

# Living & Working in Austria

**Land area:** 83,878 km<sup>2</sup>

**Population:** 8,375,290

## **Population in gainful employment:**

Agriculture: 6%

Industry: 24%

Services sector: 70%



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## 1. GENERAL

### 1.1 Geography and Population

Austria covers an area of 83,878 square kilometres with a population of 8,375,290 residents, (as of 1<sup>st</sup> of January 2010) including 895,144 foreign citizens (11% of total population).

Vienna is the most densely populated province of Austria with 4,097 residents per square kilometre; Tyrol is the least densely populated province with 56 inhabitants per square kilometre (population as of 1<sup>st</sup> of January 2010). The average newborn life expectancy in 2009 is 80 years.

Austria is bordered by Switzerland, Liechtenstein, Germany, the Czech Republic, Slovakia, Hungary, Slovenia and Italy.

Austria is a federal state comprised of nine provinces; each province has its own capital:



Source: webs.schule.at

Province	Population as of Jan. 1, 2010	Provincial Capital	Population as of Jan. 1, 2010
Burgenland	283,965	Eisenstadt	12,856
Carinthia	559,315	Klagenfurt	93,949
Lower Austria	1,607,976	St. Pölten	51,688
Upper Austria	1,411,238	Linz	189,311
Salzburg	529,861	Salzburg	147,571
Styria	1,208,372	Graz	257,328
Tyrol	706,873	Innsbruck	119,249
Vorarlberg	368,868	Bregenz	27,456
Vienna	1,698,822	Vienna	1,698,822

## 1.2 The Political System

Austria is a democratic republic. The Federal President of Austria is the supreme representative of the state. He represents the Republic abroad in addition to other duties (acting as Supreme Commander of the Austrian Armed Forces, appointing the Federal Chancellor and the Federal Government as well as high-ranking officials of the provinces and concluding international agreements, etc.).

The legislative body of Austria is the Parliament, which consists of two houses, the National Council (Nationalrat) and the Federal Council (Bundesrat). The Federal Government is headed by the Federal Chancellor who conducts governmental affairs with the assistance of the Vice-Chancellor, federal cabinet ministers and state undersecretaries.

Each province is administered by its own government, headed by a provincial Governor (Landeshauptmann/Landeshauptfrau).

Austria has been a member of the European Union since 1995.

## 1.3 Climate

Austria has a typical central European transitional climate (warm summers, cold winters and adequate precipitation). Additionally there are two distinct climatic zones in the interior regions of Austria: the east shows a Pannonian climate (warm to hot summers, relatively low precipitation and cold winters), while the central Alpine region has the characteristic features of the Alpine climate (as compared to the east, more precipitation in summer and long winters with heavy snowfall).

## 1.4 Languages

German is the official language of Austria and thus a prerequisite for participating in the working and economic life of the country. Croatian, Slovenian and Hungarian are recognised as official languages in the individual regions of autonomous population groups. English is taught at school as the first foreign language. However, many Austrians do not speak a foreign language.

## 1.5 Culture & Religion

Various **clubs and associations** (football, auxiliary fire brigade, singing clubs, etc.) exist in Austria in most of the smaller towns (municipalities). There are comprehensive cultural facilities (theatre, cinema, arts expositions) and sports facilities in the larger towns and cities. Information on clubs and associations can be obtained from the municipal offices and authorities (town and municipal administrative authorities). Daily newspapers and special event calendars provide information on current cultural events.

The East of Austria (Vienna, Lower Austria, Burgenland) has traditionally strong links to the neighbouring countries (the Czech Republic, Slovakia, Hungary, Slovenia). Today this proximity is expressed amongst others through the economic activity of Austria in these countries. The influences of former monarchical provinces can also be found in Austrian cuisine.

In smaller settlements, you will find inns and taverns with **Austrian specialities** (Wiener Schnitzel, etc.) and typical regional dishes. In towns and larger villages there are restaurants offering international cuisine; Italian and Asian restaurants are particularly popular.

Meals are served as follows: breakfast between 8 and 10 am; lunch between 11.30 am and 2 pm; dinner between 6 and 9 pm. In rural regions sometimes only small snacks are served outside the regular serving times. In built-up areas and large cities there are numerous restaurants offering warm dishes throughout the day.

Austrian culture is heavily influenced by the **Catholic Church**. According to the census of 2001 the majority of the Austrian population is catholic (74%), followed by Protestants (5%), Muslims (4%) and Orthodox Christians (2%).

**More details are available at:**

<http://www.statistik.at>

## 1.6 Labour Market Facts & Figures

In the first quarter of 2010 (January – March) an average of 4,023,100 people were in gainful employment; of which 2,138,600 were male and 1,884,500 female.

**The quota** of 15 to 64 year old **employed persons**, i.e. the share of the employed persons in all persons in this age group was at 70.6 percent in the 1<sup>st</sup> quarter of 2010. The **part-time employment quota** (share of persons working less than 36 hours a week according to information provided by them) amounts to 25.4 percent. However, 45.2% of women and only 10% of men in gainful employment are employed part-time.

The number of unemployed recorded in the 1st quarter of 2010 was 198,000. This represents an **unemployment quota** of 4.7 percent (according to the EU definition of unemployment quota – not seasonally adjusted). The youth unemployment quota (15 to 24 years old) is 9.5 percent whereas the unemployment quota of elderly people (55 to 64 years old) is 2.3 percent. Non-Austrian citizens are particularly affected by unemployment (9.3 percent).

When **comparing the provinces** unemployment is highest in Vienna with 7.6 percent and lowest in Tyrol with 2.9 percent.

**More details are available at:**

[http://www.statistik.at/web\\_de/statistiken/arbeitsmarkt/erwerbstaetige/index.html](http://www.statistik.at/web_de/statistiken/arbeitsmarkt/erwerbstaetige/index.html)

(Labour Market Statistics for the 1<sup>st</sup> Quarter of 2010 – Quick Report)

<http://iambweb.ams.or.at/ambweb/AmbwebServlet?trn=start> (Labour Market Data of the 1<sup>st</sup> Quarter 2010 – Public Employment Service Austria, AMS)

## 2. ARRIVING IN AUSTRIA

### 2.1 Duty of Registration

Residential registration is **mandatory** in Austria. Any person establishing their residence in Austria is obliged to register with the respective competent authority within three (3) days of establishing the residence.

**Responsible authorities to contact in this regard are:**

- the registration office of the municipality office (Gemeindeamt) or the municipal authorities (Magistrat) (in cities)
- in Vienna: the registration office of the municipal district offices (Magistratische Bezirksämter)

**The following documents are to be furnished:**

- completed registration form; the registration form can be obtained from the responsible registration authorities, registry offices (e.g. in Vienna) or the internet.

**The following details are to be filled in:**

- name (including all previous names, if any)
  - date of birth
  - place of birth
  - gender
  - and nationality
- passport and birth certificate
  - residence registration certificates for any other places of residence

The **residence registration form (previously residence registration certificate, Meldezettel)** must be signed by the lessee (the owner or the property management) and the tenant, submitted personally or by a person of trust or sent by post to the responsible residence registration authorities (Melde-behörde).

Upon registering in Austria, your personal data will automatically be saved in the **Central Residence Registry** (Zentrales Melderegister (ZMR)) and made available to various authorities. Every person registered in Austria is assigned a dedicated number in the Central Residence Registry (so-called Central Residence Registry Number (ZMR-Zahl)) which is shown on the residence registration certificate (Meldebestätigung).

**More details are available at:**

<http://www.help.gv.at/Content.Node/118/Seite.1180000.html> (general information)

<http://www.help.gv.at/linkaufloesung/applikation-flow?leistung=LA-HP-GL-FormularMeldezettelPDF&quelle=HELP&flow=FO> (residence registration forms)

### 2.2 Residence

**European Union (EU)/European Economic Area (EEA) citizens and Swiss citizens** as well as their family members (EU/EEA citizens or Swiss citizens) do not require a residence permit to enter and stay in Austria as they enjoy both exemption from a visa requirement and freedom of establishment. They can stay in Austria for a maximum of three months provided they have a valid passport or personal ID.

**The following applies to longer stays in Austria:**

- living costs and health insurance must be secured, or
- there are prospects of employment, or
- a valid employment contract or a freelance employment contract is in force, or
- a training program enrolment is applicable (apprenticeship, school attendance, university studies).

Within a four month period EU/EEA citizens have to report their taking up of residence to the residence authorities (district administrative authority (Bezirkshauptmannschaft) or the municipal authority (Magistrat)); the authorities will then issue a “registration certificate” (Anmeldebescheinigung). If the family members (spouse, children, partners, etc.) are also EU/EEA citizens their taking up of residence must be also registered by means of a “registration certificate” (Anmeldebescheinigung).

EU/EEA citizens can apply for an “official photographic identification for EEA citizens” (Lichtbildausweis für EWR-Bürger) with the responsible administrative authority.

For **privileged nationals of third states**, i.e. family members of EU/EEA citizens who are not EU/EEA/Swiss citizens, the following applies: such residence permits can be applied for in Austria following entry on a visa-waiver basis (sichtvermerksfreie Einreise) or entry with a visa, provided that they legally reside in Austria.

The required documents are to be presented in original copy and a court certified translation into German upon application submission.

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

**Competent authority:**

- district administration authorities (Bezirkshauptmannschaft) or municipal authorities (Magistrat)
- in Vienna: municipal department 35 (Magistratsabteilung 35, MA 35)

**More details are available at:**

<http://www.migrant.at/homepage-2006/infodeutsch/infodeutsch.html>

(information on acts of law and ordinances)

<http://www.migrant.at/aktuell-rechtliche-infos-2006/richtsaetze-2008/richtsaetze-2008.html>

(forms, acts of law, ordinances, etc. in several languages)

<http://www.help.gv.at/Content.Node/12/Seite.120000.html> (also in English)

<http://www.bmi.gv.at/niederlassung/>

(information provided by the Federal Ministry of the Interior (Bundesministerium für Inneres))

[http://www.bmi.gv.at/cms/BMI\\_Niederlassung/allg\\_infos\\_neu/CH\\_V20060221.pdf](http://www.bmi.gv.at/cms/BMI_Niederlassung/allg_infos_neu/CH_V20060221.pdf)

(in several languages)

<http://www.ams.at/english.html> (basic information in English)

## 2.3 Bringing Domestic and Household Pets into Austria

Household pets must have an EU household pet passport.

**More details are available at:**

<http://www.bmgfj.gv.at/cms/site/thema.html?channel=CH0923> (travelling)

In Austria dogs must be identifiable through a microchip; additionally, certain taxes and duties for dogs are to be paid in all municipalities. The amount of the duty depends on your place of residence. Details can be obtained from the responsible municipality office (Gemeindeamt) or municipal district administration (Magistratisches Bezirksamt) (in cities).

**More details are available at:**

<http://www.help.gv.at/Content.Node/74/Seite.740000.html> (keeping of household pets)

<http://www.help.gv.at/Content.Node/74/Seite.743000.html> (taxes and duties)

<http://www.tierarzt.at>

### 3. LIVING CONDITIONS

#### 3.1 Comparable Price Levels of Living Costs

Austria's currency is the Euro (€ ), 1 Euro is comprised of 100 cents.

The system of **comparable price levels** allows comparison of the purchasing power between national currencies. The **comparable price levels** also indicate whether a country is cheap or expensive compared with the average (EU 27 = 100).

**More details are available at:**

[http://www.statistik.at/web\\_de/statistiken/wohnen\\_und\\_gebaeude/wohnungsaufwand/index.html](http://www.statistik.at/web_de/statistiken/wohnen_und_gebaeude/wohnungsaufwand/index.html) (rent and related outlays)

[http://epp.eurostat.ec.europa.eu/portal/page/portal/product\\_details/dataset?p\\_product\\_code=TSIER010](http://epp.eurostat.ec.europa.eu/portal/page/portal/product_details/dataset?p_product_code=TSIER010) (comparable price levels)

<http://www.oecd.org/dataoecd/48/18/18598721.pdf> (comparable price levels)

#### 3.2 International Dialling Code

The international dialling code for telephone calls to Austria is: +43 (0043).

##### 3.2.1 Emergency Services Numbers

Fire department	<b>122</b>
Police	<b>133</b>
Ambulance	<b>144</b>
Doctors on call	<b>141</b>
Europe-wide emergency service	<b>112</b>
Pharmacy on duty at night and during weekends	<a href="http://www.apotheker.or.at/">http://www.apotheker.or.at/</a>
Dentists on duty at night and during weekends	<a href="http://www.zahnaerztekammer.at/">http://www.zahnaerztekammer.at/</a>
Poisoning emergency line	<b>01/406 43 43</b>
Social psychological emergency assistance (around the clock)	<b>01/313 30</b>
Helpline for children ("Rat auf Draht")	<b>147</b>
Suicide and crisis intervention hotline	<b>142</b>
Women's Domestic Violence Helpline free helpline number (24-hour hotline)	<b>0800/222 555</b>
Counselling services for women	<a href="http://www.help.gv.at/Content.Node/29/Seite.290500.html">http://www.help.gv.at/Content.Node/29/Seite.290500.html</a>
Counselling services for men	<b>01/603 28 28</b> <a href="http://www.help.gv.at/Content.Node/29/Seite.290114.html#Maennerberatung">http://www.help.gv.at/Content.Node/29/Seite.290114.html#Maennerberatung</a>
Emergency services in general	<a href="http://www.regionalsuche.at/notdienste.html">http://www.regionalsuche.at/notdienste.html</a>

### 3.3 Retail Business Hours

Shops are generally open from 9 am until 6 pm in Austria; supermarkets open at 7.30 am and close partly at 7 or even 8 pm.

Shops are closed on Sundays. In larger cities you can however go shopping in supermarkets located at the railway stations for instance. You can also buy foodstuffs at many petrol stations on Sundays and holidays.

You can pay by debit card (Bankomatkarte) or credit card in most large shops, such as supermarkets.

### 3.4 Opening a Bank Account

You are generally required to present valid identification with photo (passport, personal ID or a driver's license) in order to open a current account (an account to which your salary is paid; "Gehaltskonto").

More details are available at banks and financial institutions.

