourly rate is determined by dividing the monthly salary by the number of regular, scheduled hours worked in the month in question. The concept of monthly salary applied at this point shall be the same as in section 12.4. A corresponding number of hours worked may also compensate for absence from work.

Instructions for application:

Part-time salary shall be paid, for example, when the employment begins or ends on a date other than the beginning or end of a salary payment period, or when a salaried employee has been absent from work and the employer is not required to pay salary for the period of absence.

If the absence is not made up by an equal number of hours worked, then the following procedure shall be followed:

A day or hour of absence

- *the regular scheduled working days or hours in the schedule of working hours for the month are reckoned*
- *the monthly salary is divided by the number of working days or hours = the salary for a day or hour of absence*
- *the salary for the day or hour of absence is deducted from the monthly salary = the part-time salary*

The salary for a day or hour of absence will vary each month according to the number of working days or hours of work in the month concerned:

Monthly working time 2025

2025	Working days	hours 37.5 h/week	hours 40 h/week
January	21	157.5	168
February	20	150	160
March	21	157.5	168
April	20	150	160
May	20	150	160
June	20	150	160
July	23	172.5	184
August	21	157.5	168
September	22	165	176
October	23	172.5	184
November	20	150	160
December*	20	150	160

*) includes Finland's Independence Day

Monthly working time 2026

2026	Working days	hours 37.5 h/week	hours 40 h/week
January	20	150	160
February	20	150	160
March	22	165	176
April	20	150	160
May	19	142.5	152
June	21	157.5	168
July	23	172.5	184
August	21	157.5	168
September	22	165	176
October	22	165	176
November	21	157.5	168
December*	21	157.5	168

*) includes Finland's Independence Day

Monthly working time 2027

2027	Working days	hours 37.5 h/week	hours 40 h/week
January	19	142.5	152
February	20	150	160
March	21	157.5	168
April	22	165	176
May	20	150	160
June	21	157.5	168
July	22	165	176
August	22	165	176
September	22	165	176
October	21	157.5	168
November	22	165	176
December*	22	165	176

*) includes Finland's Independence Day

Extension of regular working time that has been implemented in accordance with section 6.1.3 of the collective agreement extends the regular working hours of the month in question, and also increases the number of working days of the month in question.

This table is used when the case involves reckoning part-time salaries for a salaried employee who works in daytime or two-shift work, and one of the two days off is a Saturday.

The table shall also be applied as necessary in the situations referred to in sections 7.2 and 7.3 of this agreement, where employment is terminating or the salaried employee is transferring to another working hour system, unless otherwise locally agreed.

6. Regular working time

6.1 Length of regular working time

- a) The regular working time shall not exceed 7.5 hours a day and 37.5 hours a week.
- b) The regular working time of a salaried employee working in a production department or workplace where an 8-hour day and 40-hour week is the standard practice shall not exceed 8 hours a day and 40 hours a week.

6.1.1 Average weekly working time

Midweek holidays and Midsummer's Eve and Christmas Eve shorten working time in daytime and two-shift work during the calendar year.

When regular working time is 7.5 hours a day and 37.5 hours a week, working time shall be scheduled as follows:

- in 2025, an average of 36.0 hours per week,
- in 2026, an average of 36.1 hours per week; and
- in 2027, an average of 36.3 hours per week.

When the regular working time is 8 hours a day and 40 hours a week, in addition to other factors mentioned above, the annual working hours are also reduced by leaves to reduce working time. Working time shall be scheduled as follows:

- in 2025, an average of 36.2 hours per week,
- in 2026, an average of 36.4 hours per week; and
- in 2027, an average of 36.6 hours per week.

The reduction of working time is subject to the provisions of section 6.2.

The average regular working time in discontinuous three-shift work shall be

- 35.8 hours a week in discontinuous three-shift work and
- 34.9 hours a week in continuous three-shift work and underground work in mines.

Working time in three-shift work shall average to the foregoing weekly working time over a period not exceeding one year and generally of one calendar year in duration.

In the event of a deviation from the working time provisions in accordance with section 6.1.3, the additional hours will be calculated in addition to the average weekly hours.

Converting from one form of working time to another

When changing from one form of working time to another, working hours after the change will be determined according to the provisions on the form of working time in question.

Definitions of the forms of working time:

TAM 1/5 Refers to single shift work done on five days a week.

TAM 2/5 Refers to two-shift work done on five days a week.

TAM 3/5 Refers to discontinuous three-shift work done on five days a week.

TAM 3/7 Refers to continuous three-shift work done in daily periods totalling 24 hours on seven days a week.

6.1.2 Changing of weekly working time in daytime and two-shift work

Conversion from a 37.5-hour week to a 40-hour week or from a 40-hour week to a 37.5-hour week may be agreed locally by the collective bargaining procedure. The monthly salary shall be proportioned on conversion to the true change in working time unless otherwise agreed.

6.1.3 Deviating from working time regulations

By local agreement

Deviations to the provisions on working time in section 6.1 of the collective agreement and the contract of employment may be made through local bargaining so that working time may be extended by no more than 32 hours per year. However, the parties shall observe in all cases the mandatory provisions of the Working Time Act.

When devising such local arrangements, the need for the arrangement, the benefits of the arrangement for the company and the needs of the parties in respect of working time shall be discussed and the implementation method and compensation shall be agreed.

The agreement shall be concluded with the shop steward in writing.

If it is locally agreed that a weekday public holiday should be changed to working time, work will be done on the said day without paying any Sunday work bonus, unless otherwise agreed.

Allocation by the employer

Notwithstanding section 6.1 of the collective agreement and the contract of employment, and in addition to what is agreed in them, if local negotiations on the allocation of working hours justified by the company's production requirements fail, the employer may allocate up to 8 hours of regular working time as an uninterrupted work shift to each salaried employee in a calendar year.

If the arrangement concerns several salaried employees, its implementation shall be discussed with the shop steward at least two weeks in advance. The employer shall take the employee's individual needs for working hours into account when allocating working hours. Working hours may not be scheduled for weekday holidays or the Saturday of a week with a weekday holiday.

In addition to the monthly salary, a basic wage and any bonuses paid for shift work and due to working conditions are paid for the additional regular working hours.

Salaried employees may reject the changes to working hours referred to in section 6.1.3 on a case-by-case basis for appropriate and weighty personal reasons.

6.2 Reduction of working time in daytime and two-shift work

A salaried employee working the entire calendar year in daytime and two-shift work, in a form of working time in accordance with section 6.1.B, shall be granted 100 hours of reduction of working time in a calendar year, averaging the working hours with the working time referred to in section 6.1.1.

Annual leave days may not be used for averaging working time.

Leave shall be taken as indicated by the employer for periods no shorter than a full shift at a time, unless other arrangements for leave or compensation are agreed with the salaried employee in question.

The dates of the leave to be taken are announced in the schedule of working hours in advance or at least a week before the start of the leave **unless otherwise agreed locally before the leave**. When preparing a schedule of working hours, the employer shall seek to allow for the individual wishes of salaried employees concerning the times of leave periods within the limits imposed by the needs of production and the times of operation and service.

If a salaried employee is incapacitated or absent on a short temporary absence, they shall nevertheless be deemed to have taken the leave indicated in the schedule of working hours in advance. Working time reduction leave cannot be placed on top of an anticipated absence.

Any outstanding period of leave that has not been entered in the schedule of working hours and has not been taken shall be granted by no later than the end of June of the following year. If the said leave has not been granted by this date, then compensation shall be paid for it in the same manner as for weekly overtime.

The days of leave granted under section 6.1.3 which would otherwise have been working days shall be considered comparable to working days for the purposes of earning annual leave.

Exchanging working time reduction leave for flexible leave or replacing it with monetary compensation

It may be agreed locally that leave based on reduction of working time may be exchanged for flexible leave. Flexible leave shall be governed in other respects by section 27 of the Annual Holidays Act with the exception that the time of the said leave shall be agreed.

The employer and a salaried employee may agree on monetary compensation for working time reduction leave or part thereof. This agreement shall be concluded in writing for the calendar year in question or for an indefinite period. An agreement concluded for an indefinite period may be terminated to end at the end of the calendar year in question by giving notice by no later than the end of October.

The monetary compensation payable for outstanding working time reduction leave shall be reckoned using the divisors referred to in section 12.4. The compensation shall always be redetermined when the salary changes.

Entry in the minutes:

Working time reduction leave pursuant to section 6.2 of this agreement and other periods of leave agreed locally (see table in section 28) or leave in accordance with flexible working hour systems shall be granted, if the work volume so permits and if the salaried employee so requests, in periods of several shifts.

Change in the form of working time

When changing to a new form of working time, working hours after the change will be determined according to the provisions on the form of working time in question. If the form of working time of a salaried employee changes frequently, care shall be taken not to extend the relative working time of the said employee.

No leave shall be carried over with the employee when changing the form of working time. However, leave may, for example, be granted earlier than planned or, where the period of three-shift work is a brief one, after the employee has been reassigned to daytime work. If the form of working time of a salaried employee changes frequently, care shall be taken not to extend the relative working time of the said employee.

Employment beginning or ending in the middle of the year

Where a salaried employee's employment starts or ends in the middle of the year, working time reduction leave shall be proportioned to the average weekly working time of the salaried employee in the calendar year concerned. Compensation corresponding to salaries for regular working time shall be paid for any leave reckoned in this way that is outstanding at the end of employment.

6.3 Compensation for working time reduction in three-shift work

Discontinuous three-shift work

Working time reduction shall be implemented without reducing earnings. Any reduction in earnings shall be investigated locally and a local decision shall be made as to the manner of compensation. There is no need to change any existing arrangements at the company that allow for compensation.

Continuous three-shift work

A separate monthly bonus of 5% shall be paid to a salaried employee in compensation for lost earnings in uninterrupted three-shift work and in underground work in mines. There is no need to change any existing arrangements at the company that already allow for compensation.

7. Scheduling of regular working hours

7.1 Schedule of working hours

A schedule of working hours shall be prepared at the workplace where this is possible having regard to the nature of the work. The schedule of working hours shall be prepared for at least three weeks at a time.

The schedule of working hours for three-shift work shall be prepared in advance to cover the period over which weekly working time is averaged to the weekly average number of hours referred to in section 6.1.1.

The schedule of working hours shall state the beginning and the end of regular daily working time, the duration and time of the meal break and the weekly days off.

The working week shall begin on Monday and the working day at 7am, unless otherwise agreed locally.

The salaried employees concerned and the shop steward shall be notified of permanent changes in the schedule of working hours at the earliest opportunity and no later than two weeks before the change takes effect. If the change affects several salaried employees or an otherwise significant part of the staff, then negotiations on the change shall be conducted with the shop steward in advance.

The salaried employees concerned shall be informed of temporary deviations from the schedule of working hours at the earliest opportunity and no later than on the third day before the change takes effect except in case of emergency work. The shop steward shall also be notified if the change concerns a department or corresponding operational unit.

Instructions for application:

Definition of a temporary change

A change shall be of temporary nature if the intention is for the workplace to revert to the current schedule of working hours after the circumstances motivating the change have ended.

The foregoing notification periods may be modified by local agreement.

7.2 Flexible working hours

Flexitime arrangements, range and accumulation different to those specified in the Working Hours Act can be agreed upon locally, to a maximum accumulation of -40 / +120 hours.

The monitoring of flexitime shall be arranged in a manner that appropriately enables reliable monitoring of working time, start and end times of work, accrued flexitime and realisation of breaks.

The length of a reference period referred to in the Working Time Act in the context of monitoring flexible working hours shall be six months. However, reference periods of up to 12 months may be agreed locally.

The employer and employee may agree that the employee's accumulated surplus of hours is reduced by a paid leave given to the employee. At the request of the employee, the employer shall endeavour to provide leave as whole working days.

Entry in the minutes:

The schedule for flexitime may include a mechanism that prevents the balance from exceeding the agreed accumulation threshold, with the intention to guide employees to use their regular working hours within the limits of flexitime. The federations shall monitor the use and functioning of mechanisms, while also taking into account the provisions of the new Working Hours Act (872/2019). Based on the received reports, the federations shall develop the regulation so that it is more functional and shall also provide further instructions, as necessary.

7.3 Average regular working hours

Deployment of average regular weekly working time requires the preparation of a schedule of working hours covering no less than the period over which weekly regular working time will be averaged to the agreed number of hours for the form of working time concerned. The schedule of working hours shall be prepared for at least three weeks at a time. It must state the start and end time of the work.

The provisions on rest periods in section 10 must be taken into account when drawing up the schedule of working hours.

7.3.1 By decision of the employer

Provided that the regular daily working time does not exceed 8 hours, regular weekly working time may be averaged as follows:

- in daytime work, where absolutely required for company operations, so that regular weekly working time is averaged over a period of no more than 4 months;
- in discontinuous two-shift work, so that regular weekly working time is averaged over a period of no more than 4 months; and
- in discontinuous and uninterrupted three-shift work and in continuous shift work, so that regular weekly working time is averaged over a period of no more than one year.

Both in daytime and shift work, the averaging period shall include an average of two days off per week.

Extension of working time by decision of the employer

Due to a justified and unforeseeable production-related reason, the employer may impose a temporary extension of the regular working time of salaried employees carrying out daytime work and two-shift work by notifying of the same at least three days in advance. The regular daily working hours of such employees may be extended to no more than 10 hours, while the regular weekly working hours may be extended to no more than 50 hours.

The employer may extend the regular daily working time for no more than 20 work shifts for 6 weeks in a calendar year. The extension of working time may be allocated to no more than two consecutive working weeks.

The working time shall be averaged to the regular working time, as referred to in section 6.1.1 of the collective agreement, within a period of 52 calendar weeks.

If working time is not averaged within a period of 52 calendar weeks, a compensation with a 50% increase shall be paid for the hours not averaged when salaries are next paid, unless the salaried employee has agreed to exchange the leave for flexible leave. Flexible leave shall otherwise be subject to the provisions of section 27 of the Annual Holidays Act, but the time when the leave is taken must be agreed.

Salaried employees may reject the changes to working hours for appropriate and weighty personal reasons.

7.3.2 By local agreement

Working time may also be scheduled by local agreement so as to correspond on average to the daily and weekly working time specified in section 6.1.1 of the collective agreement. Regular daily working time may nevertheless not exceed 12 hours in such cases. The averaging period shall not

exceed one year. Averaging of working time to these limits may also occur by granting whole days of leave in addition to the weekly time off.

7.3.3 Employment ending in the middle of the averaging period

If employment in this form of working time ends during the averaging period, then the number of hours whereby the average weekly time worked exceeds the regular working time based on the agreement shall be reckoned, and compensation corresponding to the salary for regular working time shall be paid for the said excess hours. Similarly, the employer shall be entitled to deduct the corresponding sum from the salary of the salaried employee if average weekly working time falls short of the said time based on the agreement. The same principles shall apply when salary payment has been interrupted during the averaging period and the time worked fails to reach the average by the end of the averaging period.

Instructions for application:

Use of working time averaging leave shall be the primary response in cases of underemployment, resorting only thereafter to temporary layoffs where necessary.

8 Days off

In the case of daytime and two-shift work, in addition to Sunday, one of the two days off granted in each week may be:

- a fixed day of the week, which shall be Saturday, or a Monday where this is not possible, or
- a varying day of the week if work is done on no fewer than six days in the week.

If average weekly working time is observed, then days off shall be scheduled to include enough days off to reach the average regular weekly working time over the period or, in the case of three-shift work, the average weekly working time. If days off cannot be scheduled in advance, then a notification of granting days off to reach the average shall be provided no later than one week in advance, unless otherwise agreed locally.

If regular working time is increased in accordance with section 6.1.3 by making a Saturday or other off day a working day, two days off will not be required in that week.

