

✓ CHECKLIST FOR FOREIGN WORKERS IN DENMARK

How to ensure fair conditions and protect your rights

1. Collective Agreement – Ask and Get Documentation

✓ Ask:

- “Is there a collective agreement at my workplace?”
- Which one? (e.g., The Industrial Agreement by Danish Industry)
- Get written confirmation

If covered by the Industrial Agreement, you are entitled to:

- Minimum wage: typically 130–140 DKK/hour (welders/blacksmiths minimum 170/hour)
 - Pension: 13% (employer pays 11%, employee 2%)
 - Holiday bonus account (fritvalg) incl. SH allowance: 9% (temporary workers: 13%)
 - Holiday pay: 12,5%
 - Overtime, evening/night supplements, weekend and public holiday allowances etc.
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2. Salary, Pension and Holiday Bonus – Check Your Payslip

✓ Check every month:

- Base salary
- Holiday pay (12,5%)
- Holiday bonus incl. SH allowance (9–13%)
- Pension (13% total)

✦ Check your pension:

- Log in to pensionsinfo.dk
- Confirm contributions are being made

Rules:

- From day 1 if you already have an occupational pension from a previous job
- Otherwise, after 2 months of employment (previous seniority counts)
- If you are a temporary worker:

You are covered by the Temporary Agency Work Act (Vikarloven) – see point 8. If it is common practice that permanent employees at the company where you are assigned receive a pension, you are also entitled to the same.

3. When is Holiday Bonus (SH) Paid Out?

- Typically in May and December – ask your employer
 - Set a calendar reminder: Has the amount been paid, and does it match your payslip?
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4. Holiday and Holiday Pay

✓ Ask: “Who manages my holiday pay?”

- If Feriekonto → Check your balance and request payment via borger.dk
 - If your employer → Request payment when taking vacation (set a calendar reminder)
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5. Contract and Working Hours

✓ You are entitled to a written contract within 7 days. It must include:

- Salary and working hours
 - Overtime and allowances
 - Termination conditions
 - Assignment location (if you work as a temporary worker)
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6. Insurance and Safety

✓ Check that you are covered for workplace injuries. If you are a temp → you are automatically covered by the insurance of the company, you are assigned to.

7. Tax

✓ You need: CPR number, Tax card and NemKonto

8. If Something is Not Right – What Can You Do?

✓ As a temporary worker:

- You are protected by the Temporary Agency Work Act (Vikarloven) → same conditions as permanent employees
 - If the agency does not respond: Contact the company you are assigned to
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9. Warning Signs – Be Careful If:

- Base salary below 130 DKK/hour (welders/blacksmiths below 170/hour)
 - No payslip, no contract, no pension and no allowances
 - Poor housing at high rent
 - You are not allowed to ask questions
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Extra check: Is the company a member of an employers' organization?

- [Dansk Industri](#) (DI) – [link to the members list](#)
- [TEKNIQ](#): Ask the company directly
- [Dansk Erhverv](#): Ask the company directly

👉 If not a member, request written documentation of all terms. See point 5.

✅ **TIP:** Save this checklist on your phone or print it, so you can always check your rights!

Are you looking for a job in the metal, maritime and wind industry?

👉 **Upload your CV** at www.vicos.dk/job

Disclaimer

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