#### More details are available at:

<http://www.bankaustria.at/de/index.html> (Bank Austria)

<https://www.sparkasse.at/erstebank/home> (Die Erste)

<http://www.raiffeisen.at> (Raiffeisenbank with branches in small cities and villages as well)

<http://www.pskbank.at/psk/home/nav.html> (PSK – Österreichische Postsparkasse (Austrian post office savings bank) with branches in post offices in small towns and villages as well)

<http://www.bawag.com> (BAWAG – Bank für Arbeit und Wirtschaft)

<http://www.volksbank.at> (Volksbank)

### 3.5 Motor Vehicles

You must always carry a reflective safety vest in fluorescent yellow or orange, a breakdown triangle and vehicle first-aid case. Austrian motorways are subject to toll fees, the required motorway vignette can be purchased at motorway service stations and newsagents/tobacconists (Trafik).

#### 3.5.1 Driving License

Driver's licenses which have been issued in other EU/EEA countries are also valid in Austria. You must report every change of address (primary residence address (Hauptwohnsitz)) to the authority responsible for the area of your principal residence. The following applies to **Swiss Citizens**: the driver's license must be reissued by the competent regional district administrative authority or the Federal Police Headquarters (Bundespolizeidirektion). The prerequisite of reissue is a completed examination by a public health officer (Amtsarzt).

#### More details are available at:

<http://www.help.gv.at/Content.Node/4/Seite.040000.html>

(driver's license, driver's license categories, etc.)

<http://www.arboe.at/> (ARBÖ – Austrian automobile association)

<http://www.oeamtc.at/fuehrerschein/> (ÖAMTC – Austrian automobile association)

### 3.5.2 Motor Vehicle Licenses

When relocating to Austria you are allowed to drive a vehicle with foreign registration plates for one month; within this period you must apply for official Austrian vehicle registration papers (Typenschein).

Subsequently, you must take out third-party insurance with one of the many insurance companies or furnish a proof of already existing insurance coverage. Within the EU there is freedom of choice regarding motor vehicle insurance companies. The motor vehicle can principally be insured in any EU member state with an authorised insurance company. The final traffic registration is performed at the registration department of your selected insurance company.

The websites specified below will provide further details regarding the tests and documents required for the final registration. Vehicles with an **EU operating license** do not require a separate permit in Austria (from 1<sup>st</sup> of July 2007).

#### More details are available at:

[http://www.oeamtc.at/index.php?type=article&id=1098241&menu\\_active=0259](http://www.oeamtc.at/index.php?type=article&id=1098241&menu_active=0259)

(self-import of motor vehicles by private persons)

<http://www.help.gv.at/Content.Node/6/Seite.060000.html> (self-import of motor vehicles)

<http://www.arboe.at/> (ARBÖ – Austrian automobile association)

<http://www.help.gv.at/Content.Node/6/Seite.060118.html> (motor vehicle admission)

<http://www.help.gv.at/Content.Node/6/Seite.063000.html#Kennzeichen>

(driving motor vehicles with foreign registration plates)

## 3.6 Housing

### 3.6.1 Short-Term Accommodation in Hotels and Youth Hostels

#### Information on hotels and boarding houses:

<http://www.tiscover.at>

#### Information on youth shelters:

<http://www.junghotels.at/od/home/>

<http://www.jugendherberge.at>

### 3.6.2 Important Details regarding Housing

In Austria 41 percent of new housing is comprised of detached and semi-detached houses and 54 percent of new flats are in residential buildings divided into several flats. In towns and built-up areas there are large numbers of rented, housing association and owner-occupied flats in multi-storey buildings; detached and semi-detached houses predominate in rural areas.

**Apartment rents** vary greatly according to region, the rent for an average apartment in 2010 (rent, repayments/annuities for owner-occupied apartments and operating costs) was least expensive in Burgenland at 4.28 Euros per square meter and most expensive in Salzburg at 6.21 Euros per square meter. Rent per square meter depends on various factors such as proximity to transport, infrastructure, residential area and fittings, fixtures and furnishings.

Smaller apartments are generally more expensive per square meter than larger ones, and in addition to rent, operating costs (about 25 percent of the net rent), heating, gas and electricity costs must also be taken into account.

Rents for the majority of principal-tenant housing (Hauptmietwohnung), council housing (Gemeindewohnung) and association housing (Genossenschaftswohnung) are regulated throughout Austria by the **Rent Act**; as a rule, detached houses are generally not regulated by the Rent Act. Exception: statutory periods of notice are also valid for detached houses.

Before you conclude a **rental or purchase agreement**, it is advisable to seek out an appropriate **consultation agency** (Tenant Associations (Mietervereinigungen), Austrian Tenant Protection Association (Mieterschutzverband), Consumer Information Association (Verein für Konsumenteninformation), Chamber of Labour (Arbeiterkammer), etc.) in order to verify the legal validity of the agreement. The aforesaid consultation agencies will assist you in all issues related to rental law.

**More details are available at:**

<http://www.mietervereinigung.at> (Tenants Association (Mietervereinigung))  
<http://www.mieterschutzverband.at/msv/> (Tenants Protection Association (Mieterschutzverband))  
<http://www.konsument.at/konsument> (Consumer Information Association (Verein für Konsumenteninformation))  
<http://www.arbeiterkammer.at> (Austrian Chamber of Labour)  
[http://www.statistik.at/web\\_de/statistiken/wohnen\\_und\\_gebaeude/wohnungsaufwand/index.html](http://www.statistik.at/web_de/statistiken/wohnen_und_gebaeude/wohnungsaufwand/index.html) (rent and related outlays)

### 3.6.3 Finding Permanent Housing

**Important information sources:**

→ **daily newspapers:**

<http://www.kurier.at>  
<http://www.krone.at>  
<http://derstandard.at>  
<http://www.diepresse.com> etc. – weekend editions are of particular interest

→ **Real estate magazines:**

[http://www.bazar.at/?ren=i\\_bz](http://www.bazar.at/?ren=i_bz)  
<http://www.immobilien.net/>  
<http://www.immodirekt.at>

→ **Real estate agents:**

<http://www.ovi.at/de/verband/index.php>  
<http://www.wohnet.net> (Information related building your own property)

### 3.6.4 Eligibility for Council Housing

**Eligibility conditions** for council housing vary throughout Austria.

Details can be obtained from the municipal offices (Gemeindeamt) and municipal authorities in cities (Magistrat).

**More details are available at:**

<http://www.help.gv.at/Content.Node/21/Seite.210240.html>  
(council housing (Gemeindewohnungen))

### 3.6.5 Eligibility for Housing Association Accommodation

Housing association accommodation (Genossenschaftswohnungen) receives special support, often through a purchase option. The tenants are members of the housing association and pay a so-called “cooperative share” (Genossenschaftsanteil) which is determined by the size and age of the accommodation.

**More details are available at:**

<http://www.help.gv.at/Content.Node/21/Seite.210250.html>  
(housing association accommodations (Genossenschaftswohnungen))  
<http://www.gbv.at> (overview of Austrian housing associations)  
<http://www.mietervereinigung.at> (Tenants Association (Mietervereinigung))  
<http://www.mieterschutzverband.at/msv/>  
(Tenants Protection Association (Mieterschutzverband))

### 3.6.6 Application for a Radio and TV License

In Austria radio and TV appliances must be registered.

**More details are available at:**

<http://www.orf-gis.at/>

### 3.6.7 Registration for Gas and Electricity

You can find which energy provider is responsible for your area and which tariffs are cheapest at tariff calculator/e-Control (Tarifkalkulator/E-control):

<http://www.e-control.at/de/konsumenten/service-und-beratung/TarifkalkulatorApplication>

### 3.6.8 Registration of Fixed Network Phones and Mobile Phones

**Overview of fixed network tariffs and providers:**

<http://www.mobilfunkrechner.de/akwien/pdf/festnetz.pdf>

<http://www1.arbeiterkammer.at/Festnetz/> (cheap tariffs)

**Overview of mobile network tariffs and providers:**

<http://www.mobilfunkrechner.de/akwien/pdf/mobilfunknetz.pdf>

<http://www1.arbeiterkammer.at/Handytarif/> (cheap tariffs)

## 4. SEEKING EMPLOYMENT IN AUSTRIA

Pursuant to Austria's membership in the European Union, EU/EEA citizens, Swiss citizens and their family members (spouses, children, stepchildren and adopted children) are entitled to live and work in Austria without work permits in accordance with the principle of "free movement of labour." Special rules apply in the case of new EU citizens from Bulgaria, Rumania, Estonia, Latvia, Lithuania, Poland, Slovakia, Slovenia, the Czech Republic and Hungary. (Also see section 4.9)

### 4.1 Seeking Employment from the EU/EEA Countries and Switzerland in Austria

**Prior to arriving to Austria** you can obtain various information and use various services on the Internet:

- seeking employment, province information, regional job opportunities using EURES
- seeking employment using the AMS (Public Employment Service Austria) website; you can also register online in the eJob-Room
- AMS (Public Employment Service Austria) services: career focus test (career compass), interactive application training, application coach (application tips, etc.)
- Information provided by the AMS (Public Employment Service Austria): career information database (Berufsinformationsdatenbank (BIS)), career lexica, qualifications barometer (Qualifikationsbarometer; labour market trends, opportunities on the Austrian labour market based on qualifications), further education database (Weiterbildungsdatenbank), career information centres (Berufsinformationszentren (BIZ)), barrier-free access to AMS offices, unemployment benefits
- Public Employment Service Austria (AMS) information for young people: workroom (Arbeitszimmer), Your Choice
- employment seekers can obtain information on claiming unemployment benefits from the employment service or the competent authority in their home country (also see section 8.4.2)
- **English** information on services provided by the Public Employment Service Austria (AMS), living and working conditions can be found on <http://www.ams.at/english.html>.

**After arriving in Austria** you have to observe the following when seeking employment:

- to be able to claim unemployment benefits from your country of origin in Austria (such as unemployment benefits) it is necessary to personally register at the competent office in Austria
- assistance during employment seeking as well as career advisory services can be received from the competent offices

### 4.2 EURES (European Employment Services)

You can find out about job vacancies in Austria and obtain other information about Austria by contacting the EURES network at the competent employment service office in the EU/EEA countries/ Switzerland.

The EURES website informs job seekers amongst others about living and working conditions as well as job opportunities in the individual regions of the EU/EEA states and in Switzerland as well as lists job vacancies. Additionally you can post your personal CV online which can be viewed by potential employers.

More than 700 specially trained EURES advisors work in the public employment services in all EU/EEA countries and Switzerland to support and advise citizens seeking a job in another EU/EEA country or Switzerland. You can find your EURES advisers responsible for the desired region using the EURES website.

**More details are available at:**

<http://eures.europa.eu> (EURES website)

### 4.3 Public Employment Service Austria (AMS)

The Public Employment Service, better known as the **Arbeitsmarktservice (AMS, Public Employment Service Austria)** offers their services in regional AMS offices.

The Public Employment Service Austria (AMS) is responsible for **consultation, job referral, financial support and ensuring livelihood** (such as unemployment benefits and emergency assistance benefits) for persons who are permanent residents of Austria and are currently residing in Austria.

Job seekers and unemployed persons may register at their local Public Employment Service Austria office (the competence follows their principal residence, also see <http://www.ams.at>).

At the AMS **website** you can also find more details regarding

→ **eJob-Room:**

The Public Employment Service Austria (AMS) offers this service both to registered individuals and all other interested people. It offers an overview of all vacant positions in Austria and neighbouring regions (South Tyrol, Switzerland, etc.) reported to the Public Employment Service Austria, AMS. You can search for a particular position by selecting the requested employment form, place of work, commencement date of employment, occupational groups/occupations. This service is available to both registered and unregistered users.

**Note:** You can also register for the eJob-Room even when your place of residence is still outside Austria.

Registered users are additionally offered the following services:

- publishing of applications in the eJob-Room
- interested companies can send an "interest note"; The "interest note" is available in the respective application through the link "Show messages".
- use of the extended job vacancies listing (the eJob-Room vacancies)

eJob-Room offers are free of charge.

**More details are available at:**

<http://www.ams.at/sfa/14063.html>

→ **Career Information System (Berufsinformationssystem (BIS)):**

the largest online information database on professions and qualifications.

**More details are available at:**

<http://www.ams.at/bis/>

→ **Occupation related lexica:**

more information about professions (job profiles, requirements, training opportunities, career opportunities, employment forms, etc.)

**More details are available at:**

<http://www.berufslexikon.at> (apprenticeship programs, careers for university graduates, careers for graduates of technical and vocational schools, other career opportunities)

→ **Qualifications Barometer:**

information about qualification trends and latest developments on the labour market

**More details are available at:**

<http://www.ams.at/buw/14125.html>

→ **Further Education Database:**

assistance when looking for suitable training opportunities and details about course providers as well as prerequisites

**More details are available at:**

<http://www.ams.at/buw/14126.html>

→ **Job Application Tips:**

interactive application training, application coach on the internet (step-by-step assistance drafting applications), practice folder for job seekers (provides tips and tricks regarding job hunting)

**More details are available at:**

<http://www.ams.at/buw/14124.html>

→ **Workroom (Arbeitszimmer):**

platform for young people who want to exchange tips and tricks regarding profession, study course, school selection

**More details are available at:**

<http://www.arbeitszimmer.cc>

→ **Career Compass:**

questionnaire regarding profession choice; after filling in you will receive online evaluation and interests profile

**More details are available at:**

<http://www.berufskompass.at/berufskp2/index.htm>

→ **Your Choice:**

information about training and professions for young people and young adults

**More details are available at:**

<http://www.yourchoiceinfo.at>

→ **Career information centres (Berufsinformationszentren (BIZ)):**

BIZ at various locations in Austria offer information about professional and training possibilities, job opportunities, tips and tricks regarding profession choice; comprehensive brochure selection and occupation videos as well as personalised assistance free of charge.

**More details are available at:**

<http://www.ams.at/buw/14127.html>

→ **Services rendered to job seekers**

information on claiming unemployment benefits, emergency assistance benefits, etc.; information on responsibilities of the benefit recipients towards the Public Employment Service Austria (AMS), etc.