9. Weeks including a weekday public holiday

The following weekday public holidays, the Saturday of a week including a weekday public holiday and the eve of public holidays falling on a workday are days off, which reduce the regular working time of the week in question:

- New Year's Day
- Epiphany

- Good Friday
- Easter Monday
- May Day
- Ascension Day
- Midsummer's Eve
- Finland's Independence Day
- Christmas Eve
- Christmas Day
- and Boxing Day.

Working time in certain weeks including a weekday public holiday

Working time in weeks including a weekday public holiday in 2025		
1st week	New Year's week	4 days
2nd week	Epiphany week	4 days
16th week	week before Easter	4 days
17th week	week after Easter	4 days
18th week	May Day week	4 days
22nd week	Ascension Day week	4 days
25th week	Midsummer's week	4 days
49th week	Independence Day week	5 days
52nd week	Christmas week	2 days

Working time in weeks including a weekday public holiday in 2026		
1st week	New Year's week	4 days
2nd week	Epiphany week	4 days
14th week	week before Easter	4 days
15th week	week after Easter	4 days
18th week	May Day week	4 days
20th week	Ascension Day week	4 days
25th week	Midsummer's week	4 days
49th week	Independence Day week	5 days
52nd week	Christmas week	3 days
53rd week	New Year's week	4 days

Working time in weeks including a weekday public holiday in 2027		
1st week	Epiphany week	4 days
12th week	week before Easter	4 days
13th week	week after Easter	4 days
17th week	May Day week	5 days
18th week	Ascension Day week	4 days

25th week	Midsummer's week	4 days
49th week	Independence Day week	4 days
51st week	Christmas week	4 days
52nd week	New Year's week	5 days

For cases in which a salaried employee has done more work in a week including a weekday public holiday than required by the working time for such weeks, the work is compensated as collective agreement overtime. See section 12.2.

If regular working time is increased in accordance with section 6.1.3 by agreeing on working on a weekday public holiday or the Saturday of a week with a weekday public holiday, the working time for that week will be increased correspondingly.

10 Rest periods and compensation for weekly rest

10.1 Daily rest period

When working time in daytime work exceeds six hours, a salaried employee shall be granted at least one regular rest period of not less than one hour. This rest period may be reduced to not less than half an hour where locally agreed.

A salaried employee shall be freely entitled to vacate the workplace during the rest period, in which case the break is not included in working time. All of the time during which a salaried employee is bound to duties of work or their presence at the workplace is essential for continuing operations, or the salaried employee has practically no possibility of leaving the place of work, shall be counted as working time. Arrangements for other employees to take their meals while working may be agreed locally.

Where work is arranged in regularly changing shifts of more than six hours, also in work referred to in section 7 of the Working Hours Act, a salaried employee shall be granted a rest period with a duration of not less than half an hour or an opportunity to take a meal during working time.

The federations recommend that salaried employees be given the opportunity once a day to enjoy coffee or refreshments at the most appropriate time considering the performance of their work so that this causes as little inconvenience as possible to work duties.

Where, at the end of regular working hours, a salaried employee stays for overtime work, which is estimated to take at least two hours, it is reasonable that they are provided with the opportunity to take a necessary meal break or with the opportunity to have a meal while working.

10.2 Weekly rest

The working time of a salaried employee shall be arranged so that the employee receives a continuous weekly rest period of not less than 35 hours, scheduled where possible for a day adjacent to Sunday. The said weekly rest may be arranged as an average of 35 hours over a period of 14 days. The weekly rest period shall nevertheless be not less than 24 hours in any week. The employer shall always notify a salaried employee of any averaging of weekly rest before work is carried out during weekly rest.

Weekly rest in continuous shift work may be scheduled to average 35 hours per week over a period of 12 weeks, provided that it does not fall below 24 hours in any one week.

Weekly rest may be given at the end of a work week and the beginning of the next one as an uninterrupted period that takes place partly during the first and partly during the second work week, provided that most of the hours of the weekly rest take place during the week for which the weekly rest is applied to.

Exceptions to the provisions of this section governing weekly rest may occur:

- when the regular working time of a salaried employee does not exceed three hours in a 24-hour period;
- when a salaried employee is needed for emergency work;
- when the technical character of the work does not permit full job release of some salaried employees;
- when a salaried employee is temporarily needed for work during the weekly rest period in order to maintain a regular flow of work at the company.

10.3 Compensation for weekly rest

A salaried employee shall be compensated for work performed temporarily during the weekly rest period by deducting from the employee's regular working time a corresponding number of hours as soon as possible and no later than during the three calendar months immediately following the said work.

Compensation shall be paid for temporary work performed during a weekly rest period even when the salaried employee has been absent from work during the same week due to illness, temporary child care leave, accident, training ordered by the employer, or travel at the employer's behest.

The regular working time during the week in which the said time off in lieu is granted shall be the weekly scheduled working time minus the number of hours of weekly rest granted.

With the consent of the employee concerned, the following monetary compensation for time worked may be paid in full for weekly rest, in addition to the monthly salary,

- basic wage + 100 percent, and
- the increases stipulated herein for overtime and Sunday work if the time worked also constitutes overtime or Sunday work.

The mode of compensation shall be agreed when settling the work to be performed during a weekly rest.

11 Additional work

11.1 The concept of additional work

Additional work refers to work done with the consent of the salaried employee in excess of agreed working time, but without exceeding the maximum regular working time under section 6.1 B and section 7.2.

This means that, additional work may apply only to salaried employees with whom regular working time of less than 40 hours a week has been agreed or the salaried employee has been absent from work during the week for reasons other than those listed in section 12.5

11.2 Forms of additional work

Additional work may occur in the following forms:

1. As daily additional work, usually of only 0.5 hours per day.
2. As additional work on off days
 - usually not exceeding 2.5 hours when no additional work has been performed during the week, or
 - up to 40 hours per week when the salaried employee has been absent from work during the week for reasons other than those listed in section 12.5.

11.3 Additional work when applying average weekly working time

When applying average weekly working time, additional work shall be any work done in addition to the agreed weekly working time averaging fewer than 40 hours over the entire period.

When the period forming the basis for the schedule of working hours is too long to fit into a single pay period, additional work may be calculated on a weekly basis using the regular weekly working time confirmed for the week in question as the basis for comparison.

11.4 Salary for additional work

Unless agreement has been made to grant equal time off in lieu of additional work, the said work shall be remunerated at the normal hourly rate according to the number of hours worked. The basic hourly rate payable for additional work shall be reckoned in the same manner as the overtime rate.

A salaried employee with regular daily working time of 7.5 hours and regular weekly working time of 37.5 hours shall nevertheless be remunerated for additional work performed in excess of the scheduled daily or weekly working time in the manner agreed with respect to daily or weekly overtime. However, additional work shall not constitute overtime.

Compensating additional work with a fixed monthly payment may be agreed upon with a salaried employee when agreeing on the monthly compensation for overtime. The bargaining shall be carried out in the same way and at the same time as when agreeing on the monthly fixed compensation for overtime, pursuant to section 12.3.

11.5 Exchanging additional work for flexible leave

Additional work may be exchanged for flexible leave by local agreement. Flexible leave shall be governed in other respects by section 27 of the Annual Holidays Act with the exception that the time of the said leave shall be agreed. No holiday bonus shall be paid in respect of flexible leave.

12 Overtime

12.1 The concept of overtime and the reference period

Any work done in excess of the statutory maximum regular working time as laid down in the Working Hours Act shall be counted as overtime.

Unless otherwise stipulated herein and when applying average working time, any work performed in excess of the regular working time specified in the schedule of working hours shall be counted as overtime, except when the average working time is less than 8 hours per day or 40 hours per week.

Compensation for three-shift work exceeding the weekly working time set out in the schedule of working hours for the week in question shall be paid in the manner agreed for weekly overtime in the collective agreement.

In derogation of section 18 of the Working Hours Act, the averaging period for maximum working time shall be six months. Averaging periods for maximum working time of up to 12 months may be agreed for technical reasons or reasons pertaining to organising work.

12.2 Collective agreement overtime

A salaried employee who has worked more time in a week including a public holiday than is stipulated for the said week (collective agreement overtime,

or CA overtime) shall be remunerated for the excess time in the manner agreed for weekly overtime unless the said remuneration is paid as daily overtime. This provision shall apply only to daytime and two-shift work arranged with five regular working days in the working week (TAM 1/5 and TAM 2/5). The provision shall not apply when average working time has been arranged in accordance with a schedule prepared in advance.

12.3 Compensation for overtime

The pay for daily overtime shall be increased by 50 percent for the first two hours and 100 percent for any subsequent hours.

The pay for weekly overtime referred to in the Working Hours Act and for collective agreement overtime (section 12.2) shall be increased by 50 percent for the first eight hours and 100 percent for any subsequent hours.

When eight hours of weekly overtime have been accumulated, the daily overtime performed shall be compensated by increasing the salary paid for the said time by 100 percent.

The pay for daily overtime worked on a Saturday or on the eve of a public holiday shall be double time for all hours worked.

The pay for weekly overtime referred to in the Working Hours Act and for collective agreement overtime worked on Easter Saturday, Midsummer's Eve and Christmas Eve shall be double time for all hours worked.

The increase for additional work or overtime or the entire salary paid for the overtime or additional work period may be agreed with the salaried employee in question:

- to be paid as a separate fixed monthly compensation based on the estimated overtime or additional work time;
- to be exchanged for time off provided that this has been agreed with the salaried employee in question; or
- to be exchanged for a period of flexible leave. Flexible leave shall otherwise be subject to the provisions of section 27 of the Annual Holidays Act, but the time when the leave is taken must be agreed. No holiday bonus shall be paid in respect of flexible leave.

12.4 Basic wage for calculating overtime

When calculating increased salary payable for overtime, the basic wage shall be reckoned by dividing the monthly salary, including fringe benefits, by the following divisors:

- in daytime and two-shift work, by 158 when the regular weekly working time is 37.5 hours and by 160 when the regular weekly working time is 40 hours.
- The divisor for discontinuous three-shift work shall be 155.

- A divisor of 149 shall be used for continuous three-shift work and underground work in mines.
- If the regular working time is some other figure, then the monthly salary shall be divided by the correspondingly reckoned average number of regular working hours actually worked during a month.

In addition to the monthly salary, items to be included when reckoning the basic wage shall be the cash value of any fringe benefits, commission and productivity bonuses, and compensation for work as a substitute. However, shift-work bonus, compensation for regular Sunday work and extraordinary compensation items of temporary character such as overtime, Sunday work and additional work bonuses shall be excluded from the said reckoning.

If the work performed by a salaried employee continues from one day (24-hour period) or one working day to another, then the work performed until the time when the employee's regular workday normally begins shall be deemed to have been performed during the preceding day for the purpose of reckoning increases for additional work or overtime. These hours shall not then be included when reckoning the regular working time of the subsequent day.

12.5 Impact of absences on compensation of overtime work

When a salaried employee has been unable to work for a period corresponding to the regular weekly hours indicated in the schedule of working hours on account of the following reasons, and the said salaried employee has to work on a scheduled day off, then any work performed on the said day off shall be remunerated as agreed with respect to weekly overtime:

- annual leave
- illness
- accident
- travel performed at the employer's behest
- layoff for reasons of production or finance
- leave granted to reduce the annual 40-hour working week
- flexitime leave
- seniority leave
- working time bank leave
- participation in vocational training or co-operation training arranged by the employer or referred to in the inter-confederation agreement on training and education.

12.6 Compensation for overtime in the event of a change in the form of working time

Subject to the other provisions of this agreement or the appendices thereto, where a staff member changes from one form of working time to another in the middle of the working week, work exceeding 40 hours per week without exceeding the normal daily working time shall be regarded as weekly overtime.

12.7 Local agreement on a single overtime concept

It may be locally agreed that the compensation paid for overtime is determined using a single overtime concept. This means that compensation is no longer paid separately for daily and weekly overtime, but that compensation is paid for all overtime hours accruing over a specified longer period on the basis of one and the same overtime compensation regulation.

This local agreement shall specify the length of the overtime compensation tracking period and the amount of overtime compensation payable, which will either be graded according to the number of overtime hours worked or expressed as a flat percentage rate.

The local agreement shall be concluded between the employer and the shop steward in writing.

When preparing a local agreement, the level of the current overtime compensation scheme applied at the workplace shall be investigated over a sufficiently long period, together with the objectives of the settlement, which may concern such matters as promoting diversified scheduling, managing costs, and simplifying the principles governing compensation for overtime.

Entry in the minutes:

The average overtime percentage at a workplace shall be reckoned as follows:

The sum of overtime percentages accruing to salaried employees is divided by the sum of hours worked that are eligible for an overtime increase.

The calculation will include the sum of overtime percentages accruing to the employees during the current year up to the time of concluding the agreement and during the preceding year.

Hours worked refers to the sum of hours worked that are eligible for an overtime increase over the corresponding period.

12.8 Starting-up and running-down work

Remuneration shall be paid for any daily overtime incurred in starting-up and running-down work. It is therefore necessary to clarify duties involving such starting-up and running-down work at the workplace. Remuneration for any overtime incurred in starting-up and running-down work can be agreed locally as a separate fixed monthly compensation based on the estimated overtime or additional work.

13 Sunday work

Sunday work shall denote work performed on a Sunday, on some other public holiday, on the First of May and on Finnish Independence Day (6 December). In addition to other salary payable for the said day, a Sunday work bonus comprising a single basic wage shall be paid for Sunday work.

If regular working time is increased in accordance with section 6.1.3 by agreeing on working on a weekday public holiday, no Sunday increase will be paid for the weekday public holiday in question, unless otherwise agreed. Working on the weekday holiday in question does not require the employee's consent.

Any additional or overtime work done on a Sunday shall be remunerated under the regulations governing additional or overtime work. A Sunday work bonus comprising a single basic wage shall also be paid for Sunday work.

By agreement with the salaried employee concerned, the Sunday work bonus or the entire salary for Sunday work can be agreed:

- to be paid as a separate fixed monthly compensation based on the estimated amount of Sunday work;
- to be exchanged for an equivalent period of time off in lieu. The date of the said time off shall be agreed separately; or
- to be exchanged for a period of flexible leave. Flexible leave shall otherwise be subject to the clauses of section 27 of the Annual Holidays Act, but the time when the leave is taken must be agreed.

14 Shift work and evening and night work:

In shift work, work shifts shall be changed regularly and rotated at intervals not exceeding four weeks. A salaried employee may nevertheless work the same shift continually where so agreed. Work in which consecutive shifts overlap by no more than one hour or are separated by an interval not exceeding one hour, and in which the shifts are amended in a predetermined manner shall also be regarded as shift work. In shift work, an evening shift bonus is paid for the evening shift and a night shift bonus for the night shift.

When the work is not shift work, overtime or emergency work, and a salaried employee has to perform the said work between 6pm and 10pm, such work shall be deemed to be evening work, while work done between 10pm and 6am shall be regarded as night work. The same bonus shall be paid for such work as would have been payable as a shift bonus for the said work if it had been shift work in the evening or night shift.

Night work may be ordered in accordance with the provisions of the Working Hours Act or by local agreement.

14.1 Shift work bonuses

Year 2025

The amount of the shift work bonus per hour shall apply from the start of the pay period beginning 1 April 2025 or immediately afterwards:

- Evening shift bonus 247 cents
- Night shift bonus 455 cents

Year 2026

The amount of the shift work bonus per hour shall apply from the start of the pay period beginning 1 March 2026 or immediately afterwards:

- Evening shift bonus 254 cents
- Night shift bonus 468 cents

Year 2027

The amount of the shift work bonus per hour shall apply from the start of the pay period beginning 1 March 2027 or immediately afterwards:

- Evening shift bonus 259 cents
- Night shift bonus 477 cents

Derogations to shift-work bonuses may be agreed locally with a shop steward.

