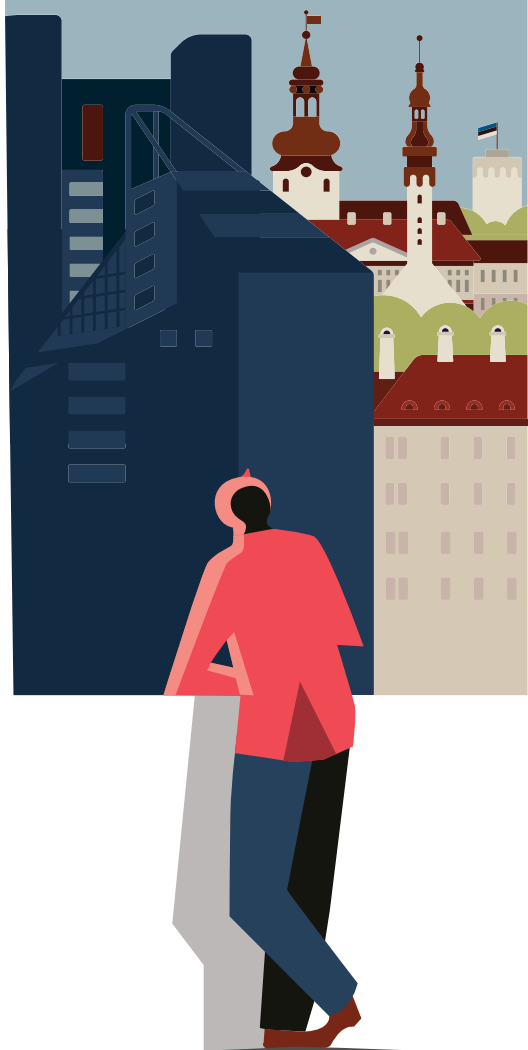


Services for jobseekers



LABOUR LAW

Problems due to reductions in salary and/or workload.

Working is regulated by the Employment Contracts Act (contracts of employment) and the Law of Obligations Act (authorisation agreements and contracts for services). The best contract to choose depends on the situation and the duties of the employee. The most widely used option is a contract of employment. The general rule is that the terms of an employment contract (incl. the salary) can only be amended if both parties agree to it. An employer may reduce the salary if, for instance, they fail to provide the employee with work to the agreed extent due to unforeseeable economic circumstances that are beyond the employer's control (ECA § 37). Before reducing the salary, an employer must give an employee written notice thereof. If the employee does not agree to the reduction, they have the right to terminate their employment contract and receive compensation, as they would if they were made redundant. Once the person has registered as unemployed with the Estonian Unemployment Insurance Fund, they can apply for unemployment insurance benefits.

What should I do if my employer wants to amend the terms of my employment contract?

If an employer is unable to pay a salary, they can discuss the issue with the employee and agree to amend the salary either permanently or for a fixed period. The employer should consider the terms on which they will be able to continue the employment relationship and discuss this with the employee, i.e. the employer and the employee should enter negotiations to either temporarily or permanently amend the terms of the employment contract. At the same time, the employer should assess which option is best for them: continuing the employment contract with reduced wages or a reduced workload or making the employee redundant. An employee cannot ask their employer to make them redundant: that decision is up to the employer.

How and when can an employer terminate an employment contract?

An employer can only terminate a contract extraordinarily for reasons related to the employee (e.g. health-related reasons or they fail to perform their duties) or economic reasons (e.g. an employee is made redundant due to bankruptcy proceedings).

How can an employee end their employment relationship?

An employee may ordinarily terminate an employment contract by notifying their employer 30 days in advance. An employee may terminate an employment contract extraordinarily if their employer fundamentally breaches their obligations, in particular if the employer has considerably delayed payment of the salary. The declaration of the termination of the employment contract must be provided in a format that can be reproduced in writing.

Where to ask for help

Tallinn City Enterprise Department

Telephone: +372 640 4219 | E-mail: tooinfo@tallinnlv.ee

Labour law advice for employees and employers

Labour Inspectorate

Telephone: +372 640 6000 | E-mail: jurist@ti.ee

Questions related to employment contracts, working and rest time, holidays, wages, occupational safety and work relationships

Lawyers Association of Estonian – free legal assistance

A legal assistance event entitled 'Õigusapteek' is held once a month in different city districts. From September, all consultations will take place at the information centre of the city government.

Free legal counselling supported by the state

OÜ HUGO – www.juristaitab.ee

The HUGO.legal law office provides discounted legal advice to people whose average gross monthly income is less than €1700. The first two hours are free of charge and the cost thereafter is €40 per hour.

Estonian courts and state legal aid – www.kohus.ee

'Õigusteenu Büroo' law office

Telephone: +372 601 5122 | E-mail: sekretar@otb.ee

Legal aid for the socially vulnerable

DEBT AND FINANCIAL COUNSELLING

For those facing financial difficulties and who are in debt

A person in debt can ask a debt counsellor for help. The counsellor will analyse the person's situation, evaluate their options and cooperate with the debtor to find ways to either reduce or completely pay off their debt, and give them advice on how to avoid further debt. The service is free for those who are registered as residents of Tallinn in the population register.

Debt and financial counselling includes:

- Income-cost analysis
- Preparation of a family budget
- Teaching skilled personal financial management and how to avoid debt

Where to ask for help

Contact information: Tallinn Social Work Centre

Phone: +372 666 0886 | E-mail: volanoustaja@swcenter.ee

Offices: Tuulemaa 6, Akadeemia 34, Mahtra 44 & Männiku tee 92

BENEFITS

What benefits and allowances can I apply for if I lose my job?