**More details are available at:**

<http://www.ams.at/sfa/14080.html>

→ **Offers for women and young women:**

<http://www.ams.at/sfa/14073.html>

→ **Information for foreign workforce:**

<http://www.ams.at/sfa/14074.html>

→ **Disabled persons:**

<http://www.ams.at/sfa/14075.html>

→ **AMS research network:**

information system covering networks of labour market relevant topics, publications and surveys are available for download at <http://www.ams.at/buw/14128.html>

→ **AMS Publications for EU/EEA citizens and Swiss citizens:**

<http://www.ams.at/sfa/14253.html> (Arriving in Austria)

<http://www.eures-transtirolia.eu/typo3/index.php?id=9&L=0>

(Brochure for Cross-Border Commuters)

**Useful addresses:**

<p><b>Public Employment Service Austria (AMS) of Burgenland</b>            Permayerstr. 10            A-7000 Eisenstadt            Tel.: +43 2682 692-0            Internet: <a href="http://www.ams.at/bgld/index.html">http://www.ams.at/bgld/index.html</a></p>	<p><b>Public Employment Service Austria (AMS) of Carinthia</b>            Rudolfsbahngürtel 42            A-9021 Klagenfurt            Tel.: +43 463 3831-0            Internet: <a href="http://www.ams.at/ktn/index.html">http://www.ams.at/ktn/index.html</a></p>
<p><b>Public Employment Service Austria (AMS) of Lower Austria</b>            Hohenstaufengasse 2            A-1013 Vienna            Tel.: +43 1 531 36-0            Internet: <a href="http://www.ams.at/noe/index.html">http://www.ams.at/noe/index.html</a></p>	<p><b>Public Employment Service Austria (AMS) of Upper Austria</b>            Europaplatz 9            A-4021 Linz            Tel.: +43 732 6963-0            Internet: <a href="http://www.ams.at/ooe/index.html">http://www.ams.at/ooe/index.html</a></p>
<p><b>Public Employment Service Austria (AMS) of Salzburg</b>            Auerspergstr. 67a            A-5020 Salzburg            Tel.: +43 662 8883-0            Internet: <a href="http://www.ams.at/sbg/index.html">http://www.ams.at/sbg/index.html</a></p>	<p><b>Public Employment Service Austria (AMS) of Styria</b>            Babenbergerstr. 33            A-8020 Graz            Tel.: +43 316 7081-0            Internet: <a href="http://www.ams.at/stmk/index.html">http://www.ams.at/stmk/index.html</a></p>
<p><b>Public Employment Service Austria (AMS) of Tyrol</b>            Andreas-Hofer-Str. 44            A-6020 Innsbruck            Tel.: +43 512 58 46 64            Internet: <a href="http://www.ams.at/tirol/index.html">http://www.ams.at/tirol/index.html</a></p>	<p><b>Public Employment Service Austria (AMS) of Vorarlberg</b>            Rheinstraße 33            A-6901 Bregenz            Tel.: +43 5574 691-0            Internet: <a href="http://www.ams.at/vbg/index.html">http://www.ams.at/vbg/index.html</a></p>
<p><b>Public Employment Service Austria (AMS) of Vienna</b>            Landstraßer Hauptstraße 55–57            A-1030 Wien            Tel.: +43 1 878 71            Internet: <a href="http://www.ams.at/wien/index.html">http://www.ams.at/wien/index.html</a></p>	<p><b>Public Employment Service Austria (AMS)</b>            Treustraße 35–43            A-1200 Vienna            Tel.: +43 1 331 78-0            Internet: <a href="http://www.ams.at">http://www.ams.at</a></p>
	<p><b>Trans-Tyrolean border region (Tyrol, South Tyrol and Grisons)</b>            Internet: <a href="http://www.eures-transtirolia.eu/">http://www.eures-transtirolia.eu/</a></p>
<p><b>Bodensee border region (Vorarlberg, Bavaria, Switzerland)</b>            Internet: <a href="http://www.jobs-ohne-grenzen.org/">http://www.jobs-ohne-grenzen.org/</a></p>	<p><b>Pannonia border region (Austria, Hungary)</b>            Internet: <a href="http://www.eures-pannonia.hu/index.php?lang=de">http://www.eures-pannonia.hu/index.php?lang=de</a></p>

#### 4.4 Daily Newspapers

Most job vacancies can be found in the weekend editions.

Newspaper	Internet Address
Die Wiener Zeitung	<a href="http://www.wienerzeitung.at">http://www.wienerzeitung.at</a>
Die Presse	<a href="http://www.diepresse.com">http://www.diepresse.com</a>
Der Kurier	<a href="http://www.kurier.at">http://www.kurier.at</a>
Oberösterreichische Nachrichten	<a href="http://www.nachrichten.at">http://www.nachrichten.at</a>
Der Standard	<a href="http://derstandard.at/karriere">http://derstandard.at/karriere</a>
Salzburger Nachrichten	<a href="http://www.salzburg.com/">http://www.salzburg.com/</a>
Kleine Zeitung	<a href="http://www.kleinezeitung.at/">http://www.kleinezeitung.at/</a>
Vorarlberger Nachrichten	<a href="http://www.vn.vol.at/">http://www.vn.vol.at/</a>
Kronen Zeitung	<a href="http://www.krone.at">http://www.krone.at</a>
Tiroler Tageszeitung	<a href="http://www.tt.com/tt/Nachrichten/index.csp">http://www.tt.com/tt/Nachrichten/index.csp</a>

**More details are available at:**

<http://www.ams.at/sfa/14800.html#Zeitungen> (vacancies published in newspapers)

#### 4.5 Private Recruitment Agencies

The role of private requirement agencies is growing. Primarily highly qualified positions are nearly exclusively offered on the market through HR consulting companies and agencies. The Public Employment Service Austria cooperates with a large number of these agencies. At the website of the Public Employment Service Austria (AMS) you can also find links to the job-exchanges (Jobbörsen) of many large companies.

**More details are available at:**

<http://www.ams.at/sfa/14800.html> (useful links)

#### 4.6 “Hidden” Labour Market

Some of the job vacancies or newspaper job ads never reach the offices of the Public Employment Service Austria (AMS). Therefore, it may prove worthwhile to send unsolicited letters (i.e. without any reference to a specific job advertisement) to potentially interested employers.

**More details are available at:**

<http://www.herold.at> (addresses of enterprises and businesses)  
<http://www.ams.at/sfa/14800.html#Telefon-/Branchenverzeichnisse>  
(links to business directories)

It is also recommended to ask your neighbours, relatives, friends and acquaintances whether they know about any vacant positions.

## 4.7 Au-pairs

Young people from abroad may work in Austria as an au-pair for a specified period of time. Au-pairs are accepted in the host family as a family member and are integrated into everyday family life. In return the family expects the au-pair to help with childcare and light housework. In addition to working in the household and performing childcare, the au-pair has to attend a language school or another course.

**Essential prerequisites for working as an au-pair are as follows:**

- age of 18 to 28 years
- prior childcare experience as well as enjoying working with children
- readiness to adjust to other cultures and different lifestyles
- 2–3 evenings per week of babysitting
- minimum skills in German (school level or one semester studies or language course; certificates are to be furnished)
- use of an authorised agency when referred an au-pair position
- maximum of one year as au-pair in Austria in the last five years
- the au-pair has no criminal record

The Housemaid and Domestic Workers Act (HGHAG) regulates employment of au-pairs. The **remuneration** follows the minimum wage tariff for au-pairs.

Most **au-pair agencies** assist au-pairs with **formalities prior** to the au-pair assignment (selection of host family, travel etc.) as well as during their assignment (contact in case of problems, organization of periodic au-pair meetings etc.)

Au-pairs from the new EU accession states enjoy freedom of establishment and do not require a residence permit, however the host family must obtain a confirmation **authorising au-pair employment** (Anzeigebestätigung) from the Public Employment Service Austria (AMS) ([http://www.ams.at/sfa/14104\\_1464.html](http://www.ams.at/sfa/14104_1464.html)). For a stay exceeding three months a “**registration certificate**” (Anmeldebescheinigung) must be obtained from the residence authorities (district administrative authority (Bezirkshauptmannschaft) or the competent municipal authority (Magistrat)).

**More details are available at:**

[http://www.ams.at/\\_docs/Infoblatt\\_Au-pair.pdf](http://www.ams.at/_docs/Infoblatt_Au-pair.pdf) (au-pair information sheet)

<http://www.help.gv.at/Content.Node/37/Seite.370101.html#allgemein>

(general information on au-pair employment)

[http://www.ams.at/\\_docs/Au-pair-Mustervertrag\\_08.pdf](http://www.ams.at/_docs/Au-pair-Mustervertrag_08.pdf) (au-pair standard form of contract)

Contact the Public Employment Service Austria (AMS) or any of AMS regional offices to obtain additional information about working as an au-pair for citizens of **non-EU/EEA countries** (a special residence permit is required).

Au-pairs are not admitted to the regular labour market and do not obtain any entitlement to work nor any right to free access to the labour market after expiry of their au-pair contract. The host family is also not entitled to continue the employment of the au-pair.

## 4.8 Seasonal Workers

The demand for seasonal workers is especially concentrated in the area of tourism as well as agriculture and forestry and can only be partially met by the Austrian workforce. There is especially a recurrent need for harvesters (e.g. grape harvesting) from spring to autumn in the Eastern regions of Austria (Lower Austria, Upper Austria, Burgenland and Vienna) which are predominantly characterized by intensive land cultivation. Skilled workers (skilled restaurant workers, cooks) as well as auxiliary workers (kitchen help, cleaning staff, housekeeping staff, waitress help, bartenders etc.) are especially sought after in the winter sport regions of Western Austria from November to March, and in all tourist regions throughout Austria from May to October.

In the area of tourism, special **labour laws provisions** are effective (e.g. specific working time during the week or month, respective regulations concerning rest breaks and days off.)

Information on your rights and obligations as an employee should be obtained from the Chamber of Labour and trade unions prior to starting a new job.

### More details are available at:

[http://jobroom.ams.or.at/jobroom/login\\_as.jsp](http://jobroom.ams.or.at/jobroom/login_as.jsp)

(Public Employment Service Austria (AMS) – seasonal job vacancies)

[http://www.ams.at/sfa/14104\\_1488.html](http://www.ams.at/sfa/14104_1488.html) (seasonal work permit for foreign job seekers)

[http://www.ams.at/\\_docs/Erntehelfer.pdf](http://www.ams.at/_docs/Erntehelfer.pdf) (information sheet for foreign harvesters)

[http://www.ams.at/\\_docs/Saisonarbeitskraefte\\_Land\\_u\\_Forstwirtschaft.pdf](http://www.ams.at/_docs/Saisonarbeitskraefte_Land_u_Forstwirtschaft.pdf)  
(seasonal workforce in agriculture and forestry)

<http://www.oegb.at> (Austrian Trade Union Federation (ÖGB))

<http://www.arbeiterkammer.at> (Austrian Chamber of Labour)

## 4.9 Transitional Stipulations Applying to New EU Citizens on the Austrian Labour Market

EU citizens from the new EU member countries (Bulgaria, Estonia, Latvia, Lithuania, Poland, Romania, the Czech Republic, Slovakia, Slovenia and Hungary) shall only **have free access** to the Austrian labour market **subject to the fulfilment of specific conditions**; these **transitional provisions** applicable to EU citizens from the new EU member states are in effect until latest April 30, 2011 respectively 2013 (Romania and Bulgaria).

**Please note!** No restrictions on the Austrian labour market apply to EU citizens from the new accession countries of Malta and Cyprus.

Citizen of new EU member states (accession on May 5, 2004) with **no free access** to Austrian labour market require a permit according to the Alien Employment Law (Ausländerbeschäftigungsgesetz) until April 30, 2011.

**Please note!** Special regulations apply to skilled and qualified staff from the new EU member states since 2008. ([http://www.ams.at/sfa/14104\\_13758.html](http://www.ams.at/sfa/14104_13758.html))

### More details are available at:

<http://www.ams.at/sfa/14074.html> (foreign citizens)

## When a citizen of one of the new member states wants to work in Austria

- and **have not yet found a job**, they can go to the Public Employment Service Austria (AMS) website;
- and **have already found a job**, their employer must apply to the Public Employment Service Austria for an **employment permit** (Beschäftigungsbewilligung). PLEASE NOTE: this regulation remains applicable to the new EU citizens only until May 1, 2011; for Romanian and Bulgarian citizen until 2013.

**Please note!** Specific labour market access regulations are valid for persons with key qualifications as well as seasonal workers.

**New EU citizens** able to furnish an AMS confirmation of their free access to the labour market ("freedom of movement confirmation") may be employed without an employment permit (Beschäftigungsbewilligung); i.e. they are entitled to free job selection in Austria.

**Such confirmation is to be provided to new EU citizens** who as of 1<sup>st</sup> of May 2004 (or 1<sup>st</sup> of January 2007 for Bulgaria and Romania) or from a later point have already been **legally employed in Austria for an uninterrupted period of at least 12 months** i.e. are in possession of an employment permit (Beschäftigungsbewilligung), a work permit (Arbeitsurlaubnis), a certificate of exemption (Befreiungsschein) or a certificate of residence (Niederlassungsnachweis). Starting from May 1, 2011, all EU citizens and their family members (except for Bulgaria and Romania) have free access to the labour market.

The following **also applies to family members** (spouse, children up to the age of 21; irrespective of their citizenship) of such new EU citizens **already enjoying freedom of movement and having a legally valid, joint residence in Austria with such new EU citizen**:

These persons are entitled to such confirmation from the very first day of their stay in Austria simply on the grounds of their being a family member of a new EU citizen enjoying freedom of establishment. Family members able to furnish an AMS confirmation of their free access to labour market, may be employed without the employment permit (Beschäftigungsbewilligung); i.e. they are entitled to free job selection in Austria.

**Hungarian and Czech labour** enjoy additional quotas due to regular **commuting of Austrians and Hungarians respectively Austrians and Czechs across borders, as well as trainee agreements.**

**More details are available at:**

[http://www.ams.at/sfa/14104\\_13758.html](http://www.ams.at/sfa/14104_13758.html) (admission of new specialists and skilled EU citizens)

<http://www.ams.at/sfa/14077.html> (information for foreign citizens)

## 4.10 Applications

Letters of application and curriculum vitae should be drafted in German, unless the job vacancy advertisement specifically requests that application documents be prepared in another language. If you have made any arrangements – irrespective of whether on the phone or in person – for a job interview, you should bring your CV, diplomas and work certificates to the appointment. Contact the Public Employment Service Austria website ("Application Coach (Bewerbungscoach)" at <http://www.ams.or.at/bewerbungscoach/>) if you need any assistance drafting your application.