Shift-work bonuses may also be paid as a separate fixed monthly compensation. Such as monthly compensation shall be based on no less than the sums specified in cents herein.

14.2 Shift-work bonuses in overtime and Sunday work

A salaried employee who works overtime in shift work shall be paid a shift-work bonus for the shift during which the overtime is worked. A salaried employee in two-shift work who remains for overtime after the end of the evening shift shall be paid the night shift bonus for this overtime.

When a salaried employee on the evening or night shift remains for overtime following the end of the shift, the evening or night shift bonus payable for regular working time shall also be paid for the said overtime until no later than 6.00am.

A shift-work bonus paid for overtime and Sunday work shall be paid at the same increased rate as other salary for that period.

15 Standby time

Standby refers to circumstances in which a salaried employee is contractually required to remain on standby duty outside of working hours so that the employee may be assigned to perform duties. This work may be done at the workplace, on the premises of a customer, or via remote connections. Standby time shall not constitute working time.

The employer shall be obliged to compensate the salaried employee for the restrictions on use of time off arising from standby.

The following compensation shall be payable for standby time:

- a) 50% of the basic wage if the salaried employee is required to start work at no more than 2 hours' notice,
- b) 30% of the basic wage if the salaried employee is required to start work at no more than 4 hours' notice,
- c) 15% of the basic wage if the foregoing response time is more than 4 hours.

Standby compensation shall be paid for the time during which the salaried employee has to remain ready for duty but without working. Standby compensation shall nevertheless be paid for not less than four hours of standby time. Other standby compensation arrangements may be agreed locally.

If a salaried employee on standby is called to work, then salary shall be paid for the time spent at work in accordance with other provisions of this agreement. No standby or emergency work compensation shall be paid for the said working hours.

Instructions for application:

Standby arrangements shall be agreed with the salaried employee concerned in sufficient detail to prevent subsequent disputes on the nature and duration of the intended restriction.

Standby time involving a restriction referred to in subsection a) shall not permanently exceed 150 hours per calendar month unless otherwise locally agreed.

16 Emergency work and consultation by telephone

Emergency work is work done in response to an emergency call when the salaried employee concerned must attend work outside of the employee's regular working hours and after vacating the workplace.

Emergency compensation shall be based on the time of the emergency call as follows:

- a) two hours at the basic wage if the emergency call occurs within regular working hours ending by 16.00 or thereafter but before 21.00, and
- b) three hours at the basic wage if the emergency call occurs between 21.00 and 06.00.

The definition of emergency work and the amount of the emergency compensation can be agreed upon locally.

A salaried employee shall be paid the salary for a full hour of emergency work, even if the said work takes less than one hour.

Compensation for emergency work may not be arranged by a corresponding shortening of the regular working time of the salaried employee concerned.

When the duties of a salaried employee characteristically and permanently include the obligation, even during time off, to provide specific operating instructions or to issue orders by telephone where the operations of the company so require, then this shall be taken into account either when determining the employee's total salary or in the form of a separate bonus, as locally agreed.

Instructions for application:

A salaried employee called to perform emergency work suffers extraordinary inconvenience, which is compensated by emergency pay. When a salaried employee is called to work at a time of day when there is no public transportation available or at such urgency that it is not possible to use public transportation, then the employee's travelling expenses shall be reimbursed on rendering an account thereof.

However, this regulation shall not apply if the emergency work is immediately followed by the regular work of the next working day.

The duty to issue consultation by telephone shall be considered in the company-specific element of the salaried employee's overall salary. A written account of this element shall be provided on request.

Emergency work pay

In addition to emergency pay, a salaried employee shall receive the normal salary and any applicable overtime bonus for work constituting overtime. Work performed in response to a call issued between 9.00pm and 6.00am shall be remunerated as separately agreed. A basic wage increased by 100%, which shall include any applicable overtime increases, shall always be payable for emergency work performed during the said period.

Emergency work regulations shall not apply to the standby situations covered by section 15 of this agreement.

17 Bonus for mine work and uninterrupted and continuous shift work

Mining work allowance

Year 2025

A salaried employee regularly working underground shall be paid, independently of any minimum salary comparison figure, a separate monthly bonus of EUR 291 until the end of the salary payment period ending at 31 March 2025 or soonest thereafter, and EUR 298 from the start of the salary payment period beginning on 1 April 2025 or soonest thereafter.

In the following years, the mining work allowance shall be paid as follows

- **2026:** EUR 307 per month from the start of the salary payment period beginning on 1 March 2026 or soonest thereafter.
- **2027:** EUR 313 per month from the start of the salary payment period beginning on 1 March 2027 or soonest thereafter.

If a salaried employee regularly works part but over half of the their working time underground, the employee's mining work allowance shall be determined by multiplying the total average number of monthly working hours performed underground by EUR 1.71 until the end of the salary payment period ending on 31 March 2025 or soonest thereafter, or EUR 1.75 from the start of the salary payment period beginning on 1 April 2025 or soonest thereafter.

In the following years, the mining work allowance shall be paid as follows

- **2026:** multiplying by EUR 1.80 from the start of the salary payment period beginning on 1 March 2026 or soonest thereafter.
- **2027:** multiplying by EUR 1.84 from the start of the salary payment period beginning on 1 March 2027 or soonest thereafter.

For the period during which a salaried employee regularly working in a mine works above ground, the mining work allowance shall be reduced correspondingly by EUR 1.71 or EUR 1.75 per hour. Similarly, when a salaried employee regularly working above ground works in a mine, the employee shall be paid on the dates in question a mining work allowance of EUR 1.71 or EUR 1.75 for each hour that the employee works underground.

In the following years, the mining work allowance shall be paid as follows

- **2026:** EUR 1.80 per hour will be reduced or paid for each hour corresponding to the above time periods.
- **2027:** EUR 1.84 per hour will be reduced or paid for each hour corresponding to the above time periods.

Bonus for uninterrupted and continuous shift work

Year 2025

For each regular working hour worked on a Saturday, a salaried employee in uninterrupted three-shift work and continuous two or single-shift work shall be paid a separate bonus of EUR 2.43 until the end of the salary payment period ending on 31 March 2025 or soonest thereafter, and EUR 2.49 from the salary payment period beginning on 1 April 2025 or soonest thereafter.

In the following years, the bonus for uninterrupted and continuous shift work shall be paid as follows

- **2026:** EUR 2.56 per hour from the start of the salary payment period beginning on 1 March 2026 or soonest thereafter.
- **2027:** EUR 2.61 per hour from the start of the salary payment period beginning on 1 March 2027 or soonest thereafter.

Entries in the minutes:

- *The bonus shall be excluded when determining the basic wage used for reckoning overtime, Sunday, additional work or other corresponding increases. It shall not be paid for overtime. A single bonus shall be paid for work on Sundays and public holidays. The bonus shall not be included in salary payable by collective agreement on a basis other than for time worked (such as sick pay).*
- *This shall be considered at industrial plants that are already using a corresponding bonus or a so-called major festive holiday compensation. It may be implemented either by discontinuing the bonuses that were previously paid or by calculating the difference between the annual costs of the Saturday bonus now under consideration and of the bonuses that were previously paid, and using the said difference to determine the hourly bonus payable on Saturdays by dividing the said difference by the number of hours in the year.*

18 Salary during sickness or incapacity due to accident

Duty of notification and medical certificate

A salaried employee who is incapacitated for work shall notify the employer thereof without delay and advise the employer of the estimated duration of the said incapacity.

Should the employer so require, a salaried employee shall provide a medical certificate acceptable to the employer.

If the employer fails to approve a medical certificate submitted by the salaried employee and refers the employee for examination by another designated physician, the employer shall then compensate for any fee charged for issuing the said medical certificate.

Conditions for sick leave salary payment

A salaried employee shall be paid the salary for regular working time, including fringe benefits, if the employee is incapacitated for work due to illness or accident and has not brought about the said incapacity wilfully or through gross negligence, or knowingly concealed an illness from the employer when concluding the contract of employment. Salary shall be paid as follows for working days included in the following periods:

Duration of continuous employment:
At least 1 month, but less than 5 years

Length of paid period:
28 calendar days

At least 5 years or longer

90 calendar days

If the incapacity to work due to illness or accident begins before the employment has lasted for one month, the employer shall then pay sick leave salary at a rate of 50 percent of the employee's salary, but for no longer than the scheduled working days over the period between the first day of incapacity for work and the nine weekdays immediately following the beginning of incapacity.

The employer shall be entitled to recover any statutory or agreed daily allowance or comparable compensation payable to the salaried employee for the period during which the employer has paid sick leave salary that does not exceed the sum paid by the employer.

This right to deduction shall not apply to any daily allowance or compensation paid to the employee on the basis of voluntary insurance that is wholly or partly financed by the employee.

If the daily allowance or comparable compensation is not paid or if the sum paid is lower for reasons due to the employee, then the employer shall be entitled to deduct that part of the daily benefit or compensation from the employee's salary that was not paid due to the employee's default.

Relapsing illness within 30 calendar days of returning to work

Should the salaried employee's illness recur within 30 calendar days of returning to work, then the period of employer's liability for sick leave pay shall be reckoned as for a single uninterrupted period of illness. Should the same illness recur in the foregoing manner, sick leave pay shall nevertheless be paid for not less than the waiting period referred to in chapter 8, section 7 of the Health Insurance Act.

Transitional provision:

If the salaried employee has fallen ill before 24 February 2025, continues to be on sick leave and has calendar days remaining in the paid period, their sick pay shall be paid until the end of the paid period in accordance with the collective agreement in force from 15 February 2023 to 30 November 2024.

Where a salaried employee falls ill while at work for the first time on or after 24 February 2025, but not later than 24 May 2025, the provisions of the collective agreement which entered into force on 24 February 2025 shall apply as if the period of illness was a new one as regards the duration of the period of sick pay and the recurrence of illness.

19 Medical examinations

Conditions for salary payment

A salaried employee shall be entitled to attend the following reviews and examinations during working hours, provided that they are so arranged as to avoid undue loss of working time:

1. Illness

Essential medical examination owing to illness or accident and associated laboratory or X-ray examinations or cancer treatment if the employee has been unable to make an appointment outside of working hours.

Examinations by specialists that are necessary for determining treatment or that are the occasion for issuing necessary prescriptions for procuring instruments such as spectacles.

2. Acute dental illness

For the time taken to treat an acute dental illness if:

- the untreated dental illness incapacitates the salaried employee for work
- the dental illness requires treatment on the same day or during the same work shift
- a certificate issued by the dental practitioner indicates incapacity for work and urgency of treatment.

3. Pregnancy

When a salaried employee attends the prenatal medical examinations referred to in chapter 4, section 8, subsection 2 of the Employment Contracts Act.

4. Statutory examinations and reviews

- When the salaried employee attends examinations and reviews that are associated with the work and required by law and by the employer.
- The employer shall compensate a salaried employee who is referred for the said examinations for loss of earnings arising from time spent travelling during regular working hours. Necessary travelling expenses and daily allowances shall be paid in accordance with section 22 of this collective agreement.
- Compensation corresponding to the minimum rate of sickness allowance under chapter 11, section 7 of the Health Insurance Act shall

also be paid for examinations occurring during the employee's time off.

20 Pregnancy and parental leave pay and return to work following family leave

A salaried employee shall be granted the salary for regular working time including fringe benefits for a total of 72 weekdays, of which 40 days are allocated to the pregnancy and/or special pregnancy periods and 32 weekdays to the parental leave, for the duration of pregnancy, special pregnancy and parental leave under chapter 4, section 1, subsection 1 of the Employment Contracts Act. A non-birthing parent entitled to parental allowance referred to in chapter 9, section 5, subsections 1–2 of the Health Insurance Act (28/2022) shall be paid a salary including fringe benefits for the first 32 weekdays during parental leave.

Where a salaried employee entitled to parental allowance under chapter 9, section 5, subsection 3 of the Health Insurance Act (28/2022) adopts a child under compulsory school age, they shall be granted a continuous paid leave of 32 weekdays immediately following the adoption.

It shall be a condition of salary payment that the salaried employee's employment has continued for an uninterrupted period of not less than six months before the expected date of delivery or, in case of adoption, not less than six months before the date the child is received.

The employer shall be entitled to recover any statutory or agreed daily allowance or comparable compensation payable to the salaried employee for the period during which the employer has paid special pregnancy, pregnancy or parental leave pay that does not exceed the sum paid by the employer.

At the end of the family leave periods referred to in chapter 4 of the Employment Contracts Act, a salaried employee shall be primarily entitled to return to the said employee's previous duties. If this is not possible, then the employer shall primarily provide the employee with other duties under the contract of employment that correspond to the previous work, and where no such duties are available the employer shall provide other work under the contract of employment. The salaried employee referred to in this paragraph shall be entitled to any work before this work is assigned to any substitute who was engaged for the duration of the family leave.

Voluntary communication during a salaried employee's family leave can be agreed upon with the employee. The purpose of this communication is to ease and promote return to work.

The employer introduces a salaried employee returning from family leave to the changes which have occurred at the workplace as well as their impacts on the tasks of the salaried employee. The introduction takes place soon after returning to work.

21 Brief temporary leave of absence

No deduction shall be made from the salary or annual leave of a salaried employee on account of a brief and temporary leave of absence granted due to the sudden illness of a family member or the death of a close relative. The latter term shall denote the spouse, parents or parents-in-law of the employee, the children of the family, and any brothers and sisters.

A brief temporary leave of absence shall also be granted for attendance to the duties of official public appointments. Adjustments of earnings shall be made with regard to duties of official public appointments (such as positions of trust in the municipality) as follows:

- A sum corresponding to the loss of regular working time arising from participation in the meetings of elected local authority organs shall be deducted from the monthly salary of a salaried employee.
- The said deduction shall be implemented so that the employee continues to receive the same regular monthly salary after the reduced salary has been supplemented by compensation for lost earnings paid by the local authority.
- Any element payable by the employer shall be paid after the employee has furnished the employer with an account of the said compensation for lost earnings.

The length of the leave of absence shall be determined in relation to the foregoing circumstances and any necessary travelling time. A brief temporary leave of absence with regard to a child under 10 years of age denotes a period of no more than 4 working days to care for the child or arrange such care.

The federations recommend that organisations pay sufficient salary to a salaried employee for any period of military reserve training to ensure that the salaried employee enjoys full regular salary benefits after receiving reservist pay from the State.

Salaried employees who are members in the representative bodies and boards of the Finnish Confederation of Professionals (STTK) and of Trade Union Pro shall be permitted, during their hours of work, to take part in meetings of the said organs that are arranged to consider issues pertaining to collective bargaining.

22 Travel compensation

Salaried employees shall make the journeys required by their duties. Journeys shall be made in an appropriate manner, so as not to spend more time or incur more expense than is necessary for performing the said duties.

A journey shall be deemed to have begun when the salaried employee departs from the workplace or, when separately agreed, from the employee's home before the start of regular working hours. The journey shall be deemed to have ended when the employee returns to the workplace, except where the employee goes straight home after the regular hours of work, in which case the journey shall be deemed to have ended at this time.

The employer shall defray all necessary travelling expenses, including the cost of accommodation, travel tickets, luggage expenses and the cost of sleeping berths where the journey involves overnight travel.

Compensation for travelling expenses and other details of travel shall be mutually agreed as necessary before the journey begins.

22.1 Daily allowance

Days earning entitlement to a daily allowance shall be reckoned from the beginning of the journey to its end.

The daily allowance shall equal the tax-exempt sum determined annually by the Finnish Tax Administration.

Daily allowances shall be paid when:

- the distance between the place where the salaried employee's work is done and the salaried employee's workplace proper or home, depending on the place from which the journey is made, exceeds 40 kilometres as measured along public highways.
- the distance between the place of work and the salaried employee's workplace proper and home is 15 kilometres.