If your employer does not pay your salary or final settlement

In this case, you should file a claim with the Labour Dispute Committee. The Labour Inspectorate and the labour law counsellor at the Tallinn City Enterprise Department can help you prepare your claim.

What should I do if my employer declares bankruptcy?

To receive insolvency benefits, you must contact a trustee in bankruptcy who will submit your application to the Unemployment Insurance Fund. The labour law counsellor at the Tallinn City Enterprise Department can help you prepare your proof of claim.

Who is entitled to unemployment insurance benefits?

A person has the right to receive unemployment insurance benefits if their insured period has lasted for at least 12 months in the 36 months prior to them registering as unemployed, and if their previous employment relationship ended because the term of the contract ended, for health-related reasons or due to non-suitability for the position, during the probationary period or because they were made redundant. The benefit amounts to 60% of the unemployed person's former average daily salary for the first 100 days and 40% thereafter.

The duration of the benefits depends on your years of service:

- Less than five years = 180 days
- 5-10 years = 270 days
- 10 or more years = 360 days

Is a person who is registered as unemployed allowed to work temporarily? From 1 September 2020, a person who is registered as unemployed may temporarily work for up to eight days per calendar month, but not in more than 12 calendar months over a total period of 24 months. The total wages received for temporary work per calendar month and the salary for each separate instance of work cannot be more than 40% of the current minimum monthly wage.

People who are registered as unemployed with the Estonian Unemployment Insurance Fund are covered with health insurance.

Where to ask for help

Estonian Unemployment Insurance Fund

Hotline: 15501 | Telephone: +372 669 6513

E-mail: info@tootukassa.ee

Does Tallinn offer financial support to alleviate people's difficulties in coping? The City of Tallinn pays its residents a subsistence benefit (financed by the state) and a means-tested social benefit (financed from the city budget).

- A family or a person living alone has the right to receive the subsistence benefit if their monthly income is below the subsistence threshold after meeting their housing costs (according to the Social Welfare Act). The subsistence limit for a person living alone or for the first member of a family is €150 per month, while the limit for each minor in a family is €180 per month. The limit for the second and every other adult family member is €120 per month.
- A person has the right to apply for the means-tested benefit if their net family income for the first member of the family is less than the current minimum wage and 80% less than the current minimum wage for each additional family member. The social welfare departments of city governments are responsible for selecting beneficiaries and making payments.

If you need help or have any questions, contact the social welfare department of the city government serving your registered place of residence.

In addition, social welfare departments can help people with coping difficulties by providing them with other services they might need, e.g. social housing and food aid.

Where to ask for help

If you need help or have any questions, contact the social welfare department of the city government serving your registered place of residence.

**Haabersti city district
government social
welfare department**

Ehitajate tee 109a

Telephone: +372 640 4800

**Kesklinn city district
government social
welfare department**

Pärnu mnt 9

Telephone: +372 645 7832

**Kristiine city district
government social
welfare department**

Metalli 5

Telephone: +372 645 7140

**Lasnamäe city district
government social welfare
department**

Pallasti tn 54

Telephone: +372 645 7700

**Mustamäe city district
government social
welfare department**

E. Vilde tee 118

Telephone: +372 645 7561

**Nõmme city district
government social
welfare department**

Valdeku tn 13

Telephone: +372 645 7333

**Pirita city district
government social
welfare department**

Kloostri tee 6

Telephone: +372 645 7600

**Põhja-Tallinn city district
government social welfare
department**

Kotzebue tn 2

Telephone: +372 645 7040

TRAINING COURSES

A person can participate in the training courses offered by the Estonian Unemployment Insurance Fund if they are registered as an unemployed jobseeker or a jobseeker who has received a notice of dismissal. The career counsellors at the Unemployment Insurance Fund help jobseekers find suitable courses from the list of training programmes organised by the fund's partners.

Where to ask for help

Estonian Unemployment Insurance Fund

Hotline: 15501 | Telephone: +372 669 6513

E-mail: info@tootukassa.ee

If you are not in the target group for an Unemployment Insurance Fund training programme and are unable to find a suitable course, there are other ways of participating in courses free of charge.

Vocational educational institutions and institutions of professional higher education which offer vocational education organise a range of courses financed by the European Social Fund that are free for participants. The list of courses can be found on the website of the Estonian Ministry of Education and Research:

www.hm.ee/et/tegevused/taiskasvanuharidus/tasuta-kursused

BECOME AN ENTREPRENEUR AND CREATE YOUR OWN JOB

Have you lost your job? Do you have a skill you could turn into a business? If you need help transforming your ideas into a business plan, you can apply for a business start-up subsidy from the Estonian Unemployment Insurance Fund or a start-up grant from the State Shared Service Centre. The consultants at the Tallinn City Enterprise Department can help you evaluate your options. Come and get some entrepreneurship advice free of charge!

Where to ask for help

Tallinn City Enterprise Department

Telephone: +372 640 4388 | E-mail: tooinfo@tallinnlv.ee

JOB OFFERS

Where can I find suitable job offers?

The Estonian Unemployment Insurance Fund offers work and career counselling and training courses for people preparing to enter the labour market and those looking to retrain.

Estonian Unemployment Insurance Fund

Hotline: 15501 | Telephone: +372 669 6513

E-mail: info@tootukassa.ee

If you are just starting to look for a new job,
the biggest Estonian job portals may be of help:

tootukassa.ee

cv.ee

cvkeskus.ee

eures.europa.eu

eures.ee

fontes.ee

goworkabit.com

jobbatical.com

kandideeri.ee

leia.ee

manpower.ee

meetfrank.com

palkamind.ee

tööd.ee

tööpakkumised.ee

vk.kra.ee

workinestonia.com

ekspressjob.ee

www.tallinn.ee/est/tooportaal/



Tallinn