### **A complete application includes:**

- a letter of application
- a resume (Curriculum Vitae)
- certificates (A-level/High School certificates (Maturazeugnis), work certificates/references and/or course certificates or confirmation of attendance of important technical courses and seminars)
- applicant's photograph

### **More details are available at:**

<http://europass.cedefop.europa.eu/> (European CV)

<http://www.ams.at> (Public Employment Service Austria (AMS) under "Application Coach")

## 5. TERMS AND CONDITIONS OF EMPLOYMENT

### 5.1 Labour Law – Overview

Austrian labour law covers the rights and obligations of employees. This includes amongst others the following acts and legal stipulations:

- Salaried Employees Act (Angestelltengesetz)
- Labour Relations Act (Arbeitsverfassungsgesetz)
- Employees Severance Pay Act (ArbeiterInnenabfertigungsgesetz)
- Employment Safeguarding Act (Arbeitsplatzsicherungsgesetz)
- Alien Employment Act (Ausländerbeschäftigungsgesetz)
- Act on Continued Payment of Wages and Salaries (Entgeltfortzahlungsgesetz)
- Equal Treatment Act (Gleichbehandlungsgesetz)
- Maternity Protection Act (Mutterschutzgesetz)
- Vacation Act (Urlaubsgesetz)
- Employee Protection
- Working Hours Act (Arbeitszeitgesetz)
- Women's Night-Work Act (Frauennachtarbeitsgesetz)

**More details are available at:**

<http://www.arbeiterkammer.at> (Austrian Chambers of Labour: Work & Law)

<http://www.oegb.at> (Austrian Trade Union Federation (ÖGB))

### 5.2 Employees Representations

#### 5.2.1 Chamber of Labour and Austrian Trade Unions

Employees are automatically members of the Chamber of Labour which provides them with legal representation if necessary. There is also the possibility of joining a trade union through an application process.

The Chamber of Labours as well as Austrian trade unions are independent and democratic institutions which represent the social, economic, professional and cultural interests of employees in Austria. They are independent democratic institutions:

**Services offered by the Chambers of Labour and trade unions include amongst others:**

- defence and recovery representation at a labour and social court (Arbeits- und Sozialgericht)
- legal advice on
  - women and family-related issues
  - protection of apprentices and young workers
  - unemployment
  - social security (retirement matters)
  - wage and salary tax matters
  - minimum wage
  - collective agreements
- basic protection and consultation regarding
  - employee protection
  - environmental protection
  - consumer protection

The Austrian Chamber of Labour offers **free of charge legal assistance both on the phone and on their premises** related to many issues under the Austrian Labour Act, industrial safety, minimum wages and consumer protection, etc. The Austrian Trade Union Federation offers counselling services in principle to their members; non-members can obtain once-only free-of-charge legal advice.

The Chamber of Labour and trade unions are part of the so-called economic and social partnership and negotiate issues related to salaries/wages and prices with the Austrian Federal and Provincial Chambers of Labour. They assist the government in drafting legislation and factual issues which fall under the responsibility of social interest groups.

Trade unions for instance negotiate the collective agreements for various industry sectors within the framework of the social partnership. A **collective agreement** is an agreement annually renegotiated for all employees within a certain sector with the employers. A collective agreement sets equal minimum standards for wages and salaries ("minimum wages") and working conditions for all employees within a certain sector.

Please contact the legal department of your provincial chamber of labour for more details on **minimum wages and salaries** applicable to a certain sector.

All trade unions (trade unions of different branches) are part of the Austrian Trade Union Federation (Österreichischer Gewerkschaftsbund (ÖGB)), the Austrian Federation of Chambers of Labour (Arbeiterkammer Österreich) is the umbrella organisation which incorporates all Austrian Chambers of Labour.

**More details are available at:**

<http://www.arbeiterkammer.at>

<http://www.oegb.at>

<http://www.arbeiterkammer.at/online/kollektivvertrag-8847.html?mode=711&STARTJAHR=2008>  
(collective bargaining agreement)

<http://www.arbeiterkammer.at/online/so-viel-lohn-steht-mir-zu-43678.html> (minimum wage)

## 5.2.2 Works Council

Employees are represented in the enterprise by works councils. The works council is the central representative body of the company's staff. The works council represents the staff in contact with the company owner/employer. Works council members have for instance a right of co-determination regarding amongst others recruitment, termination and dismissal of employees.

**More details are available at:**

<http://www.arbeiterkammer.at/online/bildung-eines-betriebsrats-1949.html?mode=711&STARTJAHR=2008> (works council)

[http://www.oegb.at/servlet/ContentServer?pagename=OEGBZ/Page/OEGBZ\\_Index&n=OEGBZ\\_3.2](http://www.oegb.at/servlet/ContentServer?pagename=OEGBZ/Page/OEGBZ_Index&n=OEGBZ_3.2) (works council)

## 5.3 Employment Relations

Austrian labour law distinguishes between the following forms of employment:

- Employment contract (Arbeitsvertrag):  
concluded between an employer and an employee;
- Independent service or works contract (freier Dienstvertrag or freier Arbeitsvertrag):  
concluded between a principal (i.e. customer) and an independent contractor;
- Quasi-employment contract (arbeitnehmerähnliches Beschäftigungsverhältnis):  
includes both 'new self-employed' persons (Neue Selbständige) and those employed on the basis of a contract for work and services (WerkvertragsnehmerInnen), who require a business license.

**More details are available at:**

<http://www.arbeiterkammer.at/www-49.html> (employment contracts)

[http://www.oegb.at/servlet/ContentServer?pagename=OEGBZ/Page/OEGBZ\\_Index&n=OEGBZ\\_3.6](http://www.oegb.at/servlet/ContentServer?pagename=OEGBZ/Page/OEGBZ_Index&n=OEGBZ_3.6) (atypical employment forms)

<http://www.usp.gv.at/Portal.Node/usp/public/content/mitarbeiter/beschaefigungsformen/Seite.880000.html>

<http://www.help.gv.at/Content.Node/88/Seite.880003.html> (employment forms)

### 5.3.1 Employment Contract and Position Specifications Statement

An **employment contract (Arbeitsvertrag)** is defined as a binding arrangement whereby one person undertakes to perform work for another person. The conclusion of an employment contract is in principle not subject to any form requirements. The employment contract may be concluded in writing, by oral agreement or conclusive action (e.g. taking up the position followed by subsequent remuneration).

When no written employment contract is concluded, the employer is to pass on a written record of major rights and obligations arising from this employment agreement to the employee, the so-called **position specification statement (Dienstzettel)** immediately after the commencement of the employment. The work card is free of charge and serves the purpose of documenting proof.

**The following points are to be included in a position specification statement:**

- name and address of the employer
- name and address of the employee
- the date of the employment commencement
- in the case of an employment contract concluded for a fixed term:
  - the termination date of the employment
- employment termination notice period and date of termination
- usual place of work
- any classification of the position in a general scheme
- foreseen duties and responsibilities
- starting remuneration:
  - base salary or wages
  - additional remuneration components (e.g. special payment)
- due dates of the remuneration
- annual vacation entitlements
- agreed normal daily and weekly working hours
- specification of any collective agreement or any other company-specific agreements applicable to the employment contract.

**Exception:** Apprenticeship contracts (Lehrverträge) must be concluded in writing.

**More details are available at:**

<http://www.arbeiterkammer.at/www-49.html>

### 5.3.1.1 Working Hours and Vacation Entitlements

**According to law, full-time employment (Vollzeitarbeit) is:**

- a working day of 8 hours (within a 24-hour period)
- a weekly working time of 40 hours (working period from Monday to Sunday inclusive)

Collective bargaining agreements have shortened the working week in many branches of business. A surcharge of 50 percent or compensatory time off is applicable for overtime work.

If the daily working time exceeds six hours it must be interrupted by a half an hour break. This break is unpaid and is not included in the working hours.

Other working hours arrangements are possible: minimum income employment, part-time employment, seasonal employment etc.).

Workers are granted a **vacation entitlement** (Urlaubsanspruch) for at least five weeks (= thirty working days) per year; this also applies to minimum income employees and part-time employees. In addition to the regular salary an employee in Austria is additionally paid a vacation bonus (so-called 13<sup>th</sup> monthly salary) and a Christmas bonus (so-called 14<sup>th</sup> salary), each amounting to a full monthly salary if set forth in the collective bargaining agreement or employment contract; these bonus payments are however subject to lower taxes.

**More details are available at:**

<http://wien.arbeiterkammer.at/www-1538.html> (working hours)

<http://wien.arbeiterkammer.at/www-1538.html> (vacation)

<http://www.arbeiterkammer.at/online/page.php?P=29&IP=45407&AD=0&REFP=1092>

(Brochure: Employee Rights)

### 5.3.1.2 Termination

Every employee who has concluded an employment contract or has a position specifications statement is in principle protected by Austrian labour law through the **termination notice deadlines**. Termination notice periods and termination dates are mostly regulated by collective agreements and employer/works council agreements; otherwise they are regulated by the Salaried Employees Act (Angestelltengesetz) or the Austrian Civil Code (Allgemeines Bürgerliches Gesetzbuch (ABGB)).

**Termination by the employer:**

**For salaried employees:** the Salaried Employees Act regulates the minimum termination deadlines. The stipulations of the Austrian Civil Code are deemed generally applicable to employees with remuneration below the low-income limit with working time of less than one fifth of working time under full employment.

**For waged employees:** the termination notice is two weeks pursuant to the Austrian Civil Code (ABGB); however, the collective agreements, employer/works council agreements normally foresee longer respectively in some cases even shorter termination notice periods.

**Termination by the employee:**

**For salaried employees:** one month (at the end of the month) or as regulated by the respective collective bargaining agreement

**For waged employees:** two weeks (Austrian Civil Code (ABGB)) or as regulated by the respective collective bargaining agreement

**More details are available at:**

<http://wien.arbeiterkammer.at/www-1542.html>

### 5.3.2 Independent Service or Works Contract

**This type of employment (freier Arbeitsvertrag respectively freier Dienstvertrag) is characterised as follows:**

- no or low level of personal dependence
- independent contractors may engage subcontractors to fulfil their obligations
- they use their own resources
- a contract for the performance of a continuing obligation concluded by and between the employer(s) and the independent contractors is in force
- they are not incorporated into the corporate organisation

In contrast to the contract for work and labour, there is no warranty to produce a certain work. Independent contractors with a monthly remuneration exceeding the minimum salary limit (in 2010: € 366.33) have to be registered with the responsible regional health insurance fund and hence enjoy health insurance coverage. They are entitled to sickness benefits starting with the fourth day of occupational incapacity; and also enjoy accident, unemployment, pension and insolvency insurance. Independent contractors are also entitled to receive a position specification statement (Dienstzettel).

**Note:** independent contractors only enjoy limited protection under the Austrian Labour Law. Without an appropriate agreement between the employer and the independent contractor there is however no legal entitlement to special benefits, vacation, a release from performance obligation and protection against dismissal. They may however receive severance pay when the applicable prerequisites have been satisfied.

The employer must take out accident insurance for any **persons receiving remuneration below the legally stipulated limit** (of € 366.33 in 2010). Voluntary health and pension insurance are possible; any person receiving remuneration below the aforesaid limit have to apply themselves at the competent regional health insurance fund.

Independent contractors have to pay income taxes when their annual income exceeds certain amount. They are classified as entrepreneurs and have to apply for a tax identification number with the responsible fiscal authorities.

**More details are available at:**

<http://wien.arbeiterkammer.at/www-397-IP-38721.html>

<http://wien.arbeiterkammer.at/bilder/d120/FreieDienstnehmer2010.pdf>

### 5.3.3 Contract for Work and Labour

Pursuant to the Austrian Civil Code (Allgemeines Bürgerliches Gesetzbuch (ABGB)), in a **contract for work** and labour (Werkvertrag), a contractor undertakes to carry out a particular service or work and the customer promises to pay for the service or work. In contrast to the employment contract, in the contract for work and labour the result of the services rendered is decisive. The contractor is responsible for successfully performing the services (i.e. the specified service) or achieving a specific result.

"Neue Selbstständige" or "new self-employed persons" (i.e. "freelancers") perform any type of commercial services not requiring a business license (Gewerbeschein) and which are not services rendered by independent contractors. This category includes professionals such as: authors, consultants, translators and psychotherapists.

### **Characteristics of contracts for work and labour:**

- personal and economic independence from the principal (new: "WerkbestellerInnen", approximate equivalent of contract assigner)
- no obligation to perform the work or service personally (sub-contracting is allowed)
- the contractor (new: "WerkunternehmerIn", approximate equivalent of contract assignee) use their own resources
- they are not incorporated into the corporate organisation of the contract assigner

The contract for work and labour is deemed fulfilled with the performance of the contractual services. The completion of the agreed services and/or achievement of the result are deemed as automatic satisfaction of the obligation.

**New self-employed persons** with contracts for work and labour are always to report their activities to the Social Security Institution for Trade and Industry (Sozialversicherung der Gewerblichen Wirtschaft (SVA)).

### **They have to pay their social security contributions**

- when their yearly gross earnings from contracts for work and labour exceed € 6,453.36; or
- they additionally have concluded another employment contract or independent contractor's contract or receive unemployment benefits and the gross annual income exceeds the amount of € 4,395.96 in the year 2010.
- The insurance limits do not apply in case of additional freelance contracts requiring compulsory insurance with the Social Security Institution for Trade and Industry (Sozialversicherungsanstalt der Gewerblichen Wirtschaft), for instance as a businessperson.

New self-employed persons/freelancers enjoy health, pension and accident insurance within the framework of self-employed insurance coverage. Special regulations are deemed applicable to unemployment insurance.