Daily allowances shall be paid for each travel day as follows:

- A partial daily allowance shall be paid when the work-related travel exceeds 6 hours but is less than 10 hours.
- A full daily allowance shall be paid when the work-related travel exceeds 10 hours.
- The partial daily allowance shall also be paid for any partial day following on from a full travel day and comprising not less than 2 and not more than 6 hours, and a full daily allowance shall be paid when the said continuation exceeds 6 hours.

22.2 Meal allowance

When no daily allowance is paid for a travel day, the duties of the salaried employee exceptionally prevent the employee from taking meals in the employer's canteen or at the employee's home, and there is no opportunity in the vicinity of the place of work to take meals of the same standard as at the usual workplace, then the employee shall be paid a meal allowance of 1/4 of the daily allowance for journeys in Finland.

22.3 Overnight travel expenses

An overnight travel allowance equal to the tax-exempt sum determined annually by the Finnish Tax Administration shall be paid for any travel day that is eligible for a daily allowance when no accommodation has been arranged free of charge for the salaried employee, or when the employee has received no accommodation compensation or been provided with a sleeping berth during the journey. No overnight travel allowance shall be paid, however, to a salaried employee who, without reason, fails to use an accommodation option that has been reserved and notified by the employer.

22.4 Work abroad

A daily allowance for foreign travel shall be payable for work-related travel abroad, amounting to the tax-exempt sum determined annually for each country by the Finnish Tax Administration.

The partial daily allowance paid for any partial travel day following on from a full foreign travel day and comprising not less than 2 and not more than 10 hours shall be half of the full daily allowance for foreign travel, and a full daily allowance shall be paid when the said continuation exceeds 10 hours.

The daily allowance payable for part of a day shall be determined according to the foreign travel daily allowance that was paid for the last full day of travel.

A full daily allowance for the country in question shall be paid to the salaried employee if the total time spent in travelling abroad is less than 24 hours but not less than 10 hours.

22.5 Compensation for travelling time

When a salaried employee travels at the employer's behest at a time that is scheduled as time off, the basic wage shall be paid in compensation for travelling time for no longer than 8 hours on a working day and for 16 hours on a day off. Such travelling time shall be reckoned in full half-hours. However, travelling time shall not be counted as working time.

The basic wage shall be reckoned in accordance with section 12.4. This benefit may also be granted as locally agreed separate fixed monthly compensation.

Instructions for application:

Travelling time pay shall be determined by the working day. When travelling across time zones, the working day shall begin in accordance with the time zone of departure until reaching the assignment site or the place of accommodation, or until the work-related travel ends on the return journey. A working day at the assignment site shall begin in accordance with the local time zone.

22.5.1 Repeated travelling

No compensation shall be paid for travelling time when the normal duties of a salaried employee require repeated travelling or when the employee, owing to the nature of the said duties, decides on travelling and the use of working time. In such cases the travelling required for the duties shall be included when determining the salary of the salaried employee.

Instead of the daily allowances and meal allowances referred to above, a fixed separate sum of compensation payable with the monthly salary may be agreed with a salaried employee referred to in this subsection.

22.6 Effects of travelling time on working time

Travelling time shall not be counted as regular working time.

Work done during the travelling day counts as regular working hours up to the number of hours shown on the shift roster. If the number of working hours determined in the work roster cannot be performed during the same 24-hour day, no deductions shall nevertheless be made from a salaried employee's monthly salary due to this.

When reckoning the completion of regular weekly working time for the purpose of calculating weekly overtime, travelling time shall also be included up to the maximum daily regular working time on travelling days in which the full regular working time cannot otherwise be reached. However, such time shall not count as regular working hours.

22.7 Compensation for use of a private motor vehicle

If it has been agreed that salaried employees are to use their own motor vehicles, then compensation shall be paid for this corresponding to the tax-exempt sum determined annually by the Finnish Tax Administration.

22.8 Divergent agreement

Other regulations on payment of costs and compensation arising from work-related travel may be agreed locally. The local agreement shall be concluded in writing between the employer and the shop steward for salaried employees. If performance of work requires continuous residence in the same district for not less than 2 weeks, then the daily allowances payable may also be agreed locally with the salaried employee, having regard

to local conditions and to any measures taken by the employer in respect of the said residence.

23 Training events

23.1 Training events

When the employer provides vocational training to salaried employees or when salaried employees are sent by the employer for training events with a view to improving their vocational skills, the directly associated costs of the training and travelling expenses excluding compensation for travelling time shall be defrayed in the manner stipulated in section 22 hereof.

The compensation referred to in the preceding paragraph shall also be paid to a salaried employee participating in the joint training event referred to in section 5 of the co-operation agreement if the purpose of the event is found locally to be the promotion of the employee's vocational abilities.

If a training event is arranged at a time, for example, requiring an employee working the night shift to attend during time off, then the said employee shall either be paid compensation for the said attendance time at the basic wage or granted corresponding time off in lieu.

No reduction in salary shall occur if the event takes place during the salaried employee's regular working hours. The parties note that if the foregoing training event occurs on the employee's day off, then the attendance compensation criteria shall be agreed locally as necessary.

Notwithstanding section 6 of the collective agreement and the contract of employment and in addition to the provisions laid down in them, the employer may assign to salaried employees, during a calendar year, up to 8 hours of training organised by the employer outside the schedule of working hours, with such training aimed at developing or maintaining the vocational skills of the salaried employee. The time spent in such training is considered regular working hours, for which compensation at the basic wage is paid in addition to the monthly salary. Such training may also take place as a single full-day event. The need for the training as well as its contents and schedule shall be discussed with the salaried employee well in advance before organising it, while taking into account the salaried employee's individual needs related to working time. Such training may not be scheduled for weekday public holidays.

Care shall be taken when arranging training events to ensure that the employees concerned are granted a daily rest period of sufficient length.

23.2 Assessing the need for training

The federations stress the importance of systematic development of human resources. The employer shall, as necessary, provide salaried employees with an annual opportunity to take part in vocational training enabling the maintenance and development of the employee's vocational skills. The need for training may be established, for example, at performance appraisals conducted between the employer and the salaried employee.

Entry in the minutes:

Under section 9 of the Act on Co-operation within Undertakings (1333/2021), employers shall prepare a work community development plan in collaboration with the representative authorised by the employees and maintain such a plan, in order to develop the work community with a systematic and long-term approach.

The development plan shall state the current situation and any foreseeable development expenses that may have an effect on the competence needs and occupational well-being of the staff, as well as the objectives and measures to develop and maintain staff competence and promote staff well-being.

24 Annual leave

Annual leave shall be governed by the Annual Holidays Act, unless otherwise provided in this collective agreement.

24.1 Holiday pay

The pay for annual leave for salaried employees shall be reckoned using a standard divisor of 25. If a salaried employee is not on annual leave for the whole of the pay period, then the holiday pay shall be reckoned in proportion to the holiday and working periods so as to correspond to the salary otherwise payable to the salaried employee for a corresponding period.

The daily salary payable as annual holiday pay shall be reckoned on the basis of commission pay by dividing the salary earned during the leave-earning months by the number of such months and then further dividing by 25 to convert the average monthly salary thereby determined into daily salary.

Where so agreed, the pay for the annual leave may be paid on the company's regular pay day.

24.2 Holiday bonus

The holiday bonus shall be 50 percent of the holiday pay for the annual holiday (= cash salary) reckoned using the standard divisor of 25. The holiday bonus shall be paid when paying annual holiday pay or in the manner agreed within the company.

The holiday bonus shall always be paid with respect to holiday taken. The holiday bonus shall also be paid in respect of holiday compensation payable for a leave-earning year that has already ended if regular employment is terminated during the holiday period for reasons not due to the employee, or when temporary employment ends during the holiday period.

The holiday bonus shall be payable to a salaried employee retiring on old-age or disability pension and on early old-age or individual early pension at the foregoing percentage of annual holiday pay and of any annual holiday compensation to which the employee is entitled.

A salaried employee returning to work after completing regular duties in the armed forces as provided in the Continuance of the Employment and Civil Service Relationship of Military Conscripts Act (305/2009) shall be entitled to an annual holiday bonus payable at the foregoing percentage on the annual holiday compensation that was paid to the employee on entry into the said military service.

Entry in the minutes:

The right concerns both national defense duty and women's voluntary military service

24.3 Exchanging holiday bonus for time off and carrying over of annual leave

It may be agreed locally that the holiday bonus will be exchanged for a corresponding period of time off to be taken by the end of the leave-earning year referred to above. It may alternatively be agreed that the holiday bonus will be exchanged for a period of flexible leave. Flexible leave shall otherwise be subject to the provisions of section 27 of the Annual Holidays Act, but the time when the leave is taken must be agreed. If the employment of a salaried employee ends before the date on which it has been locally agreed that the holiday bonus will be paid, then the holiday bonus shall be paid when the employment ends if the employee concerned is otherwise entitled to holiday bonus.

When agreeing to carry over annual leave in accordance with section 27 of the Annual Holidays Act, it shall also be agreed whether the holiday bonus payable with respect to the annual leave to be carried over will be paid at the time of payment of annual holiday pay or whether the holiday bonus will be exchanged for a period of flexible leave in accordance with the provisions of this agreement.

24.4 Holiday bonus for annual leave taken outside of the holiday season at the employer's initiative

When so warranted by the due organisation of production and work, the employer shall be entitled to grant the portion of the leave exceeding the 18 days referred to in section 20, subsection 2 of the Annual Holidays Act

(the summer holiday) as a single continuous period outside of the holiday season.

An extraordinary holiday bonus of 50 percent of the holiday pay for this part of the leave shall be paid for the said part of the leave granted outside of the holiday season.

24.5 Annual leave in uninterrupted three-shift work

Unless other arrangements are warranted for justified reasons of production technology, or unless otherwise locally agreed, when using a five-shift system in uninterrupted three-shift work a salaried employee shall be allowed a continuous period of 24 days of time off for an annual leave to be taken between 20 May and 20 September.

The unused holiday days remaining from the foregoing 24-day holiday period shall generally be allowed in a continuous period during the calendar year when the leave-earning year ends.

The portion of the annual leave exceeding 24 days shall be granted during the calendar year when the leave-earning year ends or by the end of April of the subsequent year.

In other respects, the clauses of the Annual Holidays Act shall govern annual leave and notification of the time thereof.

The federations consider it expedient to seek to settle the timing of annual leave in the schedule of working hours at the earliest opportunity.

For the purposes of earning annual leave, the days off indicated in the schedule of working hours shall also be treated as working days when they exceed the number of daytime employees' normal days off included in the relevant calendar month.

25 Right of assembly

Provided that the arrangements and procedures are agreed in advance with the employer, associations affiliated to Trade Union Pro may arrange meetings at the workplace to discuss employment-related matters outside of working hours. The organiser of the meeting shall be entitled to invite to the meeting representatives of a union that is a party to this collective agreement and of any association that is affiliated thereto, and representatives of the competent national labour and employer confederations.

When negotiating local salary settlements pursuant to the collective agreement at the workplace, the employer reserves the right for salaried employees to discuss the content of the negotiations during working hours. The time and duration of the meeting shall be agreed locally, and if no

agreement can be reached, the employer shall decide the maximum duration and time of the meeting.

The progress made in other local agreement situations is also facilitated by local consideration of the shop steward's ability to prepare for negotiations in an appropriate manner. The federations recommend that principles be agreed locally on how shop stewards can organise meetings during working hours.

26 Use of outside labour

A term shall be included in contracts concerning subcontracting and leasing of labour whereby the subcontractor or the company that leases labour undertakes to comply with the general collective agreement in its industry and with labour and social legislation.

The employer shall notify the shop steward and, where possible, also the occupational safety and health representative, in advance, of any outside labour that is involved in salaried employee duties at the company. If this is not possible on account of the urgency of the work or for some similar reason, then the said notification may exceptionally be given afterwards and without delay.

Efforts shall be made to limit the use of leased outside labour to alleviating peak load situations or otherwise to duties that cannot be assigned to the company's own salaried employees, either expediently or at all, on account of the urgency of the work, its limited duration, the requirement of vocational skills or special know-how, or other corresponding reasons.

Subscriber liability and information gathering

A justified suspicion that the subscriber's contractual partner is failing to discharge its obligations under statute or collective agreement may arise when using outside labour. Together with the shop steward, the subscriber shall then assess the situation and gather any information required. The subscriber's shop steward shall be entitled to examine the reports obtained.

The federations are committed to promoting the prevention of the grey economy, in particular by supporting authority supervision that is used to implement the targets of the Act on Posting Workers and the Act on the Contractor's Obligations and Liability when Work is Contracted Out. The federations are committed to promoting the equal status for posted workers in relation to Finnish workers, as well as equal competition between companies and following terms of employment.

27 Negotiation procedure in any disputes

The federations shall negotiate on all issues arising within the sector with a view to resolving them by mutual understanding. The federations shall endeavour to establish effective and businesslike bargaining relationships at workplaces.

Any disputes arising in relation to the application, interpretation or breach of this agreement, or in relation to some other employment-related matter, shall be resolved in accordance with the negotiating procedure presented below.

1. Disputes shall be primarily resolved through local negotiations at the workplace.
 - In matters related to the terms of employment or the employment relationship of a salaried employee, the issue shall be first negotiated between the salaried employee in question and the employee's manager.
 - If the salaried employee and the employee's manager fail to resolve the issue, the matter may be referred for consideration by the shop steward and the employer.
 - If the matter is of general concern to the salaried employees within the scope of the shop steward's area of responsibility, negotiations may be started directly between the shop steward and the employer.
 - Matters related to the application, interpretation and breach of the collective agreement shall be negotiated between the shop steward and employer.
2. Local negotiations shall be started without delay and no later than within two weeks from submitting the negotiation proposal to the other party.
3. Minutes of the local negotiations shall be prepared upon the request of either party. No minutes shall be required to be prepared in matters for which minutes of dispute are prepared.
4. Joint minutes of dispute shall be prepared concerning an issue on which no agreement was reached in local negotiations, with such minutes including a brief summary of the disputed issue and the opinions of both parties.
5. The minutes or minutes of dispute shall be prepared no later than within a week from the end of the local negotiations. Both parties shall sign the document that is prepared.
6. Any issue on which no agreement was reached shall be referred to the federations.

Any disputes concerning the collective agreement, which the federations negotiated but failed to reach consensus on, may be referred by either party to the Labour Court of Finland for settlement.

No work stoppage may be initiated, nor may any other measures be taken to apply pressure on the other party or to impede the regular process of work while negotiations on the dispute continue.

Representatives of the employee and employer organisations that are bound by the collective agreement shall have the right to participate in local negotiations where the said organisations so agree. A prerequisite for this shall be that local negotiations on the issue have previously been conducted. If such negotiations, where the federations take part, fail to achieve unanimity, then minutes of dispute shall be prepared in order to refer the matter to the federations.

28 Local bargaining

Principles of local bargaining

Local bargaining with regard to a collective agreement refers to negotiating during employment on derogations based on a provision of the collective agreement.

Local bargaining is possible either between the employer and a salaried employee or between the employer and a shop steward representing the salaried employees. To ensure equal treatment, it may be appropriate to agree common practices with the shop steward.

Entry in the minutes:

Other contracts relating to the employment relationship, practices based on the right to supervise work and matters agreed by the salaried employee in an employment contract shall not constitute local bargaining within the meaning of this paragraph.

Validity of the local agreement

The agreement may be concluded for a fixed term or for an indefinite period of time. The agreement must be made in writing if so, requested by either party or a provision so requires.

Indefinitely valid local agreements can be terminated with a three-month period of notice unless otherwise agreed. No special reasons are required for terminating the agreement.

The local agreements referred to in this Section constitute a part of the collective agreement. It shall continue to be applied even after this collective agreement has expired in other respects. During this time and within one month of the entry into force of a new collective agreement, even local agreements valid for a fixed period of time can be terminated with a three-month period of notice.

Parties to local bargaining

The parties to local bargaining are determined on a case-by-case basis according to the nature and scope of the matters.

As a rule, the shop steward represents the salaried employees in co-operation and local bargaining. If a shop steward has not been elected and a contractual provision does not require a shop steward as a party to the agreement, local bargaining may be concluded directly with the salaried

employee. Some of the provisions require that the local agreement is made in writing. The federations recommend concluding a written agreement.

Matters applying to a single salaried employee and an individual case can usually be agreed upon between the employer and salaried employee, unless a provision of the collective agreement requires agreement with the shop steward.

The table below lists the shared view of the federations on who is a party to the collective agreement regarding the various aspects of local bargaining.

What is being agreed on?	Who are parties to the agreement?
5. Salary for part-time work	
Derogation from the application of the monthly working time table in situations regarding sections 7.2 and 7.3 of the collective agreement.	Salaried employee.
6. Regular working time	
Converting from a 37.5-hour to a 40-hour working week or vice versa.	Salaried employee.
Increase of annual working time by up to 32 hours.	Shop steward. A written agreement.
Monetary compensation for reduced working time leave.	Salaried employee. A written agreement.
Exchanging working time reduction leave for flexible leave.	Salaried employee.
Notification of the date of reduced working time leave.	Shop steward, if elected. Otherwise with a salaried employee.
7. Scheduling of regular working hours	
Notification period for changes to the schedule of working hours.	Shop steward, if elected. Otherwise with a salaried employee.
Starting time of the working week and day.	Shop steward, if elected. Otherwise with a salaried employee.
Flexitime arrangements, flexitime range, maximum balance and reference period.	Shop steward, if elected. Otherwise with a salaried employee.
Average regular working time	Shop steward, if elected. Otherwise with a salaried employee.
8. Days off	
Notification of work time averaging leave when average weekly working time is used.	Shop steward, if elected. Otherwise with a salaried employee.
10. Rest periods and compensation for weekly rest	
Length of daily rest period.	Shop steward, if elected. Otherwise with a salaried employee.
Taking meals while working.	Shop steward, if elected. Otherwise with a salaried employee.
Monetary compensation for weekly rest period.	Salaried employee.
11. Additional work	
11.4: exchanging additional work to corresponding time off or payment with a fixed monthly compensation.	Salaried employee.

11.5: exchanging additional work for flexible leave.	Salaried employee.
12. Overtime	
12.3: payment of the increase for overtime or total overtime pay as a fixed monthly compensation.	Salaried employee.
12.3: conversion of the increase for overtime or total overtime pay to corresponding time off or flexible leave.	Salaried employee.
12.7: introduction of a single concept of overtime.	Shop steward. A written agreement.
12.8: compensation for starting-up and running-down work based on the estimated amount.	Salaried employee.
13. Sunday work	
Fixed monthly compensation for the Sunday work increase or total Sunday work pay, or their conversion to time off or flexible leave.	Salaried employee.
14. Shift work and evening and night work	
Working the same shift continuously.	Salaried employee. It may be agreed in the contract of employment or locally that the salaried employee will work the same shift continuously.
Requiring night work in cases other than those referred to in the Working Hours Act	Shop steward, if elected. Otherwise with a salaried employee.
14.1 Amount of the shift-work bonus	Shop steward.
15. Standby time	
Agreeing on standby time.	Salaried employee.
Amount of standby compensation.	Shop steward, if elected. Otherwise with a salaried employee.
Monthly maximum standby time.	Shop steward, if elected. Otherwise with a salaried employee.
16. Emergency work and consultation by telephone	
Definition of emergency work and amount of emergency work compensation.	Shop steward, if elected. Otherwise with a salaried employee.
Consideration of providing telephone consultation in the total salary or as a separate bonus.	The salaried employee will agree on their own behalf. It is advisable to agree on common practices with the shop steward.
22. Travel compensation	
22.5: fixed monthly compensation for daily and meal allowances for frequently travelling employees.	Salaried employee.

22.5: compensation for travel time as a fixed monthly bonus compensation.	Salaried employee.
22.8: collective agreement on the payment of costs incurred from and compensation for business travel.	With the shop steward in writing. For daily allowances paid for secondments lasting longer than two weeks, alternatively also with the salaried employee.
23. Training events	
23.1: compensation for training occurring during days off.	Shop steward, if elected. Otherwise with a salaried employee.
24. Annual leave	
24.1: payment of holiday pay on the company's regular payday.	Shop steward, if elected. Otherwise with a salaried employee.
24.2: the payment date of holiday bonus.	Shop steward, if elected. Otherwise with a salaried employee.
24.3: conversion of holiday bonus into a corresponding period of time off or flexible leave.	The salaried employee will agree on their own behalf. It is advisable to agree on common practices with the shop steward.
24.5: granting of annual leave in continuous three-shift work using the five-shift system.	Shop steward, if elected. Otherwise with a salaried employee.
Co-operation agreement	
4. Co-operation	
Establishing a co-operation body.	Representative authorised by the staff concerned.
Organising an ongoing dialogue under the Co-operation Act.	With a shop steward.
Agreement on protection against termination of employment	
Section 2 Periods of notice	
Subsection 1: agreeing on other periods of notice for the termination of employment.	Salaried employee.
Section 3 Salaried employee's right to re-employment leave	
Salaried employee's right to re-employment leave.	Salaried employee.
Section 10 Negotiation procedure	
Change negotiation periods.	With the change negotiation partners.
Section 13 Re-employment of salaried employees	
Agreements deviating from the re-employment provision of chapter 6, section 6 of the Employment Contracts Act.	With a shop steward.
Section 14 Lay-offs	

Subsection 3: agreeing on other periods of notice for layoffs in connection with a lay-off.	Salaried employee.
Subsection 4: agreeing on lay-offs and other periods of notice for layoffs.	Shop steward, if elected. Otherwise with a salaried employee.
Subsection 5: interruption of lay-off	Salaried employee.
Subsection 6: payment date of pay for the notice period, paid by virtue of a layoff lasting 200 days.	Salaried employee.
Subsection 6: agreement on fixed-term employment instead of compensation.	Salaried employee.

Parties to local bargaining regarding the remuneration system

The parties to the local bargaining referred to in several provisions in section 4.10 shall be, unless otherwise provided for in the section in question, the employer and the shop steward referred to in the collective agreement or, if a shop steward has not been elected, the workplace's salaried employees covered by this collective agreement together in a jointly agreed manner. The agreement shall be made in writing.

What is being agreed on?	Who are parties to the agreement?
4. Regulations on salaries	
Agreeing on the use of other job requirement measuring instrument.	Shop steward, if elected. Otherwise with salaried employees.
Date of determination of the individual salary element.	Shop steward, if elected. Otherwise with salaried employees.
Reduction of monthly salary with no period of notice	Salaried employee.
Pricing of incentive pay	The salaried employee or salaried employees to whom the incentive pay applies.
Introduction of a performance-related bonus. (The content of the scheme is decided by the employer)	Shop steward, if elected. Otherwise with salaried employees.
Substitute's compensation	With a salaried employee. It is advisable to agree on a framework agreement with the shop steward.
Introduction of a salary structure.	Shop steward, if elected. Otherwise with salaried employees.
Period of notice for changes to the salary payment date.	Shop steward, if elected. Otherwise with salaried employees.
Payment date of the seniority bonus.	Shop steward, if elected. Otherwise with salaried employees.
Length of the payment period of the seniority bonus.	Shop steward, if elected. Otherwise with salaried employees.
Exchanging seniority bonus for time off	Salaried employee. A written agreement.

29 Binding character of agreement

1. This agreement shall bind

a) the undersigned organisations

b) the employers, the salaried employees and the associations thereof that are members of the foregoing associations or that were members during the validity of this agreement.

2. After this agreement has become binding on the employee and employer organisations, all industrial action that is directed against this agreement as a whole or in respect of any individual provision thereof shall be prohibited. The federations and their affiliated associations shall be obligated to ensure that none of their member employers and salaried employees who are bound by the agreement engage in any industrial action of this kind or infringe the provisions of this agreement in any other manner.

30. Duration of agreement

This collective agreement shall be in force from 24 February 2025 until 30 November 2027, and it shall remain in force thereafter for one year at a time unless either party terminates the collective agreement in writing no later than two months before the expiry of the agreement.

In August 2026, the parties shall review the implementation of the settlement and the technology industries' economic and employment outlook that can be assessed. Based on the assessment, both parties have the option to terminate the collective agreement to expire on 30 November 2026. Notice of termination shall be delivered in writing to the other contracting party, and the National Conciliator shall be notified of the termination no later than by 30 September 2026.

In Helsinki, 24 February 2025

TECHNOLOGY INDUSTRY EMPLOYERS OF FINLAND

Jarkko Ruohoniemi

Mika Lallo

TRADE UNION PRO

Niko Simola

Anssi Vuorio

TECHNOLOGY INDUSTRY EMPLOYERS OF FINLAND
TRADE UNION PRO

CO-OPERATION AGREEMENT FOR SALARIED EMPLOYEES

1 GENERAL REGULATIONS

The local parties shall seek to promote negotiating channels and bargaining at workplaces. They shall seek to improve these objectives through various forms of co-operation and to assist in supervising compliance with any agreements concluded. The fundamental right of citizens to freedom of association shall be inviolable. This shall apply to both employers and salaried employees. Salaried employees shall have the right to establish and serve in trade union organisations, and may suffer neither dismissal nor discrimination at work on this account. The health and safety, freedom from discrimination and equitable treatment of individual salaried employees shall be a basic principle of agreed regulations.

The National Conciliator and the federations of employers and salaried employees concerned shall be notified no later than seven days before any political or sympathetic industrial action is taken. The announcement shall specify the causes of the intended industrial action, the time when it begins and the scope of the action.

Subject to the exclusions specified below, this agreement shall be observed at organisations that are affiliated to Technology Industry Employers of Finland. The term "workplace" shall here denote a production unit or corresponding operating unit of an organisation that is affiliated to Technology Industry Employers of Finland.

The co-operation organisation shall be brought into line with the altered size and structure of a workplace when the operations of the workplace substantially contract or expand, or due to assignment of business operations, merger, incorporation or comparable substantial reorganisation.

The salaried employee association operating at a workplace shall notify the employer in writing of any shop stewards who are elected, of times at which a deputy is serving as a shop steward, of the service of an occupational safety and health representative or occupational safety ombudsman in the capacity of a shop steward, and of the service of a shop steward in an occupational safety and health capacity. An occupational safety and health representative shall notify the employer in writing when a deputy deputises for the occupational safety and health representative. The employer shall

notify the shop steward in writing of the persons who will negotiate with the shop steward on behalf of the company.

The federations agree that the employer enjoys the right, pursuant to labour legislation and agreements, to engage and dismiss salaried employees and to determine the management of work.

Except where otherwise agreed herein, the Act on Co-operation Within Undertakings and the Act on Occupational Safety and Health Enforcement and Cooperation on Occupational Safety and Health at Workplaces, which are not part of this agreement, shall be observed.

2 CO-OPERATION DUTIES AND CO-OPERATION ORGANISATIONS

2.1 Regulations on shop stewards

The purpose of the shop steward system is to maintain and develop bargaining and co-operation channels between the employer and salaried employees. Shop stewards shall represent their associations and salaried employees in matters concerning the application of collective agreements, ensuring industrial peace and complying with labour legislation.

The salaried employees at the workplace in question who belong to organisations bound by this agreement shall be entitled to elect a shop steward and deputy shop steward from among themselves. The election may be organised at the workplace. All of the foregoing salaried employees shall then be given an opportunity to participate in the election. It may be agreed at the workplace that an occupational safety and health representative shall attend to the duties of shop steward or vice versa.

If no shop steward has been elected at the workplace, the salaried employees may authorise a shop steward from another workplace in the same organisation to represent them. After such authorisation, representation and the associated practical arrangements are agreed locally between the shop steward and the employers. The arrangement may be terminated with three months' notice, unless a different period of notice is agreed. If a shop steward for salaried employees is elected for a workplace where such an authorisation was made, the arrangement shall become void immediately, unless otherwise agreed.

In addition to a shop steward, the salaried employees can elect a departmental shop steward after agreeing with the employer on the operational entity for which the departmental shop steward will be elected. The scope of the departmental shop steward's responsibilities shall be appropriate and such that it promotes the discussion of matters in accordance with the bargaining system. At the same time, the matters and extent in which the departmental shop steward represents the salaried employees in accordance with the bargaining procedure.

If local agreement is not reached on the election, number and area of work of the departmental shop steward, salaried employees in a workplace where a minimum of 160 salaried employees belonging to an organisation bound

by this agreement are working are entitled to elect one departmental shop steward for each group of 50 salaried employees or part of such a group.

Within the framework of the area of operations represented by the departmental shop steward, the departmental shop steward shall have the same rights and duties as regular shop stewards, with the exception of the shop steward's compensation.

In addition to the chief shop steward, a deputy shop steward may participate in the negotiations with the employer which affect the entire personnel group or significant numbers of the same in the event that several persons on the employer's side take part. Adequate leave from work should be given to the deputy shop steward to participate in the negotiations, and the opportunity to exchange information should be provided before the negotiations. The chief shop steward must also provide information connected with the negotiations concerned for the use of the deputy shop steward.

The objectives and functioning of the bargaining system shall be regularly discussed at the workplace. The first such discussion shall take place within two months of the beginning of the term of office of shop steward and a departmental shop steward, and further discussions shall take place annually thereafter. The parties to these discussions shall be each shop steward and departmental shop steward together with the counterpart employer's representative, and all representatives together where so warranted. In these discussions, feedback shall be provided by both sides, which shall serve as the basis for efforts to further improve the co-operation. The need, timetable and aims of training for the duties and vocational skills of the shop steward shall also be planned at this time.

A salaried employee shall seek to resolve employment-related matters with their supervisor. If no resolution is achieved in this way, then the salaried employee may refer the matter for consideration in negotiations between a shop steward and the employer's representative.

2.2 Provisions on co-operation in occupational safety and health

The provisions on co-operation in occupational safety and health shall apply at workplaces where a total of no fewer than 20 employees and salaried employees work regularly. However, an occupational safety and health representative must be elected when the total number of employees and salaried employees is not less than ten. Under section 29 of the Act on Occupational Safety and Health Enforcement and Cooperation on Occupational Safety and Health at Workplaces, the employees of a workplace enjoying salaried employee status are entitled to elect one of their number to serve as their occupational safety and health representative.

In addition to the occupational safety officer responsible for co-operation on occupational safety and health and the occupational safety and health representatives and deputy representatives elected for this purpose, the employee groups referred to in this agreement shall also have the right, when locally agreed, to elect one or more occupational safety ombudsmen where this is warranted by the size and other circumstances of the organisation.

The duties of an occupational safety ombudsman shall include maintaining contact with the occupational safety and health representative and occupational safety officer regarding occupational safety and health matters in the agent's area of responsibilities and participating in occupational safety and health inspections when necessary. The term of office of an occupational safety ombudsman shall be the same as that of occupational safety and health representatives. If an occupational safety ombudsman is temporarily required to transfer to work outside of their area of responsibilities proper, efforts shall be taken to ensure that the transfer does not unreasonably impede attendance to the duties of the occupational safety ombudsman. To the extent required by the duties of an occupational safety ombudsman, they shall be entitled to agree with the employer on discharge from work for the purpose of attending to those duties.

The parties shall participate, together with occupational health care staff, line management and human resources administration, in planning, implementing and monitoring measures to maintain working capacity. This will involve monitoring how the personnel of the organisation copes at work, and preparing instructions where necessary on referring to the care of specialists any individuals who are in need of measures to maintain their capacity for work.

The occupational safety officer and occupational safety and health representative shall participate in planning measures to maintain working capacity when preparing the occupational health care action programme. They shall also take part in implementing and monitoring the plans.