### **More details are available at:**

<http://wien.arbeiterkammer.at/www-397-IP-839.html> (contract for work and labour)  
[http://portal.wko.at/wk/format\\_detail.wk?AnglID=1&StlID=421755&DstlID=0](http://portal.wko.at/wk/format_detail.wk?AnglID=1&StlID=421755&DstlID=0)  
(new self-employed persons)

### **General Employment Terms & Conditions Information:**

<http://www.arbeiterkammer.at>  
<http://www.oegb.at>  
<http://www.sozialversicherung.at>  
<http://www.usp.gv.at/Portal.Node/usp/public/content/mitarbeiter/beschaefigungsformen/Seite.880000.html>  
<http://www.help.gv.at/Content.Node/88/Seite.880003.html>  
(independent contractors and new self-employed persons)

**Useful addresses:**

<p><b>Chamber of Labour (AK) of Burgenland</b>          Wiener Straße 7          A-7000 Eisenstadt          Tel: +43 2682 740-0          Internet: <a href="http://www.akbgld.at/beratung.htm">http://www.akbgld.at/beratung.htm</a></p>	<p><b>Chamber of Labour (AK) of Carinthia</b>          Bahnhofplatz 3          A-9021 Klagenfurt          Tel: +43 (0)50 477-04          Internet:  <a href="http://kaernten.arbeiterkammer.at/beratung.htm">http://kaernten.arbeiterkammer.at/beratung.htm</a></p>
<p><b>Chamber of Labour (AK) of Lower Austria</b>          Windmühlgasse 28          A-1060 Vienna          Tel: +43 1 588 83-0          Internet:  <a href="http://noe.arbeiterkammer.at/beratung.htm">http://noe.arbeiterkammer.at/beratung.htm</a></p>	<p><b>Chamber of Labour (AK) of Upper Austria</b>          Volksgartenstraße 40          A-4020 Linz          Tel: +43 732 69 06-0          Internet:  <a href="http://www.arbeiterkammer.com/beratung.htm">http://www.arbeiterkammer.com/beratung.htm</a></p>
<p><b>Chamber of Labour (AK) of Salzburg</b>          Markus-Sittikus-Straße 10          A-5020 Salzburg          Tel: +43 662 86 87-0          Internet: <a href="http://www.ak-salzburg.at/beratung.htm">http://www.ak-salzburg.at/beratung.htm</a></p>	<p><b>Chamber of Labour (AK) of Styria</b>          Hans Resel Gasse 8–14          A-8020 Graz          Tel: +43 (0)5 77 99-0          Internet: <a href="http://www.akstmk.at/beratung.htm">http://www.akstmk.at/beratung.htm</a></p>
<p><b>Chamber of Labour (AK) of Tyrol</b>          Maximilianstraße 7          A-6010 Innsbruck          Chamber of labour line: 0800/22 55 22          Internet: <a href="http://www.ak-tirol.com/beratung.htm">http://www.ak-tirol.com/beratung.htm</a></p>	<p><b>Chamber of Labour (AK) of Vorarlberg</b>          Widnau 2–4          A-6800 Feldkirch          Tel: +43 50 258          Internet:  <a href="http://www.ak-vorarlberg.at/beratung.htm">http://www.ak-vorarlberg.at/beratung.htm</a></p>
<p><b>Chamber of Labour (AK) of Vienna</b>          Prinz-Eugen-Straße 20–22          A-1040 Vienna          Tel: +43 1 501 65-0          Internet:  <a href="http://wien.arbeiterkammer.at/beratung.htm">http://wien.arbeiterkammer.at/beratung.htm</a></p>	<p><b>Austrian Chamber of Labour (AK)</b>          Prinz-Eugen-Straße 20–22          A-1040 Vienna          Tel: +43 1 501 65-0          Internet:  <a href="http://www.arbeiterkammer.at/beratung.htm">http://www.arbeiterkammer.at/beratung.htm</a></p>
<p><b>Austrian Trade Union Federation (ÖGB) of Burgenland</b>          Wiener Straße 7          A-7000 Eisenstadt          Tel: +43 2682 770-0          Internet: <a href="http://www.oegb.at/servlet/ContentServer?pagename=OEGBZ/Page/OEGBZ_Index&amp;n=OEGBZ_bd_0">http://www.oegb.at/servlet/ContentServer?pagename=OEGBZ/Page/OEGBZ_Index&amp;n=OEGBZ_bd_0</a></p>	<p><b>Austrian Trade Union Federation (ÖGB) of Carinthia</b>          Bahnhofstraße 44          A-9020 Klagenfurt          Tel: +43 463 58 70-0          Internet: <a href="http://www.oegb.at/servlet/ContentServer?pagename=OEGBZ/Page/OEGBZ_Index&amp;n=OEGBZ_13.2">http://www.oegb.at/servlet/ContentServer?pagename=OEGBZ/Page/OEGBZ_Index&amp;n=OEGBZ_13.2</a></p>
<p><b>Austrian Trade Union Federation (ÖGB) of Lower Austria</b>          Windmühlgasse 28          A-1060 Vienna          Tel: +43 1 586 21 54          Internet: <a href="http://www.oegb.at/servlet/ContentServer?pagename=OEGBZ/Page/OEGBZ_Index&amp;n=OEGBZ_13.3">http://www.oegb.at/servlet/ContentServer?pagename=OEGBZ/Page/OEGBZ_Index&amp;n=OEGBZ_13.3</a></p>	<p><b>Austrian Trade Union Federation (ÖGB) of Upper Austria</b>          Weingartshofstraße 2          A-4020 Linz          Tel: +43 732 66 53 91-0          Internet: <a href="http://www.oegb.at/servlet/ContentServer?pagename=OEGBZ/Page/OEGBZ_Index&amp;n=OEGBZ_oh_0">http://www.oegb.at/servlet/ContentServer?pagename=OEGBZ/Page/OEGBZ_Index&amp;n=OEGBZ_oh_0</a></p>

<p><b>Austrian Trade Union Federation (ÖGB) of Salzburg</b>  Markus-Sittikus-Straße 10  A-5020 Salzburg  Tel: +43 662 88 16 46  Internet: <a href="http://www.oegb.at/servlet/ContentServer?pagename=OEGBZ/Page/OEGBZ_Index&amp;n=OEGBZ_13.4">http://www.oegb.at/servlet/ContentServer?pagename=OEGBZ/Page/OEGBZ_Index&amp;n=OEGBZ_13.4</a></p>	<p><b>Austrian Trade Union Federation (ÖGB) of Styria</b>  Karl-Morre-Str. 32  A-8020 Graz  Tel: +43 316 70 71-0  Internet: <a href="http://www.oegb.at/servlet/ContentServer?pagename=OEGBZ/Page/OEGBZ_Index&amp;n=OEGBZ_13.5">http://www.oegb.at/servlet/ContentServer?pagename=OEGBZ/Page/OEGBZ_Index&amp;n=OEGBZ_13.5</a></p>
<p><b>Austrian Trade Union Federation (ÖGB) of Tyrol</b>  Südtiroler Platz 14–16  A-6020 Innsbruck  Tel: +43 512 59 777  Internet: <a href="http://www.oegb.at/servlet/ContentServer?pagename=OEGBZ/Page/OEGBZ_Index&amp;n=OEGBZ_ti_0">http://www.oegb.at/servlet/ContentServer?pagename=OEGBZ/Page/OEGBZ_Index&amp;n=OEGBZ_ti_0</a></p>	<p><b>Austrian Trade Union Federation (ÖGB) of Vorarlberg</b>  Widnau 2  A-6800 Feldkirch  Tel: +43 5522 35 53-0  Internet: <a href="http://www.oegb.at/servlet/ContentServer?pagename=OEGBZ/Page/OEGBZ_Index&amp;n=OEGBZ_13.7">http://www.oegb.at/servlet/ContentServer?pagename=OEGBZ/Page/OEGBZ_Index&amp;n=OEGBZ_13.7</a></p>
<p><b>Austrian Trade Union Federation (ÖGB) of Vienna</b>  Johann-Böhm-Platz 1  A-1020 Vienna  Tel: +43 1 53 444-0  Internet: <a href="http://www.oegb.at/servlet/ContentServer?pagename=OEGBZ/Page/OEGBZ_Index&amp;n=OEGBZ_0">http://www.oegb.at/servlet/ContentServer?pagename=OEGBZ/Page/OEGBZ_Index&amp;n=OEGBZ_0</a></p>	<p><b>Pension Insurance Institution (Pensionsversicherungsanstalt)</b>  Friedrich Hillegeist-Straße 1  A-1021 Vienna  Tel: +43 50 303  Internet: <a href="http://www.pensionsversicherung.at/portal27/portal/pvaportal/start/startWindow?action=2&amp;p_menuid=5179&amp;p_tabid=1">http://www.pensionsversicherung.at/portal27/portal/pvaportal/start/startWindow?action=2&amp;p_menuid=5179&amp;p_tabid=1</a></p>

#### 5.4 Educational Leave and Sabbaticals

**Information available at:**

<http://www.arbeiterkammer.at>  
<http://www.help.gov.at/Content.Node/k17/Seite.171800.html>

#### 5.5 Family Hospice Leave

Employees are entitled to care for terminally ill family members, their life partners as well as their severely ill children living in the same household for a fixed period.

**More details are available at:**

[http://www.sozialversicherung.at/portal27/portal/esvportal/channel\\_content/cmsWindow?p\\_tabid=5&p\\_menuid=511&action=2&p\\_pubid=3952](http://www.sozialversicherung.at/portal27/portal/esvportal/channel_content/cmsWindow?p_tabid=5&p_menuid=511&action=2&p_pubid=3952)  
<http://www.usp.gv.at/Portal.Node/usp/public/content/mitarbeiter/dienstverhinderung/familienhospizkarenz/Seite.440300.html>

## 6. RECOGNITION OF FOREIGN DIPLOMAS & LICENSES

### 6.1 General

**Foreign high-school graduation certificates** issued by EU/EEA countries and Switzerland are in principle seen as equivalent to those issued in Austria when they are required for admission to an Austrian university. These certificates however must be issued by foreign educational institutions showing no major differences in comparison with the Austrian educational system. If any differences are determined, the university or the university admission commission may declare these as equivalent for the purpose of being admitted to studying after for instance having passed appropriate additional examinations.

The prerequisite for **the recognition of your university degree** in Austria is that the institution you graduated from is recognised in Austria as a post-secondary educational institution (university, academy or any other equivalent institution). If you want to use your **academic degree** along with your name, you are in principle entitled to do so however only using the wording stated on the original certificate. If you want to commence **postgraduate studies**, you may be required to satisfy additional requirements (passing of exams, etc.). Please contact the management of the desired university or academy or the responsible university department.

**Recognition entitling to practicing your profession** grants the right to be admitted to certain occupational practice based on foreign qualifications. This is normally true for the so-called **"regulated" occupational activities**. A profession is deemed regulated when commencement or practicing of such is linked to certain qualifications pursuant to legal or administrative regulations. The required qualifications are based on different educational levels depending on the profession. The list of regulated professions contains around 100 designations. It is state's responsibility to define the respective regulated professions and the corresponding admission regulations. With the EU/EEA and Switzerland the regulated profession qualifications of applicants originating from these states **must be recognised** when the applicants are **entitled to practice their profession**. Please contact the authorities responsible for your profession.

When **working for private enterprises** recognition of your qualifications is mostly regulated by the employment contract and does not require any dedicated proceedings.

Diploma certificates not regulated by corresponding directives and professional qualifications not recognised as equivalent based on occupational practice in the country of origin may be recognised in the course of nostrification proceedings. **Nostrification** is to be understood as recognition of graduation at a foreign university as equivalent to graduating from a bachelor, master, diploma or doctorate course at an Austrian university, college or university of applied sciences.

This means that they are deemed fully equivalent to graduating from an Austrian university and entitle to using the corresponding Austrian academic degree and practicing the profession which requires graduation from a university in Austria. Please contact the competent university and/or the university of applied sciences inspector office (Fachhochschulrat).

Please contact NARIC Austria if you have any general questions about academic qualifications.

#### More details are available at:

[http://bmwf.gv.at/startseite/studierende/academic\\_mobility/enic\\_naric\\_austria/](http://bmwf.gv.at/startseite/studierende/academic_mobility/enic_naric_austria/) (NARIC Austria)

[http://bmwf.gv.at/startseite/studierende/academic\\_mobility/enic\\_naric\\_austria/faq/anererkennung\\_von\\_reifezeugnissen/](http://bmwf.gv.at/startseite/studierende/academic_mobility/enic_naric_austria/faq/anererkennung_von_reifezeugnissen/) (foreign high-school graduation certificates)

[http://ec.europa.eu/internal\\_market/qualifications/regprof/index.cfm?fuseaction=home.home](http://ec.europa.eu/internal_market/qualifications/regprof/index.cfm?fuseaction=home.home) (regulated professions)

[http://ec.europa.eu/internal\\_market/qualifications/contactpoints/index.htm#ms](http://ec.europa.eu/internal_market/qualifications/contactpoints/index.htm#ms) (point of contact regarding regulated professions)

<http://www.bmwfj.gv.at/Berufsausbildung/InternationaleBerufsausbildung/Seiten/EU-Diplomanerkennung.aspx> (regulated professions and competent authorities)

<http://www.portal.ac.at/> (Austrian universities and universities of applied sciences)

## 6.2 Examples of Regulated Professions

### 6.2.1 Teachers

<http://www.bmukk.gv.at/service/links/landesschulraete.xml> (provincial boards of education (Landesschulräte) responsible for primary schools (Volksschulen), lower level of a main general secondary schools (Hauptschulen), pre-vocational courses (polytechnische Schulen), special schools (Sonderschulen))

<http://www.bmukk.gv.at/schulen/lehr/index.xml> (teacher training in general)

### 6.2.2 Health Sector

<http://www.bmg.gv.at/cms/site/thema.html?channel=CH0698> (health sector professions)

#### 6.2.2.1 Medical Doctors

<http://www.aerztekammer.at/?aid=AUSBILDUNG&type=article>  
(recognition of training abroad)

[http://www.aerztekammer.at/?aid=AUSLAENDISCHE\\_AERZTE&type=article](http://www.aerztekammer.at/?aid=AUSLAENDISCHE_AERZTE&type=article)  
(foreign medical doctors)

<http://www.aerztekammer.at/?type=module&aid=convert&url=%2Fsrv%2Fdav%2Foak%2Fak-website%2F%2Finternationales.html> (international office)

<http://www.bmg.gv.at/cms/site/standard.html?channel=CH0941&doc=CMS1215092753050>  
(database for medical doctors)

### 6.2.3 Lawyers

<http://www.rechtsanwaelte.at> (provincial associations (Landeskammern))

<http://www.rechtsanwaelte.at/www/getFile.php?id=81&nav=0>

(EIRAG: Bundesgesetz über den freien Dienstleistungsverkehr und die Niederlassung von europäischen Rechtsanwälten in Österreich) (Federal Act on Free Exchange of Goods and Services and Freedom of Establishment of European Lawyers in Austria))

### 6.2.4 Architects/Construction Engineers/Civil Engineers

<http://www.arching.at/baik/> (provincial associations (Landeskammern))

## 6.3 Recognition of School and Vocational Diplomas

<http://www.bmukk.gv.at/schulen/unterricht/nostrifikationen.xml>

(school training/apprenticeship, vocational school)

<http://www.abc.berufsbildendeschulen.at/de/page.asp?id=30>

(competencies by school and training form)

<http://www.bmwfj.gv.at/Berufsausbildung/InternationaleBerufsausbildung/Seiten/GleichhaltungeinerauslaendischenBerufsausbildungmitderoesterreichischen>

[Lehrabschlussprüfung.aspx](http://www.bmwfj.gv.at/Berufsausbildung/InternationaleBerufsausbildung/Seiten/GleichhaltungeinerauslaendischenBerufsausbildungmitderoesterreichischen) (equivalence of foreign professional training with Austrian final apprenticeship examination (Lehrabschlussprüfung))

## 7. TAXES

### 7.1 Income Tax and Employee Tax Assessment

Any person who maintains their principal residence in Austria is liable to pay taxes on all income derived from both foreign and domestic sources.