3 REGULATIONS ON THE STATUS OF SHOP STEWARDS, OCCUPATIONAL SAFETY AND HEALTH REPRESENTATIVES AND OCCUPATIONAL SAFETY OMBUDSMEN

3.1 Release from work and compensation for lost earnings

Temporary, regularly repeated or complete release from work duties shall be arranged for the shop steward and occupational safety and health representative for the purpose of attending to their duties. The volume of work shall be proportioned or other arrangements shall be made to ensure a real opportunity to use the time allotted for the duties of an elected representative. This shall allow for such factors as the number of salaried employees in the staff group concerned, the nature of production and operations, and the volume of duties required under this agreement.

If no local agreement has been concluded for releasing from work duties an occupational safety and health representative representing all staff groups at the workplace, then the time spent by the occupational safety and health representative shall be reckoned in accordance with the industry-specific coefficients in force as of 1 April 1986. An occupational safety and health representative who only represents salaried employees shall be entitled to adequate release from work duties for appropriate attendance to the functions of a representative at times that are suitable from the point of view of

work. The extent of the release and the related arrangements shall be investigated and agreed locally.

There shall be no reduction in the monthly salary of a staff representative referred to in this agreement if the representative negotiates with representatives of the employer during working hours or performs other duties agreed with the employer. If a shop steward or occupational safety and health representative performs duties agreed with the employer outside of regular working hours, then overtime compensation shall be paid for the time so spent or some other additional compensation shall be agreed with the person concerned.

The employer shall pay the following separate monthly compensation to shop stewards:

Number of salaried employees at the workplaces represented by a shop steward	Monthly compensation as of 1 April 2025, EUR	Monthly compensation as of 1 March 2026, EUR	Monthly compensation as of 1 March 2027, EUR
5-9	88	91	93
10-24	146	150	153
25-50	182	187	191
51-100	263	271	276
101-200	303	312	318
201-400	364	375	383
401-600	409	421	429
601-	475	489	499

Unless otherwise agreed, the employer shall pay the following separate monthly compensation to a salaried employee serving as an occupational safety and health representative:

Number of salaried employees represented by the occupational safety and health representative	Monthly compensation as of 1 April 2025, EUR	Monthly compensation as of 1 March 2026, EUR	Monthly compensation as of 1 March 2027, EUR
5-24	74	76	78
25-50	79	81	83

51-100	90	93	95
101-200	101	104	106
201-400	113	116	118
401-600	130	134	137
601-	152	156	159

In the event that the same person performs combined shop steward and occupational safety and health representative duties, this shall be considered a factor tending to increase the agreed length of release from work duties and the monthly compensation payable.

3.2 Status of shop stewards and occupational safety and health representatives

Where necessary, the employer shall arrange an appropriate place for the shop steward and occupational safety and health representative to keep the materials that are required for performing their duties. The employer shall also, if possible, provide the shop steward and occupational safety and health representative with a suitable space for conducting necessary conversations related to their duties. Where the size of the workplace so requires, it shall be agreed locally that the shop steward may, as necessary, use the office and similar equipment that is customarily used at the organisation.

A salaried employee serving as shop steward, departmental shop steward or occupational safety and health representative may not, while attending to these duties or on account thereof, be assigned to work at lower pay than at the time when the employee was elected to serve in the said capacity. If the working duties of a person elected to serve as an occupational safety and health representative representing all staff groups hamper attendance to the duties of the occupational safety and health representative, then other work shall be arranged for the said employee, having regard to conditions at the workplace and to their vocational skills. Arrangements of this kind may cause no reduction in the earnings of the person concerned.

Changes in the earnings of a shop steward and occupational safety and health representative shall correspond to changes in earnings occurring within the organisation. This shall be reviewed annually, and any changes that are thereby warranted shall be implemented annually.

At the end of the term of office of a shop steward or occupational safety and health representative who has been entirely or mainly released from work duties, the employer and the said employee shall jointly determine whether maintenance of the employee's vocational skills requires vocational training for the said employee's former duties or for corresponding duties. The employer shall arrange any training that is required by the said determination. It is the common interpretation of the federations that, also during the term of office of a shop steward / occupational safety and health representative,

the employer and the said representative are to determine whether any vocational training that is also arranged for other salaried employees is required in order to maintain the skills of the representative with respect to the representative's previous or corresponding duties.

3.3 Security of employment

In the event that the workforce of the organisation is dismissed or laid off for reasons of finance or production, such measures may not affect a shop steward or occupational safety and health representative unless the operations of the production unit are entirely discontinued with respect to the staff group concerned. This regulation shall not apply, however, if it is jointly verified with the shop steward or occupational safety and health representative that no work can be offered thereto that corresponds to the said employee's vocation or is otherwise suitable for the said employee.

The employment contract of a departmental shop steward may be terminated or a departmental shop steward may be laid off in accordance with chapter 7, section 10, subsection 2 of the Employment Contracts Act only when the work entirely ends and the employer is unable to arrange work for the shop steward that corresponds to the said employee's vocational skills or is otherwise suitable for the said employee, or to retrain the employee for other duties in the manner referred to in chapter 7, section 4 of the Employment Contracts Act.

A shop steward, departmental shop steward or occupational safety and health representative may not be dismissed for individual reasons pertaining to the said employee without the consent of a majority of the salaried employees represented by the said elected official, as required by chapter 7, section 10, subsection 1 of the Employment Contracts Act.

The employment contract of a shop steward, departmental shop steward or occupational safety and health representative may not be rescinded in a manner contrary to the provisions laid down in chapter 8, sections 1–2 of the Employment Contracts Act. Rescission of employment contract on the grounds that the said elected official has infringed administrative rules shall not be possible unless the said employee has also repeatedly and substantially failed to perform work obligations despite being cautioned for so doing.

The foregoing regulations on security of employment shall also apply to a candidate for the position of shop steward, the candidature of whom has been notified in writing to the employer, and to a candidate for the position of occupational safety and health representative, the candidature of whom has been notified in writing to the occupational safety and health committee or to some other corresponding co-operation body. However, protection of candidates shall begin no sooner than three months before the start of the term of office of the shop steward or occupational safety and health representative to be elected, and shall expire with respect to a candidate who is not elected when the outcome of the election has been verified.

The regulations on security of employment shall also continue to apply to a salaried employee who has served as a shop steward or occupational safety

and health representative for a further period of six months after the said employee's duties in the said capacity come to an end.

The status of a shop steward and occupational safety and health representative shall continue as such, notwithstanding assignment of business operations, if the assigned business or part thereof retains its independence. If a business or part thereof to be assigned loses its independence, then the shop steward and occupational safety and health representative shall be entitled to the subsequent protection referred to in the preceding paragraph as of the end of the term of office arising from the assignment of business operations.

If the employment contract of a shop steward, departmental shop steward or occupational safety and health representative has been discontinued in a manner contrary to this agreement, then the employer shall pay compensation of no less than 10 months' and no more than 30 months' salary to the person concerned. However, in the case of an occupational safety and health representative, the foregoing compensation shall be no less than four months' and no more than 24 months' salary when the total number of employees and salaried employees working regularly at a production plant or corresponding operating unit is less than 20. This compensation shall be determined on the same basis as is prescribed in chapter 12, section 2, subsection 2 of the Employment Contracts Act.

3.4 Deputies

The regulations of this chapter shall apply to a deputy shop steward and to a deputy occupational safety and health representative for the period during which the said deputy is serving as a deputy in accordance with the notification required under this agreement.

If the employer terminates the employment contract of the deputy shop steward or temporarily lays off the said employee at a time when the individual in question is not deputising for the shop steward or does not otherwise enjoy the status of shop steward, then the said dismissal or layoff shall be deemed to have taken place due to the employee's duties as a shop steward unless the employer can prove that it was due to some other reason.

In business organisations where there are at least 30 salaried employees tied to this agreement, the contract of employment of a deputy shop steward may be terminated in accordance with chapter 7, section 10, subsection 2 of the Employment Contracts Act, only when a significant number of the deputy chief shop steward's work tasks end and the employer is unable to arrange work appropriate to the employee's professional skill or otherwise suitable for them, in the manner referred to in chapter 7, section 4 of the Employment Contracts Act.

4 CO-OPERATION

Development activities

In accordance with the principles of this agreement, salaried employees and their representatives shall be provided with the opportunity to take part in developing and implementing any change in work organisations, technology, working conditions and duties at work.

Development activities and any associated application of new technology must seek more meaningful, varied and progressive employee duties and improved productivity. This will facilitate the personal development of salaried employees at work and improve their ability to undertake new duties.

The measures adopted must not result in an increase in overall work burden that jeopardises the health and safety of the salaried employee.

Implementation of co-operation

Co-operation between the employer and salaried employees may be arranged through a committee of permanent character, through task forces established for the purpose of implementing development initiatives or through negotiations between the employer and the staff. The organisation and its employees and salaried employees shall be evenly represented on any task force that is convened for the purpose of implementing a development project. The salaried employees shall nominate their own representatives, who shall primarily be salaried employees at the improvement site in question.

Co-operation body

It may be agreed locally that a co-operation body is established, for example, in order to deal with issues pertaining to development activities. This co-operation body may replace separate co-operation and occupational safety committees, and other corresponding committees. The same co-operation body may also be responsible for actions and plans pursued under the Act on Co-operation within Undertakings, the Act on Occupational Safety and Health Enforcement and Cooperation on Occupational Safety and Health at Workplaces, the Finnish Occupational Health Care Act and the Act on Equality Between Women and Men to the extent agreed locally.

Dialogue under the Co-operation Act

The joint organisation of dialogue referred to in chapter 2 of the Act on Co-operation within Undertakings (1333/2021) with regard to companies that belong to the same group may be agreed locally.

Entry in the minutes:

Contract law only applies to the implementation method of continuous dialogue. The matters that are the subject of the dialogue must be dealt with at the level and precision required by the Co-operation Act.

5 TRAINING

5.1 Joint training

Training to promote co-operation at the workplace shall be arranged jointly by the national labour and employer confederations or by the employer and salaried employees collectively at the workplace or elsewhere.

The basic labour protection co-operation courses and the specialist courses that are necessary for labour protection co-operation shall be included in the joint training referred to herein.

The regulations on joint training shall also apply to training in participation systems and local bargaining. Participation in training may also be agreed between the employer and the person concerned.

Compensation shall be paid to those involved in the said training in the manner stipulated in section 23 of the collective agreement. Participation in training shall be agreed locally by the appropriate co-operation body or between the employer and a shop steward, depending on the nature of the training.

5.2 Trade union training

5.2.1 Retention of employment and notification periods

Salaried employees shall be given an opportunity to participate in courses arranged by the Trade Union Pro lasting for no longer than one month unless this substantially inconveniences the company's operations. Attention shall be paid to the size of the workplace and the number of training days when assessing the said inconvenience. The intention to take part in a course shall be notified at the earliest opportunity. In the event of refusal of permission, the shop steward shall be notified, no later than 10 days before the beginning of the course, of the grounds on which granting of release from work duties would cause substantial inconvenience. It would be desirable in such cases to jointly investigate the prospects for participating in the course at some other time when there would be no impediment to so doing.

It must be determined in advance whether the training event is one for which the employer pays compensation to the employee under this agreement.

In accordance with the foregoing collective agreement section, the staff representatives referred to in section 5.2.2 shall be given an opportunity to participate in any training referred to in this agreement tending to improve their capacity to attend to duties under this agreement.

5.2.2 Compensation

For a course organised by the Trade Union Pro and approved by the working group on training matters, the employer shall pay the shop steward,

departmental shop steward, deputy shop steward, occupational safety and health representative, deputy representative, member of the occupational safety and health committee and occupational safety ombudsman a monthly salary for the training required for their duties, for up to one month for the shop steward and departmental shop steward, and for up to two weeks for the above-mentioned occupational safety and health representatives.

A shop steward and departmental shop steward shall be correspondingly compensated for loss of earnings for one month when participating in a three-month course arranged by Trade Union Pro. The same procedure shall apply with respect to the chairperson of an affiliated association, provided that the person in question works at an organisation with no fewer than 180 employees and that the said association has no fewer than 50 members.

In compensation for the cost incurred by the course organiser in providing meals, the meal allowances agreed in the training task force between the federations shall also be paid for each course day attended by the employees referred to in section 5.2.2, for which the monthly salary is not reduced.

The employer shall be required to pay the foregoing compensation referred to in this provision only once to the same person for the same training event or for a training event of comparable content.

Participation in the training referred to in section 5.2 for no longer than one month shall cause no loss of annual leave, pension or other comparable benefits.

6 PROVISION OF INFORMATION

The employer shall furnish the staff or their representatives with:

- 1 An explanation of the financial condition of the organisation based on the financial statements thereof after these have been confirmed.
- 2 An account of the financial situation of the organisation stating the outlook for production, employment, profitability and cost structure, at least twice during the financial year.
- 3 An annual staffing plan including estimates of anticipated changes in the number, type and status of staff.

The organisation shall provide information on any substantial changes in all of the foregoing details without delay.

In organisations with a regular staff at least 20, the organisation's financial statement data referred to in section 11, subsection 2 of the Act on Co-operation in Undertakings shall be provided on request to the staff representatives in writing.

A staff group in the sense of this agreement shall be entitled to arrange, at the workplace or in some other agreed premises, meetings to discuss labour

market issues or matters that concern employment at the workplace or that pertain to the Act on Co-operation in Undertakings. Staff groups shall also be entitled to distribute to their members meeting notifications and communications concerning employment at the workplace or concerning labour market issues.

In addition to labour market issues, staff groups shall also be entitled to communicate on general issues through the customary information sharing channels of the organisation.

Right of assembly

When negotiating local salary settlements pursuant to the collective agreement at the workplace, the employer reserves the right for salaried employees to discuss the content of the negotiations during working hours. The time and duration of the meeting is agreed locally, and if no agreement can be reached, the employer decides the maximum duration and time of the meeting.

In other situations of local bargaining, their progress is facilitated by the fact that local attention is paid to the shop steward's opportunities to prepare for negotiations in an appropriate manner. The federations recommend that principles be agreed locally on how shop stewards can organise meetings during working hours.

Personal and statistical information to be provided to shop stewards

1. General communications

The employer shall generally ensure that the shop steward is advised at the earliest opportunity of all matters directly or indirectly affecting salaried employees at the workplace in question.

2. Disputes

In the event of any uncertainties or disputes concerning the employment of a salaried employee, the shop steward or departmental shop steward shall be advised of all details required for investigating the cause of complaint.

3. Personal data

A shop steward shall be entitled to the following details regarding the salaried employees covered by this agreement:

1. Forenames and surname of the salaried employee
2. Time of entry into the employer's service
3. Organisational department
4. Job requirement category
5. Statistical heading

These details shall be provided at annual intervals. The details under subsections 1–5 shall be provided for new salaried employees at the earliest opportunity, and in any case no later than four months after employment begins.

4. Salary statistics

The following statistical details regarding salaried employees covered by this agreement shall be provided to the shop steward annually as a workplace-specific average and distributed by job requirement category and by gender.

- a) monthly salary including fringe benefits
- b) monthly earnings for regular working hours excluding performance bonuses
- c) average individual salary element.

The federations recommend that the shop steward should be given the data in points (a) to (c) for identical salaried employees as a workplace-specific average.

The shop steward shall also be furnished with details of the division of salaried employees into various job requirement categories.

The monthly salary including fringe benefits shall include the basic monthly salary, the variable element of the incentive rate, and the average monthly value of taxable fringe benefits. In addition to the foregoing, monthly earnings for regular working hours shall include shift and Sunday work bonuses paid for regular working hours.

These details shall be provided in writing on December salaries after the payroll statistics for the workplace have been prepared. A shop steward shall not be entitled to salary statistics on groups consisting of fewer than three persons.

5. Workforce data

As information on changes in the workforce, the shop steward shall be provided, at quarterly intervals and by organisational department, with information on the numbers of employees and salaried employees covered by this agreement who are fully fit for work and fall within the shop steward's area of responsibilities.

The shop steward shall also be notified of salaried employees engaged for a trial period or on a temporary basis. The shop steward shall also be advised on request of the grounds for concluding a temporary contract of employment.

6. Remuneration system

The shop steward shall be given an opportunity to examine the salary determination and payroll accounting systems for salaried employees that are

currently used by the organisation in the shop steward's area of responsibilities. The shop steward shall also be entitled to examine the statutory register of emergency and overtime work and of the bonuses paid for such work with respect to salaried employees in the shop steward's area of responsibilities.

7. Confidentiality

The shop steward shall receive the foregoing information in confidence for the purpose of performing the shop steward's duties. Such information shall not be disclosed to shop stewards in other organisations, nor may it be otherwise disseminated.

7 ENTRY INTO FORCE

This agreement takes effect on 24 February 2025 as part of a collective agreement.

In Helsinki, 24 February 2025

TECHNOLOGY INDUSTRY EMPLOYERS OF FINLAND

Jarkko Ruohoniemi

Mika Lallo

TRADE UNION PRO

Niko Simola

Anssi Vuorio

TECHNOLOGY INDUSTRY EMPLOYERS OF FINLAND
TRADE UNION PRO

AGREEMENT ON PROTECTION AGAINST TERMINATION OF EMPLOYMENT APPLICABLE TO SALARIED EMPLOYEES

Section 1 Scope of application

This agreement shall govern the termination of regular employment contracts, temporary layoffs of salaried employees and the rescission and cancellation of employment contracts.

The agreement shall also govern the resignation of a salaried employee and the procedures to be followed when terminating an employment contract and laying off a salaried employee.

Instructions for application:

This agreement shall not apply to termination of employment or layoffs of salaried employees on the following grounds:

- *rescission of employment contract during a trial period (chapter 1, section 4 of the Employment Contracts Act),*
- *enterprise restructuring (chapter 7, section 7 of the Employment Contracts Act), or*
- *bankruptcy or death of the employer (chapter 7, section 8 of the Employment Contracts Act).*

The procedural regulations of sections 5 and 6 of this agreement shall nevertheless apply on terminating an employment contract on the foregoing grounds, and the procedure agreed in section 11 hereof shall be followed in cases of rescission of employment contract during a trial period.

In addition, this agreement shall not apply to apprenticeships referred to in the Finnish Act on Vocational Education and Training.

I GENERAL REGULATIONS GOVERNING TERMINATION OF EMPLOYMENT CONTRACT

Section 2 Periods of notice

1. If no other period of notice has been agreed at the time of termination, the employer shall observe the following periods of notice when terminating an employment contract
 - a. 14 days' notice of termination when the employment has continued for no longer than one year;
 - b. one month's notice when the employment has continued for longer than one year, but no longer than four years;

- c. two months' notice when the employment has continued for longer than four years, but no longer than eight years;
 - d. four months' notice when the employment has continued for longer than eight years, but no longer than twelve years;
 - e. six months' notice when the employment has continued for longer than twelve years.
2. If no other period of notice has been agreed at the time of resignation, the salaried employee shall observe the following periods of notice when terminating an employment contract
- a. 14 days' notice of termination when the employment has continued for no longer than five years;
 - b. one months' notice when the employment has continued for longer than five years.

Section 3 Right of a salaried employee to re-employment leave

Unless otherwise agreed by the employer and the salaried employee, after the employer has terminated the employment contract on grounds referred to in chapter 7, section 3 of the Employment Contracts Act, the salaried employee shall be entitled to a leave of absence on full salary for the purpose of participating, during the said employee's period of notice, in preparing the employment programme referred to in the Act on Public Employment and Business Service (916/2012), in employment policy adult education, traineeship and on-the-job training under the said programme, or in voluntary or officially sponsored job-seeking and job interviews or re-deployment training.

The length of the re-employment leave shall be determined on the basis of the length of the notice period as follows:

- a. no more than a total of five working days if the notice period does not exceed one month;
- b. no more than a total of 10 working days if the period of notice is longer than one month but does not exceed four months;
- c. no more than a total of 20 working days if the period of notice exceeds four months.

In addition to the foregoing, a salaried employee shall be entitled to no more than five working days of re-employment leave for employment policy adult education, traineeship and on-the-job training under an employment programme.

Before taking re-employment leave or part thereof, the salaried employee shall notify the employer of the leave and of the reasons for it at the earliest possible opportunity, and shall provide a reliable account of the said reasons for each period of leave if so requested.

The taking of re-employment leave may not substantially inconvenience the employer.

Instructions for application:

"Working days" shall denote working days according to the schedule of working hours. The total entitlement to re-employment leave may also be taken in parts of a working day.

Section 4 Failure to observe the period of notice

An employer who fails to observe the period of notice when terminating an employment contract shall compensate the salaried employee by paying full salary for a term corresponding to the period of notice.

Should a salaried employee resign without observing the period of notice, then the said salaried employee shall be liable for a non-recurrent payment to the employer of a sum corresponding to the salary for the period of notice in compensation for failure to observe the period of notice. Subject to the provisions of chapter 2, section 17 of the Employment Contracts Act governing the employer's right of set-off, the employer may withhold the said sum from the final salary payment payable to the salaried employee.

If either of the parties has failed to observe only part of the period of notice, then the duty to pay compensation shall concern a corresponding proportion of the salary for the period of notice.

Section 5 Notification of termination of an employment contract

Notification of termination of an employment contract shall be served on the employer, the employer's representative or the salaried employee in person. If this is not possible, the notice may be delivered by letter or electronically. The recipient shall be deemed to have been informed of such a notice no later than on the seventh day following the date the notification was sent.

When submitting a notice of termination of employment contract by letter or electronically, the grounds for termination referred to in chapter 1, section 4 and chapter 8, section 1 of the Employment Contracts Act shall be deemed to have been invoked within the agreed or prescribed period if the notice was sent by post or electronically within the said period.

If, however, the salaried employee is on annual leave according to law or agreement, or on a period of leave of no less than two weeks granted in order to achieve an average number of working hours, then termination of employment contract based on a notification sent by letter or electronically shall be deemed to have been served no sooner than on the day following the end of the said period of leave.

Section 6 Notification of grounds for termination of an employment contract

At the request of a salaried employee, the employer shall notify the employee in writing and without delay of the date on which the contract of

employment ends, and of the grounds for termination or rescission that are known to the employer and constitute the basis for terminating the employment contract.

II TERMINATION OF EMPLOYMENT CONTRACT AND LAYOFF OF A SALARIED EMPLOYEE FOR REASONS PERTAINING TO THEIR CONDUCT OR PERSON

Section 7 Grounds for termination of an employment contract and layoff

Grounds for termination of employment

The employer may not terminate an employment contract for reasons pertaining to the conduct or person of an individual salaried employee without the proper and pressing grounds referred to in chapter 7, sections 1–2 of the Employment Contracts Act.

Instructions for application:

Proper and weighty grounds shall denote reasons depending on the individual salaried employee such as neglect of duties, failure to comply with orders issued by the employer within the limits of the employer's right of direction, unauthorized absence from work and obvious negligence at work.

Grounds for cancellation

The employer may cancel an employment contract on the grounds referred to in chapter 8, section 1 of the Employment Contracts Act.

Grounds for deeming an employment contract to be cancelled

The employer shall have the right to deem an employment contract to be cancelled in accordance with chapter 8, section 3 of the Employment Contracts Act.

Lay-off for reasons pertaining to the conduct or person of an individual salaried employee

The employer may lay off a salaried employee for a fixed period without observing a lay-off notice period on grounds upon which the employment contract could be terminated or cancelled.

Section 8 Effecting termination of employment

The employer shall effect the termination of an employment contract on the grounds referred to in chapter 7, sections 1–2 of the Employment Contracts Act within a reasonable time after learning of the grounds for the said termination.

Section 9 Hearing of a salaried employee

Before terminating an employment contract on the grounds referred to in chapter 7, sections 1–2 of the Employment Contracts Act, or cancelling the

employment contract on the grounds referred to in section chapter 1, section 4 or chapter 8, section 1 of the said Act, the employer shall give the salaried employee an opportunity to be heard regarding the grounds for terminating the employment contract. At such a hearing, the salaried employee shall be entitled to call upon the assistance, for example, of a shop steward or colleague.

III TERMINATION OF EMPLOYMENT AND LAYOFF OF SALARIED EMPLOYEES ON GROUNDS OF FINANCE, PRODUCTION OR REORGANISATION OF THE EMPLOYER'S OPERATIONS

Section 10 Negotiation procedure

Should the need arise at a workplace to dismiss, lay off or reduce the regular working hours of salaried employees, then the following regulations shall be considered in any statutory co-operation procedure:

Instructions for application:

The duty to negotiate applies in enterprises falling within the scope of the Act on Co-operation within Undertakings (1333/21), in force as of 1 January 2022.

The Act on Co-operation within Undertakings shall form no part of this agreement. The provisions of this section shall supplement the said Act and supplant the corresponding clauses of the Act.

Notwithstanding the clauses of sections 19 and 23 of the Act on Co-operation within Undertakings, the duties of co-operation shall be deemed discharged when, following submission of a written negotiation proposal, the matter has been considered in co-operation procedures on the basis of necessary information provided in advance in the manner agreed below.

Entry in the minutes:

The information to be appended to the negotiation proposal is prescribed in section 19 of the Act on Co-operation within Undertakings.

1 Financial and production-related reasons or reasons related to the reorganisation of the employer's operations

The obligation to negotiate changes includes termination of employment of one or several employees, their lay-off or transfer to part-time work and unilateral changes to an essential term of an employment contract, which the employer considers necessary for financial or production-related reasons.

The employer's duty to negotiate shall be considered fulfilled, unless otherwise agreed, when negotiations on the foregoing matters have continued for a period of six weeks following the submission of the negotiation proposal. However, the negotiation period shall be 14 days following

submission of the negotiation proposal, unless otherwise agreed in the negotiations, if:

- 1) the negotiations concern a measure that will lead to the termination of employment, lay-off or transfer to part-time work and unilateral changes to an essential term of an employment contract that shall affect fewer than 10 employees;
- 2) the negotiations concern a lay-off for no longer than 90 days;
- 3) the employer regularly employs fewer than 30 persons;
- 4) the employer is subject to the restructuring procedure referred to in the Restructuring of Enterprises Act (47/1993).

2 Plan and principles for action

After having made a negotiation proposal regarding the employer's intention to dismiss at least ten persons on the basis of financial or production-related reasons, the employer shall, at the start of the change negotiations, provide the representative of salaried employees with a proposal for a plan of action to promote employment. When completing the plan of action the employer shall, together with the employment authorities, immediately investigate the public employment services that support employment (Act on Public Employment and Business Service, 916/2012).

Under section 21, subsection 2 of the Act on Co-operation within Undertakings, the plan of action must indicate the intended schedule for the negotiations, the procedures to be followed therein and the planned principles of action in accordance with which use of public employment services, job seeking and training is promoted during and after the notice period.

If the employer is considering the dismissal of fewer than ten persons, the employer must, in the course of the co-operation negotiations, present the principles of action according to which, during the notice period, the employer supports the salaried employees' independent search for other work or education and their employment through the services referred to in the Act on Public Employment and Business Service.

Section 11 Grounds for termination of employment

The grounds for termination of employment shall comply with the provisions of chapter 7, sections 1 and 3 of the Employment Contracts Act (financial or production-related reasons or reasons arising from reorganisation of the employer's operations).

Entry in the minutes:

It is the view of the federations that the duty of the employer to offer work or to arrange training shall primarily apply to work available in the same working district to which the salaried employee may be feasibly and reasonably redeployed.

Section 12 Order of staff reductions

Terminations of employment and lay-offs for reasons not pertaining to the individual salaried employee shall, where possible, adhere to a rule whereby the last individuals to be dismissed or laid off shall be the salaried employees who are vital to the operations of the company and necessary for specialised functions, and those who have lost part of their working capacity while working for the same employer and, in addition to this rule, attention shall also be paid to the duration of employment and to the number of dependants of the salaried employee in question.

Section 13 Re-employment of salaried employees

An agreement may be concluded between the employer and the shop steward for salaried employees to derogate from the re-employment provision referred to in chapter 6, section 6 of the Employment Contracts Act. Such an agreement shall be concluded separately in writing at the time of dismissal or termination of employment contract and it shall allow for the measures taken by the employer to promote re-employment of the salaried employee.

Section 14 Lay-off

1. Grounds for lay-off

The grounds for lay-off shall comply with those stipulated in chapter 5, section 2, subsections 1–3 of the Employment Contracts Act.

Entry in the minutes:

It is the view of the federations that the duty of the employer to offer work or to arrange training shall primarily apply to work available in the same working district to which the salaried employee may be feasibly and reasonably redeployed.

a) Temporary reduction in work

If a temporary reduction has occurred in the work or in the employer's possibilities to provide work, a salaried employee may be laid off for a period corresponding to that of the temporary scarcity of work, or for an indefinite period.

Instructions for application:

A reduction in work may be considered to be temporary when its estimated duration does not exceed 90 calendar days.

b) Other than temporary reduction in work

If it is estimated that there will be a reduction in work for a period of more than 90 calendar days, then a salaried employee may be laid off for a fixed period or for an indefinite period.

2. Reduced working hours

The procedures governing lay-offs shall also be observed in any transition to reduced daily or weekly working hours corresponding to lay-off.

3. Notice period for lay-offs

Unless otherwise agreed at the time of lay-off, the notice period for lay-offs shall be 14 days.

There shall be no duty to provide an advance explanation of a lay-off.

4. Local bargaining

Other arrangements for lay-off and the lay-off notice period may be agreed locally pursuant to section 28 of the collective agreement.

5. Postponement and suspension of lay-offs

a) Postponement of lay-offs

If the employer secures temporary work during the lay-off notice period, the beginning of the lay-off may be postponed. The beginning of the lay-off may be postponed only once without observing a new lay-off notice period and only for the duration of the temporary work.

b) Suspension of lay-offs

The employer may secure temporary work after the lay-off has already begun. The employer and salaried employee shall agree on any suspension of the lay-off if the intention is to continue the lay-off immediately after the work has been performed without submitting a new lay-off notice. Any such agreement should be concluded before the work begins. At the same time, the estimated duration of the temporary work must be established.

6. Termination of employment of a salaried employee during lay-off and employer's obligation to pay compensation in certain situations

Cancellation of employment contract by a salaried employee

A salaried employee who has been laid off shall have the right to cancel their employment contract without observing the notice period except during the last seven days of the lay-off if the said employee has already learnt when the lay-off is due to end.

Termination of employment contract by the employer

Salary for the period of notice

A salaried employee who has been laid off shall be entitled, pursuant to chapter 5, section 7, subsection 2 of the Employment Contracts Act, to salary for the period of notice.

The salary from the period of lay-off notice shall not be deducted from the salary for the period of notice.

The compensation shall be reckoned on the same grounds as stipulated below in this agreement in the paragraph "Resignation of a salaried employee".

Compensation for the period of notice shall be paid by the salary payment period.

Resignation of a salaried employee

A salaried employee, who resigns pursuant to chapter 5, section 7, subsection 3 of the Employment Contracts Act after his or her lay-off has continued without interruption for no less than 200 days, shall be entitled to compensation amounting to the salary for the prescribed period of notice that the employer must observe. Said compensation shall be paid no later than one week after the employment relationship has ended, unless otherwise agreed.

Annual holiday compensation for the notice period

A salaried employee shall be entitled to holiday compensation for the period of notice in accordance with the Annual Holidays Act regardless of the party terminating the employment contract.