In order to avoid **double taxation**, Austria has concluded double-taxation agreements with all of its neighbouring countries and the EU/EEA countries. Taxes are paid in the country of principal residence, irrespective of the country in which the income has been earned. Specific tax regulations are deemed applicable to **cross-border commuters**, i.e. persons living in one state and working in another and regularly returning to their place of residence, to avoid double taxation.

In Austria, income taxes and social security contributions etc. of each employee derived from their employment are deducted at source by the employer and paid directly to the Austrian fiscal authorities or to the responsible social security institution. New self-employed/freelancers, contract assignees, and self-employed/freelancers with a business license (Gewerbeschein) are responsible for payment of taxes and social security contributions themselves.

The Austrian income-tax system is based on progressive taxation rates.

#### More details are available at:

<http://www.arbeiterkammer.at> (gross/net calculator (Brutto-Netto Rechner); payroll tax professional (Lohnsteuerprofi); tax check (Steuercheck))

#### Who is liable for tax?

- employees and pensioners with a taxable annual income exceeding 11,000 Euros; taxes are deducted at source by the employer or the pension insurance institution (Pensionsversicherungsanstalt);
- self-employed/freelancers from an annual income exceeding 11,000.00 Euros

#### When should you file a tax declaration? (if you have not yet been contacted by the Tax Office)

- If you have any other income in addition to your taxable income from employment (e.g. from contracts on work and labour or from rentals) exceeding 730.00 Euros and your total annual income is above 12,000 Euros, then you have to file an income tax declaration (Einkommensteuererklärung) (form E 1, E 1A).  
**Deadline for submission:** By April 30 or up to June 30 of the following year in the case of an online assessment
- If, during the course of the calendar year, you have at least from time to time earned two or more taxable incomes then you have to submit an Employee Tax Assessment Declaration (form L 1).  
**Deadline for submission:** September 30<sup>th</sup> of the following year
- If your income does not involve taxable income from employment and the annual income exceeds 11,000 Euros, then you have to submit an income tax declaration (Einkommensteuererklärung) (form E 1, E 1A).  
**Deadline for submission:** By April 30 or up to June 30 of the following year in the case of an online assessment

If you receive income as an independent contractor you have to report this to the competent fiscal authorities within one month. An appropriate form will be sent to you. Even if your income is too low to be taxable, you have to fill in and return the income tax declaration form to your fiscal authorities.

**More details are available at:**

[https://www.bmf.gv.at/Steuern/Brgerinformation/ArbeitnehmerPensionisten/Dienstvertragfreier\\_5181/WelchesteuerlichenP\\_5764/EinkommensteuerfrEi\\_5776/\\_start.htm](https://www.bmf.gv.at/Steuern/Brgerinformation/ArbeitnehmerPensionisten/Dienstvertragfreier_5181/WelchesteuerlichenP_5764/EinkommensteuerfrEi_5776/_start.htm)

(taxes for independent contractors and contract assignees)

<http://www.arbeiterkammer.at/online/page.php?P=5742> (Fiscal Law)

[https://www.bmf.gv.at/Publikationen/Downloads/BroschrenundRatgeber/STB\\_2010D-WebLink\\_22.1.pdf](https://www.bmf.gv.at/Publikationen/Downloads/BroschrenundRatgeber/STB_2010D-WebLink_22.1.pdf) (Steuerbuch 2010/Tax Guide 2010 in German)

[http://www.usp.gv.at/Portal.Node/usp/public/content/steuern\\_und\\_finanzen/einkommensteuer/Seite.800210.html](http://www.usp.gv.at/Portal.Node/usp/public/content/steuern_und_finanzen/einkommensteuer/Seite.800210.html) (income taxes)

[http://dienststellen.bmf.gv.at/ListDst\\_Auswahl.asp](http://dienststellen.bmf.gv.at/ListDst_Auswahl.asp)

(fiscal offices competent for your place of residence)

<http://www.help.gv.at/Content.Node/80/Seite.800210.html> (income taxes)

<http://www.help.gv.at/Content.Node/34/Seite.340000.html> (employee tax assessment)

<http://bruttonetto.akwien.at/> (calculates and validates taxes and social security contributions as well as other deductions)

<http://www.arbeiterkammer.at/arbeitnehmerveranlagung/>

(calculates whether an employee tax assessment will pay off)

[http://www.eures-transtirolia.eu/typo3/fileadmin/user\\_upload/gg/GG-Broschuere\\_deutsch\\_2010.pdf](http://www.eures-transtirolia.eu/typo3/fileadmin/user_upload/gg/GG-Broschuere_deutsch_2010.pdf) (Transtirolia Brochure for Cross-Border Commuters in German)

[http://www.jobs-ohne-grenzen.org/fileadmin/template/main/images/publikationen/Infos\\_Grenzgaenger\\_2010.pdf](http://www.jobs-ohne-grenzen.org/fileadmin/template/main/images/publikationen/Infos_Grenzgaenger_2010.pdf) (Bodensee Brochure for Cross-Border Commuters)

<http://www.eures-pannonia.hu/index.php?fomenu=162&almenu=no&site=162>

(Pannonia Brochure for Cross-Border Commuters)

**The citizens service of the fiscal authorities:**

Monday – Friday from 8.00 am to 5 pm, telephone: 0810-001228 at local rates

**Address:****Federal Ministry of Finance (Bundesministerium für Finanzen – BMF)**

Hintere Zollamtstraße 2b

A-1030 Vienna

Tel: +43 1 514 33-0

Internet: <https://www.bmf.gv.at/>

## 8. SOCIAL SECURITY

Registration with the appropriate social security institution is **mandatory**; every person is to pay social security contributions for themselves and their family members.

Employers are responsible for registering their employees with the appropriate social security institution. Every person is assigned a social security number with the registration. Social security contributions of employees are shared between employers and employees; these contributions are automatically deducted at source.

The payment of social security contributions is shared by the employer and employee. The amount of social security contributions (= contribution rates) depends whether the employee is a salaried or waged employee, apprentice, minimum-income employee, etc.

In Austria, employees and independent contractors whose income exceeds the low-income limit (€ 366.33 per month in 2010) are covered by social security

Employees with remuneration below the low-income limit as well as students are only covered by parts of the social security system (accident insurance). Employees with income below the income limit are eligible for voluntary health and/or pension insurance.

Self-employed persons are responsible for paying their social security contributions.

### More details are available at:

<http://www.sozialversicherung.at>

[http://www.sozialversicherung.at/portal27/portal/esvportal/channel\\_content/cmsWindow?action=2&p\\_menuid=507&p\\_tabid=5&p\\_pubid=1148](http://www.sozialversicherung.at/portal27/portal/esvportal/channel_content/cmsWindow?action=2&p_menuid=507&p_tabid=5&p_pubid=1148)

(social security contribution groups/rates)

### Social security benefits:

- **Health insurance** including compulsory maternity protection: free insurance protection for family members (subject to certain preconditions) and childcare allowance.
- **Accident insurance:** protection against accidents at the workplace and vocational illnesses and their consequences, e.g. invalidity and occupational incapacity, etc.
- **Pension insurance:** old-age pension benefits, etc.
- **Unemployment insurance:** these are for instance, unemployment benefit payments, social welfare, special social welfare, pension advances.

### Further benefits:

- **Means tested minimum benefit** (replaces social welfare) as complementary benefit of the social security and/or as a benefit which may be granted when no pension insurance, unemployment benefits are being received;
- **Personal care and long-term care insurance (Pflegevorsorge and Pflegeversicherung)**

### More details are available at:

<http://www.sozialversicherung.at>

<http://www.bmask.gv.at/cms/site/liste.html?channel=CH0607> (social welfare)

<http://www.bmask.gv.at/cms/site/liste.html?channel=CH0052> (means tested minimum benefit)

<http://www.help.gv.at/Content.Node/36/Seite.360000.html> (personal care)

<http://www.help.gv.at/Content.Node/36/Seite.360521.html> ((long-term care insurance)

<http://www.bmask.gv.at/cms/site/liste.html?channel=CH0061> (care benefit)

## Useful addresses:

**Federal Ministry of Finance  
(Bundesministerium für Finanzen – BMF)**  
Hintere Zollamtstraße 2b  
A-1030 Vienna  
Tel: +43 1 514 33-0  
Internet: <https://www.bmf.gv.at/>

**Federal Ministry of Labour, Social Affairs  
and Consumer Protection  
(Bundesministerium für Arbeit, Soziales und  
Konsumentenschutz – BMASK)**  
Stubenring 1  
A-1010 Vienna  
Tel: +43 1 711 00-0  
Social hotline: 0800/20 16 11  
Monday – Friday: 8.00 a.m. – 4:00 p.m.  
Internet:  
<http://www.bmask.gv.at/cms/site/index.html>

### 8.1 Health Insurance

There are many **health insurance institutions** in Austria; all health insurance institutions are under the umbrella of the Main Association of Austrian Social Security Institutions (Hauptverband der Österreichischen Sozialversicherungsträger): The competent insurance institution is determined by both the place of residence and occupation. A **free choice** of insurance institution is not allowed; the competent insurance company will be assigned to you.

Health insurance (Krankenversicherung) **covers** amongst others free treatment by doctors and hospitals as well as sickness benefits. The prerequisite for treatment is presentation of an **“e-card”** (an electronic health insurance card) where all personal data (name, insurance number, etc.) of the insured person are stored. A referral note is additionally required for referral to specialists since the e-card does not store any medical data. Your e-card will be sent to you and your family members within fourteen days by your health insurance company following the registration with your competent health insurance institution. The back of the e-card corresponds to the **European social security card**. The e-card ensures free-of-charge medical treatment in the European Union states.

**Health insurance coverage** is applicable, when you

- are employed or self-employed (**please note:** minimum income employees receive health insurance upon application)
- receive unemployment benefits (Arbeitslosengeld), social welfare (Notstandshilfe), or
- receive a pension benefit, or
- receive a weekly maternity allowance, or childcare allowance.

You may co-insure your **family members** (your spouse and children) provided they are resident in Austria. Minors up to 18 years of age are co-insured. Minors attending schools, vocational training or universities can be co-insured free-of-charge up to 26 years of age. Spouses with children can be co-insured free of charge. The co-insurance for childless spouses entails an additional contribution rate of 3.4% of the assessment basis of the income of the insured spouse. The employer must be correspondingly informed of planned co-insurance of family members.

Other health insurance **benefits** include amongst others: dental treatment, rehabilitation, home nursing, recuperation assistance, health protection benefits, medical check-ups under the mother child pass system.

Prescription medicines are obtained at pharmacies for a **fee** of € 5.00 per prescription item (effective 2010). Patient's annual medication costs are limited to a maximum of two percent of their net income. When the medication costs exceed this amount then the patient is automatically exempt from prescription fees.

Employed persons are registered by their employers; self-employed persons have to personally contact their competent health insurance company.

**More details are available at:**

<http://www.sozialversicherung.at> (general information)  
[http://www.sozialversicherung.at/portal27/portal/esvportal/channel\\_content/cmsWindow?action=2&p\\_menuid=827&p\\_tabid=4](http://www.sozialversicherung.at/portal27/portal/esvportal/channel_content/cmsWindow?action=2&p_menuid=827&p_tabid=4)  
<http://www.help.gv.at/Content.Node/289/Seite.2893001.html> (benefits & services)

**Useful addresses:**

<http://www.sozialversicherung.at/>  
(you can find the addresses of health insurance institutions and other social security institutions under SV-Träger (social security institutions))

## 8.2 Accident Insurance

Accident insurance covers **benefits** payable as a result of workplace accidents, occupational illnesses and the accidental death of an employee. These benefits include for instance accident treatment costs, rehabilitation, disability pensions, surviving dependants' pensions and widow/widower allowance.

**More details are available at:**

<http://www.auva.at>  
[http://www.sozialversicherung.at/portal/index.html?ctrl:cmd=render&ctrl>window=esvportal.channel\\_content.cmsWindow&p\\_menuid=611&p\\_tabid=4](http://www.sozialversicherung.at/portal/index.html?ctrl:cmd=render&ctrl>window=esvportal.channel_content.cmsWindow&p_menuid=611&p_tabid=4) (accident insurance)

**Useful addresses:**

**Austrian Accident Insurance Institution – main office**  
**(Allgemeine Unfallversicherungsanstalt – AUVA – Hauptstelle)**  
Adalbert Stifter Str. 65  
A-1200 Vienna  
Tel: +43 1 33 111-0  
Internet: <http://www.auva.at>

**Main Association of Austrian Social Security Institutions**  
**(Hauptverband der Österreichischen Sozialversicherungsträger)**  
Kundmangasse 21  
A-1030 Vienna  
Tel: +43 1 711 32-0  
Internet: <http://www.sozialversicherung.at>

## 8.3 Pensions Insurance

In Austria females currently reach pensionable age at 60 and men at 65.

**The following applies to EU/EEA citizens and Swiss citizens:**

Pursuant to Austrian law you are entitled to pension benefits if you have been self-employed or employed for over one year and have paid pension insurance contributions. Insurance periods below one year will be added to the pension insurance periods obtained in your home country.

**More details are available at:**

<http://www.sozialversicherung.at>

<http://www.arbeiterkammer.at/arbeitsrecht/pension.htm>

<http://www.pensionsversicherung.at>

<http://www.help.gv.at/Content.Node/27/Seite.270000.html> (pension benefits)

**Address:**

### **Pension Insurance Institution (Pensionsversicherungsanstalt)**

Friedrich-Hillegeist Straße 1

1021 Vienna

Tel: +43 1 503 03

Internet: <http://www.pensionsversicherung.at>

## 8.4 Unemployment insurance

### 8.4.1 Financial Benefits

The Public Employment Service Austria (AMS) is responsible for unemployment insurance benefits in Austria (such as unemployment benefits or social welfare benefits).

**More details are available at:**

<http://www.ams.at/sfa/14080.html> (AMS services for job seekers)

[http://www.ams.at/sfa/14080\\_23121.html](http://www.ams.at/sfa/14080_23121.html) (unemployment benefits in English)

### 8.4.2 Unemployment Benefits from the EU/EEA States and Switzerland

After consultation with the public employment services of your country of origin you may under certain circumstances receive benefits from your country of origin over an approved period while seeking employment in Austria. It is essential to register with your competent public employment service office **prior** to departure to Austria stating that you are intending to seek employment in Austria. Under certain circumstances you may also be entitled to receive benefits attributable to insurance periods abroad.

**More details are available at:**

[http://www.ams.at/sfa/14080\\_798.html](http://www.ams.at/sfa/14080_798.html) (unemployment insurance in the EU)

[http://www.ams.at/sfa/14080\\_23121.html](http://www.ams.at/sfa/14080_23121.html)

(unemployment insurance in the EEA and Switzerland)

<http://www.ams.at/english/14597.html> (information in English)

#### **8.4.2.1 Receiving Unemployment Benefits from EU States while Seeking Employment in Austria**

If you want to receive your unemployment benefits originating from the EU zone when seeking employment in Austria, you have to contact your competent public employment service office in your country of origin, apply with them for your unemployment benefits as well as fill in the form U2 ("portable document" U2) and have it confirmed. This form includes the deadline for registering with the regional office in Austria. After having registered with the competent regional Public Employment Service Austria office, the foreign public employment service will be immediately informed of your registration as job seeker in Austria. This results in the foreign public employment service releasing payments of your benefits.

If you have not found employment in Austria within the period stipulated on the U2 form or the E 303 form, you remain entitled to your benefits only if you immediately return to your country of origin in good time. It is essential to observe all the information you have been provided on this topic in your country of origin.

#### **8.4.2.2 Aggregating Insurance Periods from Employment in the EU/EEA States and Switzerland**

You might be entitled to receive benefits from Austrian unemployment insurance. When verifying your unemployment benefit eligibility, insurance periods in the EU/EEA states or Switzerland will also be considered if you had been employed in Austria with mandatory unemployment insurance for at least one day directly before submitting the application (the so-called "one-day rule"). In order to be able to have the foreign insurance periods recognised in Austria it is necessary to have either the portable document U1 or the E301 form (certificate concerning the periods to be taken into account for the granting of unemployment benefits) filled in and confirmed by the competent public employment service office in your country of origin. Which of the two forms is used depends on the country of origin. The furnishing of the two forms may accelerate the assessment of the entitlement when submitting an application in Austria.

In the case of cross-border commuters the foreign insurance periods are considered immediately – the aforesaid "one-day rule" does not apply to this group.

Please refer to the AMS website for details regarding prerequisites to be satisfied in order to become eligible for unemployment insurance benefits in Austria (section "Financial Benefits").

#### **8.4.2.3 Receiving Unemployment Benefits from EEA States and Switzerland while Seeking Employment in Austria**

Norway, Iceland and Liechtenstein are the EEA states (which are not simultaneously EU member states).

If you want to seek employment in Austria, you can transfer your unemployment benefit claims to Austria when you have been available for employment referral for at least four weeks in your country of origin without any success and you register with the competent Public Employment Service Austria office **within 7 days** from your arrival in Austria. If you fail to find employment in Austria within the approved unemployment benefits eligibility period you have to immediately return to your country of origin in good time or you will lose your entitlement to the original unemployment benefits. It is essential to observe all the information you have been provided on this topic in your country of origin. The prerequisite for transferring your entitlement to unemployment benefits is to contact your competent public employment service **prior** to departure to Austria and have the E 303 form confirmed by them.

## 8.5 Social Welfare and Means Tested Minimum Benefits

**Social welfare** is granted when you cannot continue living a decent life based on your own efforts and means nor through family means or, the prerequisites for benefits from other insurance systems (e.g. unemployment insurance) have not been met ("subsidiarity" principle).

The **federal provinces** are the **competent bodies** concerning the legal framework of social welfare. All social welfare benefits are tailored flexibly to individual circumstances. Applications for social welfare may be submitted to the community office at your place of residence and/or at the district offices of the Municipal Authority (Social Services Office) in larger cities.

**EU/EEA citizens** can obtain information at the respective provincial government office whether they are entitled to social welfare.

### Means Tested Minimum Benefits

The means tested minimum benefits are not a social security benefit but a reformed social welfare of the federal provinces. The affected unemployed should in particular benefit from the introduction of a uniform minimum benefit, the broad removal of recourse, introduction of an asset exemption amount and advantageous procedural law.

Means tested minimum benefit application can be submitted in the federal provinces of Lower Austria, Salzburg and Vienna starting with 1<sup>st</sup> of September 2010. The other federal provinces will pass their provincial acts at a later point.

**EU/EEA citizens and Swiss citizens** may also receive means tested minimum benefits provided that the corresponding prerequisites have been satisfied.

The means tested minimum benefits are foreseen for people having no reasonable funds to pay for their living or of their family members. In contrast to social welfare benefits, the **amount** of the means tested minimum benefits is uniformly regulated throughout Austria and amounts to 744 Euros for single households in 2010.

The competent **district administrative authority** decides whether the means tested minimum benefits will be granted (district administrative authority (Bezirkshauptmannschaft), municipal authority (Magistrat); social council offices in Vienna (Sozialzentrum)). This authority also accepts the applications and makes the corresponding payments.

Persons receiving means tested minimum benefits and able to work will be correspondingly noted at the Public Employment Service Austria as seeking employment.

Additionally, **the Public Employment Service Austria** provides **basic information on means tested minimum benefits**. Depending on the agreement with the federal provinces, the Public Employment Service Austria also provides initial **applications for means tested minimum benefits and accepts these**.

Please contact your competent office of the Public Employment Service Austria in your province to obtain information whether the means tested minimum benefits regulations have already been implemented.

### More details are available at:

<http://www.bmask.gv.at/cms/site/liste.html?channel=CH0607> (social welfare)

<http://www.help.gv.at/Content.Node/169/Seite.1693000.html>

<http://www.bmask.gv.at/cms/site/liste.html?channel=CH0606> (minimum benefits)

[http://www.ams.at/\\_docs/bms\\_basisinfo.pdf](http://www.ams.at/_docs/bms_basisinfo.pdf)

(basic information on means tested minimum benefits, in German)

## 9. LIVING WITH CHILDREN

### 9.1 Maternity Protection

#### 9.1.1 Salaried and Waged Employees & Minimum Income Employees

As a rule, pregnant working mothers **are entitled to maternity leave** which starts eight weeks prior to delivery and lasts eight to sixteen weeks after delivery with an absolute ban on employment during this period.

Upon confirmation of pregnancy, you should immediately inform your employer. From this point on you **are protected against dismissal and termination**.

During the compulsory maternity protection period and during parental leave (see 9.2), dismissal is only possible in **exceptional cases** (i.e. closure of a firm) and under court approval.

Salaried and waged female employees generally receive a maternity weekly allowance (**Wochengeld**) during the compulsory maternity protection period under certain circumstances. Furthermore, for female employees who are not **self-employed** their contractual employment remains upheld during their compulsory maternity protection period.

Self-insured minimum income employees are also entitled to weekly allowance. In this case, the weekly allowance amounts to 7.91 Euros per day (2010).

Details regarding the amount of the maternity weekly allowance can be obtained from the competent health insurance institution.

#### **Competent authority:**

The health insurance institution (Krankenkasse)

#### **More details are available at:**

<http://www.help.gv.at/Content.Node/8/Seite.080000.html> (weekly allowance)

<http://www.arbeiterkammer.at/online/wochengeld-12596.html>

<http://www.arbeiterkammer.at/online/page.php?P=29&IP=7134&AD=2010&REFP=0>

(maternity protection and parental leave brochure)

[http://www.usp.gv.at/Portal.Node/usp/public/content/mitarbeiter/schwangerschaft\\_karenz/mutterschutz/Seite.400150.html](http://www.usp.gv.at/Portal.Node/usp/public/content/mitarbeiter/schwangerschaft_karenz/mutterschutz/Seite.400150.html) (maternity protection)

#### 9.1.2 Independent Female Contractors and Female Contract Assignees

They are not protected by the Maternity Protection Act. Independent (female) contractors do however receive weekly maternity allowance related to their income.

Details regarding the amount of the maternity weekly allowance can be obtained from the competent health insurance institution.

#### **Competent authority:**

The health insurance institution (Krankenkasse)

#### **More details are available at:**

<http://www.help.gv.at/Content.Node/8/Seite.080002.html#Woche>

<http://www.arbeiterkammer.at/online/wochengeld-12596.html>

<http://www.arbeiterkammer.at/bilder/d120/FreieDienstnehmer2010.pdf>

### 9.1.3 Self-Employed Females

An **entrepreneurial aid** (Betriebshilfe) is foreseen for self-employed women running a **business**, i.e. replacement labour is provided for the business. Under certain circumstances they are also entitled to **weekly maternity allowance**.

Such weekly allowance will only be granted respectively such entrepreneurial aid will only be provided when the compulsory insurance with the competent health insurance fund remains in force. The weekly maternity allowance in this case amounts to to € 25.95 per day (2010).

**Competent authority:**

Social Security Institution for Trade and Industry (Sozialversicherungsanstalt der Gewerblichen Wirtschaft)

**More details are available at:**

<http://www.help.gv.at/Content.Node/8/Seite.082100.html>

(entrepreneurial aid, maternity weekly allowance)

[http://esv-sva.sozvers.at/portal27/portal/svportal/channel\\_content/cmsWindow?action=2&p\\_menuid=7038&p\\_tabid=4](http://esv-sva.sozvers.at/portal27/portal/svportal/channel_content/cmsWindow?action=2&p_menuid=7038&p_tabid=4) (entrepreneurial aid and maternity weekly allowance)

### 9.1.4 Mother-Child Pass

At the beginning of pregnancy, you should receive a **Mother-Child Pass** (Mutter-Kind-Pass), to be used for recording medical check-ups of the mother and unborn child and subsequently for recording vaccinations and check-ups during infancy and early childhood stages. You can obtain your mother-child pass from your gynaecologist, your general practitioner, your district public health office, the specialized outpatient services of your district health insurance fund, the outpatient services of hospitals with maternity clinical departments or from pregnancy consultation offices.

The mother-child pass check-ups are a prerequisite for the receipt of the full childcare allowance (Kinderbetreuungsgeld).

**More details are available at:**

<http://www.help.gv.at/Content.Node/8/Seite.080000.html> (mother-child pass)

<http://www.bmg.gv.at/cms/site/standard.html?channel=CH0775&doc=CMS1173182087816>

## 9.2 Parental Leave Allowance, Childcare Allowance and Parental Leave Time

**Parental leave** is deemed **entitlement to release from performance obligations under employment contract** pursuant to the Labour Law. During this period the parents are not entitled to remuneration however they are protected against dismissal and termination. Only one of the parents is entitled to parental leave or both of them in turns.

Independent contractors are not entitled to parental leave.

The **childcare allowance (Kinderbetreuungsgeld)** can be received during this time provided that all prerequisites have been satisfied. Every child, including foster and adopted children, is eligible to receiving childcare allowance.

The **childcare allowance amount** depends on the duration of the paternal leave allowance. You can select one of the multiple models when applying for this allowance.

The differentiation is made between the income-interrelated and flat-rate childcare allowance.

The **flat-rate childcare** allowance is paid when the following **prerequisites** have been satisfied:

- common household with the child
- at least one of the parents living in the same household with the child is entitled to receive family allowance (Familienbeihilfe)
- centre of their life is in Austria
- legal residence in Austria
- performance of the mother-child pass examinations – five during the pregnancy, five after giving birth

An additional gross income of up to 16,200 Euros per year is permissible to remain eligible for the childcare allowance.

Additional prerequisites including preceding employment are deemed applicable to the **income-interrelated model**.

**Note:**

Childcare allowance is granted only for the youngest child. If another child is born when receiving such allowance, the eligibility to this allowance for the older child ends with the birth of the younger one. Childcare allowance will then be paid for the newborn. The second birth is to be immediately reported to the competent health insurance institution (you are obliged to make this notification). Special regulations apply to multiple births.

**Competent authority:**

Health insurance institution (in Vienna: parental allowance customer centre (Kundencenter für Kinderbetreuungsgeld))

**More details are available at:**

- <http://www.arbeiterkammer.at/berufundfamilie/karenz.htm> (parental leave)
- <http://www.arbeiterkammer.at/online/kindergeld-5-modelle-zur-wahl-50747.html> (childcare allowance models)
- <http://www.help.gv.at/Content.Node/8/Seite.080600.html> (childcare allowance)
- <http://www.arbeiterkammer.at/online/page.php?P=29&IP=7134> (maternity protection and parental leave)

**Childcare allowance supplement and aid:**

Single parents and families with no or low income are entitled to a **childcare allowance supplement (Zuschuss zum Kinderbetreuungsgeld) and for babies born from 1<sup>st</sup> of January 2010 – a childcare allowance aid**.