Entry in the minutes:

Notwithstanding the end of employment, the parties to the employment relationship may agree on a fixed-term employment contract for the period of notice or part thereof.

In such cases, the salary received by the salaried employee shall be deducted from the compensation corresponding to the salary for the period of notice.

IV COMPENSATION

Section 15 Compensation

Infringement of grounds

The employer's liability to pay compensation for terminating an employment contract or laying off an employee in a manner contrary to the grounds specified in this agreement shall be determined as follows:

Termination of employment contract (sections 9 and 13)

Compensation shall be determined in accordance with chapter 12, section 2 of the Employment Contracts Act.

Cancellation of employment contract and deeming an employment contract to be cancelled (section 9)

Any damage arising from the loss of period of notice shall be compensated according to section 4, subsection 1 of this agreement.

If there were no grounds to terminate employment even through dismissal, the compensation to be paid shall be determined as referred to hereinabove

and in accordance with chapter 12, section 2 of the Employment Contracts Act.

Lay-off of a salaried employee (section 9 and section 16, subsection 1)

Compensation for damages shall be determined in accordance with chapter 12, section 1 of the Employment Contracts Act.

Single compensation principle

The employer may not be adjudged liable for the compensation referred to in this provision in addition to or instead of compensation determined pursuant to the Employment Contracts Act.

Breach of procedural regulations

An employer may not be ordered to pay a compensatory fine pursuant to section 7 of the Collective Agreements Act for failure to comply with the procedural regulations of this agreement.

Failure to comply with procedural regulations shall be considered as an increasing factor when determining the amount of compensation to be awarded for unjustified termination of an employment contract or lay-off.

Relationship between compensation and compensatory fines

In addition to the compensation awarded to a salaried employee referred to in this section, the employer may not be ordered to pay a compensatory fine pursuant to section 7 of the Collective Agreements Act, insofar as the matter concerns a breach of obligations that are based on the collective agreement, but are essentially the same as those for which compensation has been ordered payable according to the agreement.

Section 16 Dispute resolution procedure

Should a salaried employee consider that the employee's employment contract has been terminated or that the said employee has been laid off without the grounds laid down in the agreement, the dispute may be submitted for settlement to the negotiation procedure referred to in section 26 of the collective agreement.

Should no settlement be achieved in a dispute that concerns the termination of employment contract or lay-off and that falls within the scope of this agreement, the matter may be referred to the Labour Court for a ruling in accordance with the order prescribed in section 11, subsection 2 of the Labour Court Act.

Section 17 Statute of limitations

After the termination of an employment relationship, entitlement to compensation pursuant to section 17 of this agreement shall lapse if no claim has been lodged in court within two years of the end of the said employment relationship.

Section 18 Entry into force

This agreement takes effect on 24 February 2025 as part of a collective agreement.

TECHNOLOGY INDUSTRY EMPLOYERS OF FINLAND
TRADE UNION PRO

PROTOCOL

BOARD OF SETTLEMENT FOR SETTLING QUESTIONS CONCERNING THE SCOPE OF COLLECTIVE AGREEMENTS AS REFERRED TO IN SECTION 1 OF THE COLLECTIVE AGREEMENT FOR SALARIED EMPLOYEES IN TECHNOLOGY INDUSTRIES:

Section 1

The undersigned federations agree that the board of settlement referred to in section 1 of the collective agreement for salaried employees in technology industries shall be governed by the regulations specified in this protocol.

The purpose of the board of settlement shall be to be the last instance to consider and finally resolve disputes regarding the scope of the collective agreement for salaried employees in technology industries and the collective agreement for senior salaried employees in technology industries. The undersigned federations shall no longer be free to submit disputes on such questions to the Labour Court after these minutes have been signed.

The federations also agree that matters concerning the scope of collective agreements shall be considered in accordance with the negotiating procedure at workplaces and jointly between the federations with the representatives of the staff groups or federations whose interface the matter concerns.

Section 2

The undersigned federations shall each nominate to the board of settlement one member and the necessary number of deputies for the said member. The members shall either be employees of the undersigned federations or otherwise familiar with industrial relations. The members of the board of settlement shall be appointed for a two-year term of office.

The members of the board shall elect as the chair of the board of settlement a person who shall be impartial and familiar with industrial relations. If the members are unable to agree unanimously on the chairperson, then the chairperson shall be selected by the National Conciliator.

Section 3

A party hereto seeking to refer a matter to the board of settlement shall notify the other parties thereof in writing and submit a copy of the said notification to the chairperson of the board of settlement within 30 days of the date on which it becomes evident that the federations are unable to settle the matter through the negotiating procedure and minutes specifying the positions of the federations on the matter has been signed.

The board of settlement shall convene at the invitation of the chairperson to consider and resolve the matter no later than within one month from the time the dispute was referred to the board, unless otherwise agreed between the federations.

The board of settlement shall form a quorum when attended by the chairperson and by the members nominated by each of the undersigned federations. In the event that a vote has to be taken and the votes cast are divided equally (2-2), then the vote cast by the chairperson shall settle the matter.

Section 4

The undersigned federations shall defray the expenses incurred by the members that they have nominated, and shall defray together for the expenses incurred by the chair of the board of settlement.

Section 5

Except where otherwise stipulated in this agreement, consideration of a dispute submitted to the board of settlement shall be governed in applicable respects by the provisions of the Arbitration Act (967/1992).

A person who could be disqualified under section 9 of the Arbitration Act may nevertheless serve as a member of the board of settlement.

Section 6

A decision of the board of settlement shall be final and not open to appeal.

In Helsinki, 21 January 2022

TECHNOLOGY INDUSTRY EMPLOYERS OF FINLAND

Jarkko Ruohoniemi

Anne Somer

TRADE UNION PRO

Jorma Malinen

Anssi Vuorio

WORKING TIME BANK AGREEMENT

1. Concept and purpose

Working time bank shall mean an arrangement for combining work and time off adopted in a company or at a workplace, involving an agreement to save, use or combine various elements in the long term.

Entry in the minutes:

The working time bank agreement shall supplant the time limitations and other limitations governing the granting of the agreed elements of a working time bank, unless otherwise agreed.

The purpose of the working hours bank is to support the profitability and competitiveness of the company, along with consideration of the individual working hour needs of salaried employees.

2. Adoption of a working time bank

The adoption and details of a working time bank system shall be agreed between the employer and the shop steward in writing. The agreement on the adoption of a working time bank shall specify at least

- the individuals covered by the agreement,
- the elements comprising the working time bank,
- the maximum regular daily and weekly working hours (max. 12 h/day),
- the limits for saving and spending a working time balance within which regular working hours may vary over a longer period of time,
- the length of the averaging period for working hours; and
- the impact of incapacity to work on the use of working time bank leave.

Instructions for application:

The recommended elements to be included are elements that are compatible with the collective agreement and the Working Time Act or elements related to time off that are compatible with the collective agreement and the Annual Holidays Act, with agreement on such elements enabling effective fulfilment of the purpose of the working time bank. Such elements include elements specified in the Working Hours Act, worktime reduction leave, saved leave, holiday bonuses wholly or partially converted into leave and performance-related pay, bonuses or profit-sharing.

If flexitime is in use, flexitime balances can be included as an element, with the hours exceeding the accumulated balance of 40 hours being transferred into the working time bank, up to a locally agreed maximum.

The agreement shall also include the principles governing the organisation of regular daily and/or weekly working time, and the notification and other procedures related to the scheduling of working time.

3. Use of a working time bank

The saving and spending limits of a working time bank may be agreed freely. Average regular weekly working hours may nevertheless not exceed the limits prescribed in the Working Time Act when agreeing on an averaging period exceeding one year.

Application guideline for the transfer of regular working hours into the working time bank:

If both working time reduction leave and the amount of hours corresponding to working hours on midweek holidays are transferred to the working time bank in their entirety, work may be carried out at an annual level during regular working hours in daytime and two-shift work in different years as follows:

- *in 2025: 180 hours*
- *in 2026: 172 hours*
- *in 2027: 164 hours*

in interrupted three-shift work in different years as follows:

- *in 2025: 200 hours*
- *in 2026: 200 hours*
- *in 2027: 200 hours*

and in uninterrupted three-shift work in different years as follows:

- *in 2025: 243 hours*
- *in 2026: 243 hours*
- *in 2027: 243 hours*

Salaried employees working 7.5 hours per day may transfer hours into the working time bank in different years as follows:

- *in 2025: 193 hours*
- *in 2026: 185.5 hours*
- *in 2027: 178 hours*

Regular working hours transferred to the working time bank through flexitime is included in these maximum figures.

The timing of leave is agreed between the employer and salaried employee. If an agreement on the timing cannot be reached, the salaried employee must notify the employer of the timing of bank leave a minimum of four months in advance. Once per calendar year, the employer may reschedule the leave for weighty reasons related to production or work arrangements.

For bank leave, salaried employees receive the pay for regular working hours, including benefits, according to the salary valid at the time of the leave.

Leaves granted as whole working days shall be counted as time equivalent to time at work when reckoning the length of annual leave.

4. End of employment

Balances in the working time bank shall be evened out to a +/- 0 balance before employment ends. However, any time or monetary balance remaining in the working time bank at the end of employment shall be paid in connection with the final salary payment as agreed locally. All outstanding time and monetary balances shall be withheld from the final salary payment.

Entry in the minutes:

No negative working time bank balance that is outstanding at the time of terminating the employment shall be withheld from the final salary payment if the employment contract of an employee has been terminated for reasons due to the employer and the employee has been discharged from further duties of work for the entire period of notice.

5. Termination of the working time bank agreement

The notice period for termination of a working time bank agreement shall be six months, unless otherwise agreed locally. Working time balances shall be evened out to a +/- 0 balance during the notice period. Any outstanding time or monetary balance that has not been evened out to a +/- 0 balance during the notice period shall be paid or reclaimed in the same manner as at the end of employment unless otherwise agreed locally.

6. Keeping records of working time bank receivables

The employer shall keep employee-specific records of working hours bank receivables and their accumulation. Separate records are not required if the transactions, their dates and the account balance are indicated in working-hour records and payroll accounting. The shop steward and occupational safety and health representative shall be entitled to inspect the working time bank records upon request.

TECHNOLOGY INDUSTRY EMPLOYERS OF FINLAND
TRADE UNION PRO

SURVIVAL CLAUSE

To safeguard the employer's operations and jobs, the employer and the shop steward can, the minimum terms and conditions of the collective agreement notwithstanding, agree locally on the adjustment of terms of employment concerning wages or other financial benefits, as agreed upon below. Such agreements shall apply to a company or an autonomous part thereof. The wage paid to a salaried employee, however, may not be less than the employee's minimum wage.

The parties can agree to pay part of the wages at a later date. In such cases, the part paid on the agreed-upon date may be less than the minimum wage. The deferred portion of the salary shall be paid within two months of the original payday.

This provision does not restrict the mutual freedom of contract between the parties to an employment contract or the employer's unilateral right to adjust the terms of employment in accordance with the law and legal practice.

Financial difficulties and identification thereof, communication to the federations and planning

Bargaining on the adjustment of the terms of employment shall be related to a serious financial crisis or sudden production-related crisis faced by the employer, jointly recognised during change negotiations or in another context, the effects of which – such as reduction of workforce – can be prevented or limited with this measure.

In the negotiations, the parties shall be entitled to assistance from the federation's experts with regard to the identification of the employer's financial difficulties or production-related crisis. The shop steward and any experts consulted must maintain the confidentiality of all information concerning the employer's financial position obtained during the negotiations, in accordance with the employer's statement on the confidentiality of such information (cf. section 40 of the Act on Co-operation within Undertakings).

Before any negotiations are launched at the workplace, they must be reported to the parties to the collective agreement.

At the start of the negotiations, the employer shall also present a plan giving a comprehensive account of the actions taken and planned to revive the organisation's finances and safeguard its operations. The desired goal is best achieved when it is consistently taken into account in all of the employer's operations. Shared goals and statements (e.g. any refraining from dismissals for the duration of the agreement or potential later compensation for cuts) may also be added to the plan during the local negotiations.

During negotiations on an agreement concerning the adjustment of the terms of employment at the workplace, the employer shall openly explain to the other negotiating party the company's financial situation and its outlook.

Necessity and reasonableness of deterioration of the terms of employment referred to in the agreement

Adjustments stabilising the employer's finances or production-related crisis and affecting the terms of employment concerning salary or other financial benefits must be deemed necessary, considering the goals of the agreement. In addition, any wage reductions and other equivalent measures must be in proportion to the benefits obtained with them. The parties shall regularly assess the impact that any savings in labour costs have on the employer's financial position.

Temporary nature of the measures

A local agreement shall be made in writing for the fixed term during which the employer's financial position is anticipated to stabilise, and in any case for no more than one year at a time. A fixed-term agreement may be terminated with a two-month notice period if either party considers that there are no longer factual grounds for extending the agreement.

If the company is declared bankrupt or enters liquidation or debt restructuring during the validity period of the agreement, this agreement shall automatically expire on that date unless the parties specifically agree to maintain it in force in accordance with the original agreement. In such cases, it is also possible to agree on new measures for safeguarding the employer's operations and jobs.

TECHNOLOGY INDUSTRY EMPLOYERS OF FINLAND
TRADE UNION PRO

Appendix, not part of the collective agreement.

TELECOMMUTING INSTRUCTIONS

Purpose of the instructions

Technology Industry Employers of Finland and Trade Union Pro have drafted these instructions with the objective of creating a framework for telecommuting as a part of modern working life.

The federations encourage companies to implement modern, productivity-improving work time patterns. These systems include working time arrangements that enable remote work, for example.

Telecommuting offers opportunities for improving productivity at work and the quality of working life, balancing work and family life, promoting work ability, increasing flexibility regarding the location of workplaces and homes and reducing commuting expenses and time.

Definition of telecommuting

In this context, telecommuting refers to work performed outside the actual place of work agreed in the employment contract. Employees can work remotely from locations such as their homes, during travel related to business or training or other agreed upon locations.

Telecommuting shall take place within the limits of applicable legislation, the collective agreement and corporate regulations. The workload and objectives of telecommuters are the same as those of salaried employees carrying out similar tasks on the employer's premises.

Enabling telecommuting

If the organisation's salaried employees have the opportunity to work remotely, the general telecommuting principles and practices should be discussed with the employees' representative. The discussion may cover, for example, matters related to working time arrangements, work methods and communication.

The telecommuting instructions and practices to be complied with shall be explained to salaried employees who work remotely. If a salaried employee works remotely on a regular basis, it would be advisable to conclude a written telecommuting contract. In this case, the agreement should state the duties performed remotely, the terms and conditions of remote work and the duration of remote work. The agreement may be valid for a fixed period or until further notice. The telecommuting agreement is also used to agree on the period of notice for the suspension of remote work by the employer or the salaried employee. When remote work is terminated, the salaried employee returns to the actual place of work, unless otherwise agreed.

Other things to consider regarding telecommuting

Large-scale telecommuting may impact the functioning of the work community. The federations recommend that, in the case of remote work, measures be taken to ensure adequate flow of information and to prevent remote workers from becoming isolated from the rest of the company's work community. In addition to normal communication by the company, such measures may include, for example, regular team meetings and active use of online collaboration platforms.

It is recommended that working time monitoring be arranged in such a way that the same monitoring system is applied to both remote work and all other salaried employees in the organisation. Taking account of the circumstances, the employer should try to make the status of remote workers equal to that of other salaried employees.

Other factors to be assessed regarding telecommuting may include, for example, issues related to the purchase of equipment and tools used in remote work and the insurance cover of telecommuters in case of accidents. If the employer, at its discretion, pays for such benefits concerning telecommuters, the tax treatment of these benefits, among other things, should be clarified in advance.

The occupational healthcare plan should also cover occupational health and safety hazards and problems related specifically to telecommuting and the environment where remote work takes place.