**Please note:** the childcare allowance supplement is to be understood as a form of a loan which must be paid back when certain income thresholds have been exceeded. The childcare allowance aid does not need to be paid back.

**More details are available at:**

- <http://www.help.gv.at/Content.Node/8/Seite.080600.html>
- <http://www.arbeiterkammer.at/online/zuschuss-zum-kinderbetreuungsgeld-38524.html> (supplement)
- <http://www.arbeiterkammer.at/online/kindergeld-neue-regeln-52523.html> (aid)

Recipients of childcare allowance and their children automatically **enjoy the benefits of health insurance**.

During or after receipt of the childcare allowance, **unemployment benefits and social welfare** may be applied for. However, the person receiving this benefit must remain available for the labour market.

**More details are available at:**

<http://www.bmwfj.gv.at/Familie/FinanzielleUnterstuetzungen/Kinderbetreuungsgeld/Seiten/KinderbetreuungsgeldundArbeitslosenversicherung.aspx>

**Eligibility prerequisites for EU/EEA citizens and Swiss citizens:**

The EEA directive 1408/71 applies to **EU/EEA citizens and Swiss citizens**. The member state where the parent is employed (employing state principle) is the overriding state responsible for payment of any family benefits. In the country of residence, an equalization payment may be granted if family benefits are lower than in the country of employment.

**More details are available at:**

<http://www.bmwfj.gv.at/Familie/FinanzielleUnterstuetzungen/Kinderbetreuungsgeld/Seiten/Anspruchsvoraussetzungen.aspx>  
<http://www.bmwfj.gv.at/Familie/FinanzielleUnterstuetzungen/Kinderbetreuungsgeld/Seiten/GrenzueberschreitendeSachverhalte-WohnenundoderArbeitenimAusland.aspx>

**Parental right to part-time work:**

**Parental right to part-time work** is a legally regulated entitlement to reduction of the present total working time and/or change of the current working hours. The entitlement to parental part-time work remains in force no longer than up to the seventh birthday of the child, upon satisfaction of certain prerequisites.

This is however, only possible if:

- the company has more than 20 employees.
- and the employment at the point of parental part-time work has lasted for a minimum of three years without any interruptions (including maternity protection and leave)

The terms (commencement, duration, extent and conditions) are to be agreed with your employer. If there is no **entitlement to the parental part-time work** this can still be agreed with employers up to the 4<sup>th</sup> birthday of the child.

**More details are available at:**

<http://www.arbeiterkammer.at/online/page.php?P=463> (parental right to part-time work)  
<http://www.arbeiterkammer.at/bilder/d117/Kinderbetreuung2010.pdf>  
<http://www.bmask.gv.at/cms/site/dokument.html?channel=CH0658&doc=CMS1233326465332>

### 9.3 Family Allowance (Familienbeihilfe)

The EEA directive 1408/71 applies to **EU/EEA citizens** and **Swiss citizens**. The member state where the parent is employed (employment state principle) is the overriding state responsible for payment of any family benefits. In the case whereby both parents are employed in two different countries, the country of residence principle applies, thus, family allowance is granted in the country where the child permanently resides.

#### **Competent authority:**

fiscal office competent for your place of residence

Children with main residence in Austria are principally also entitled to family allowance benefits.

#### **For:**

- minors up to 18 years of age
- minors up to 21 years of age when they are registered with the Public Employment Service Austria as job seekers
- children who have come of age up to 26 years of age and under particular circumstances up to 27 years of age if they are studying
- children who have come of age and who are physically or mentally disabled

Any income (e.g. apprentice remuneration) children may receive before their 18<sup>th</sup> birthday is disregarded. If the earnings of older children exceed a specific annual limit, the family allowance is forfeited.

The **family allowance amount** depends on the age of the child. Child-related special **tax allowances** and **supplements** are granted as of the second or further child, or one or more disabled children. You can use the **Family Allowance Calculator (Familienbeihilfenrechner)** to determine your family allowance total.

In a joint household, the parent who is the primary caregiver is entitled to receive the family allowance.

Family allowances are paid every two months.

#### **More details are available at:**

<http://www.help.gv.at/Content.Node/8/Seite.080700.html>

(family allowance (Familienbeihilfe)/child-related special tax allowance (Kinderabsetzbetrag))

<http://www.help.gv.at/Content.Node/8/Seite.080713.html> (multiple children supplement)

<http://www.bmwfj.gv.at/FAMILIE/FINANZIELLEUNTERSTUETZUNGEN/FAMILIENBEIHILFE/>

[Seiten/AnspruchfürBürgerausdemEUEWR-RaumundderSchweiz.aspx](http://www.bmwfj.gv.at/Familie/FinanzielleUnterstuetzungen/familienbeihilfe/Seiten/default.aspx) (EU/EEA/Swiss citizens)

<http://www.bmwfj.gv.at/Familie/FinanzielleUnterstuetzungen/familienbeihilfe/Seiten/default.aspx>

(family allowance)

<http://www.arbeiterkammer.at/online/familienbeihilfe-2329.html>

(family allowance calculator (Familienbeihilfenrechner))

## 10. EDUCATION

### 10.1 Education and Training – Overview

Very young and pre-school children are taken care of in crèches (**Kinderkrippe**) (for babies and very young children up to 3 years of age) as well as nursery schools and (public and private) kindergartens and pre-schools (**Kindergarten, Vorschule**). The demand for crèches and kindergartens is often greater than the available places. There is a growing trend for very young children to be cared for in very small groups by “day-care mothers” (Tagesmütter) – especially in small cities and agricultural regions.

Education is compulsory for all children permanently living in Austria from the age of six. **Schooling is compulsory** for nine years in Austria (from 6 – 15 years of age); attendance of state schools is free of charge.

After children have successfully completed their first four years of **compulsory primary school** (Volksschule), they may either attend the **lower level of a main general secondary school** (Hauptschule) – also called **cooperative secondary school** (kooperative Mittelschule) – the lower level of a secondary academic school (Unterstufe der Allgemeinbildenden höheren Schule – AHS). Also a pilot programme Neue Mittelschule or “new secondary school” is offered at some schools in Austria. The aim of this programme offering a joint school for children between 10 and 14 years of age is to address each pupil and their personal talents individually and hence offer a joint school with stronger internal differentiation. The curriculum of the lower level of a secondary academic school (Unterstufe der Allgemeinbildenden höheren Schule – AHS) is used in this pilot programme.

For their ninth year of schooling, children may attend a pre-vocational course (polytechnische Schule), a vocational intermediate school (weiterführende berufsbildende Schule) as well as the upper level of a secondary academic school or at the upper level of a secondary grammar school (Oberstufengymnasium). The **pre-vocational course (polytechnische Schule)** prepares with vocational placements and professional theory training for apprenticeships or vocational schools.

There are also special schools (special needs education/including training) for children with mental and/or physical disabilities or special educational needs which cover the first eight to nine years of schooling. Alternatively, a vocation preparatory year can be taken in the ninth school year; possibly followed by integrative vocational training.

Following completion of their ninth year of schooling, young people have the option of professional training in the form of an apprenticeship (vocational school and **apprenticeship** – dual training system), of entering the workforce or of continuing their education at a secondary school.

**Intermediate-level secondary technical** respectively **vocational schools**, health sector and nursing schools entitle students to exercise an occupation according to the type of school attended. Graduates of these schools may take diploma and school leaving examinations through extension courses.

Graduation from an academic secondary school or intermediate-level secondary technical respectively vocational school and passing the corresponding school-leaving examination entitles students to enrol in educational colleges, universities of applied sciences, academies, colleges, universities, etc.

However, young people and adults who have not passed the school leaving examination entitling to enrolment at universities may still be admitted to higher educational institutions through secondary educational path (**the academic qualification tests (Studienberechtigungsprüfung)**, **the matriculation exam for professionals (Berufsreifeprüfung)**, or **Matura examinations for external candidates (Externisten-Matura)**).

For EU/EEA citizens the same regulations are deemed applicable in terms of tuition fees as for Austrian citizens.

**More details are available at:**

[http://www.oead.at/willkommen\\_in\\_oesterreich/bildung\\_forschung/schule\\_berufsbildung\\_in\\_oesterreich/](http://www.oead.at/willkommen_in_oesterreich/bildung_forschung/schule_berufsbildung_in_oesterreich/) (schools and vocational training in Austria)  
<http://www.bildungssystem.at>  
<http://www.help.gv.at/Content.Node/11/Seite.110000.html>  
(comprehensive information on the Austrian school system)  
<http://www.bmukk.gv.at/schulen/bw/index.xml> (education in Austria)  
<http://www.bmukk.gv.at/schulen/schulen/index.xml> (school guides)  
[http://www.erwachsenenbildung.at/bildungsinfo/zweiter\\_bildungsweg/ueberblick.php](http://www.erwachsenenbildung.at/bildungsinfo/zweiter_bildungsweg/ueberblick.php)  
(academic qualifications test (Studienberechtigungsprüfung), matriculation exam for professionals (Berufsreifeprüfung), matura examination for external candidates (Externisten-Matura))  
<http://www.bmwf.gv.at/> (Federal Ministry of Science and Research – studying in Austria)  
<http://www.help.gv.at/Content.Node/16/Seite.160104.html> (tuition fees)  
<http://www.bmukk.gv.at/schulen/service/schulinfo/index.xml>  
(school information and school service points)

## 10.2 Initial Vocational Training – Apprenticeships

Vocational training is provided in Austria either through an **apprenticeship** or **school-based education** (in intermediate or higher-level secondary technical and vocational schools and colleges which offer practice-oriented instruction).

In Austria, training is offered in approximately 230 occupations. Young people who take up an apprenticeship receive on-the-job training in a company and also attend a vocational school on a part-time basis (**dual training system**). An apprenticeship lasts between two to four years depending on the apprenticeship trade and ends with the successful completion of a final apprenticeship examination (Lehrabschlussprüfung).

An **apprenticeship contract** (Lehrvertrag) must be signed the beginning of the apprenticeship and is to be concluded in writing between the young person (the apprentice) and the authorized trainer and specifies training conditions including the duration of the apprenticeship. In the case of minors, the **apprentice's legal guardian** is also required to sign the contract.

For the apprentices the **Vocational Training Act** (Berufsausbildungsgesetz) and respective **collective contract** is valid. Apprentices are subject to special provisions (unfair dismissal protection, working hours, special youth protection provisions etc.).

Throughout Austria, apprenticeship programs are based on **standard job profiles**.

Apprentices are not paid a salary but receive an apprenticeship remuneration (**Lehrlingsentschädigung**) normally paid on a monthly basis. The amount of remuneration to be paid to the apprentice is based on collective labour agreements as well as company agreements. As a general rule, apprentices are entitled to paid holiday amounting to 30 working days per annum.

If you are looking for an apprenticeship, it is recommended that you contact the nearest branch of the Public Employment Service Austria.

**More details are available at:**

<http://www.arbeiterkammer.at> (Austrian Chamber of Labour (AK))  
<http://www.oegb.at> (Austrian Trade Union Federation (ÖGB))  
<http://www.ams.at> (Public Employment Service Austria (AMS))  
<http://portal.wko.at/> (Federal Chamber of Commerce)  
<http://www.bmwfj.gv.at/BERUFSAUSBILDUNG/LEHRBERUFEINOESTERREICH/LISTEDERLEHRBERUFE/Seiten/liste.aspx> (Federal Ministry of Economics, Family and Youth)

### 10.3 Further Education

Ongoing training is one of the major prerequisites for a successful career. Amongst the largest training and further education institutions in Austria are the Careers Promotion Institutes (Berufsförderungsinstitute (BFI)), Trade & Industry Promotion Institutes (Wirtschaftsförderungsinstitute (WIFI)) and adult educational centres (Volkshochschule).

Career info centres (**Career information centres** (Berufsinfozentren (BIZ)) and **Career information centre of Vienna Trade and Industry** (Berufsinfozentrum der Wiener Wirtschaft (BIWI)) offer both a comprehensive overview of career and schools education and training opportunities in Austria and individual consultation on specific educational and training issues.

Language courses are offered by all large training institutions (WIFI, BFI, adult educational centres) and language institutes.

#### Offered by:

Institutions	Internet address
BFI (Careers Promotion Institute)	<a href="http://www.bfi.at">http://www.bfi.at</a>
WIFI (Trade & Industry Promotion Institute)	<a href="http://www.wifi.at">http://www.wifi.at</a>
Burgenland adult educational centres (Volkshochschule)	<a href="http://www.vhs-burgenland.at">http://www.vhs-burgenland.at</a>
Carinthia adult educational centres (Volkshochschule)	<a href="http://www.vhsktn.at">http://www.vhsktn.at</a>
Lower Austria adult educational centres (Volkshochschule)	<a href="http://www.vhs-noe.at">http://www.vhs-noe.at</a>
Upper Austria adult educational centres (Volkshochschule)	<a href="http://www.vhs-verband-ooe.at">http://www.vhs-verband-ooe.at</a>
Styria adult educational centre (Volkshochschule)	<a href="http://www.vhsstmk.at/">http://www.vhsstmk.at/</a>
Salzburg adult education centres (Volkshochschule)	<a href="http://www.volkshochschule.at">http://www.volkshochschule.at</a>
Tyrol adult education centres (Volkshochschule)	<a href="http://www.vhs-tirol.at">http://www.vhs-tirol.at</a>
Vorarlberg adult education centres (Volkshochschule)	<a href="http://www.vhs-goetzis.at/vvv/index.htm">http://www.vhs-goetzis.at/vvv/index.htm</a>
Vienna adult educational centre (Wiener Volkshochschulen GmbH)	<a href="http://www.vhs.at">http://www.vhs.at</a>
Career information centres (BIZ)	<a href="http://www.ams.at">http://www.ams.at</a>
Career information centre of Vienna Trade and Industry (BIWI)	<a href="http://www.biwi.at">http://www.biwi.at</a>
Language schools/Training institutes	<a href="http://www.ikivienna.at/de/index.htm">http://www.ikivienna.at/de/index.htm</a> <a href="http://www.berlitz.at/">http://www.berlitz.at/</a>

# Bildungssystem.at | The Austrian Education System

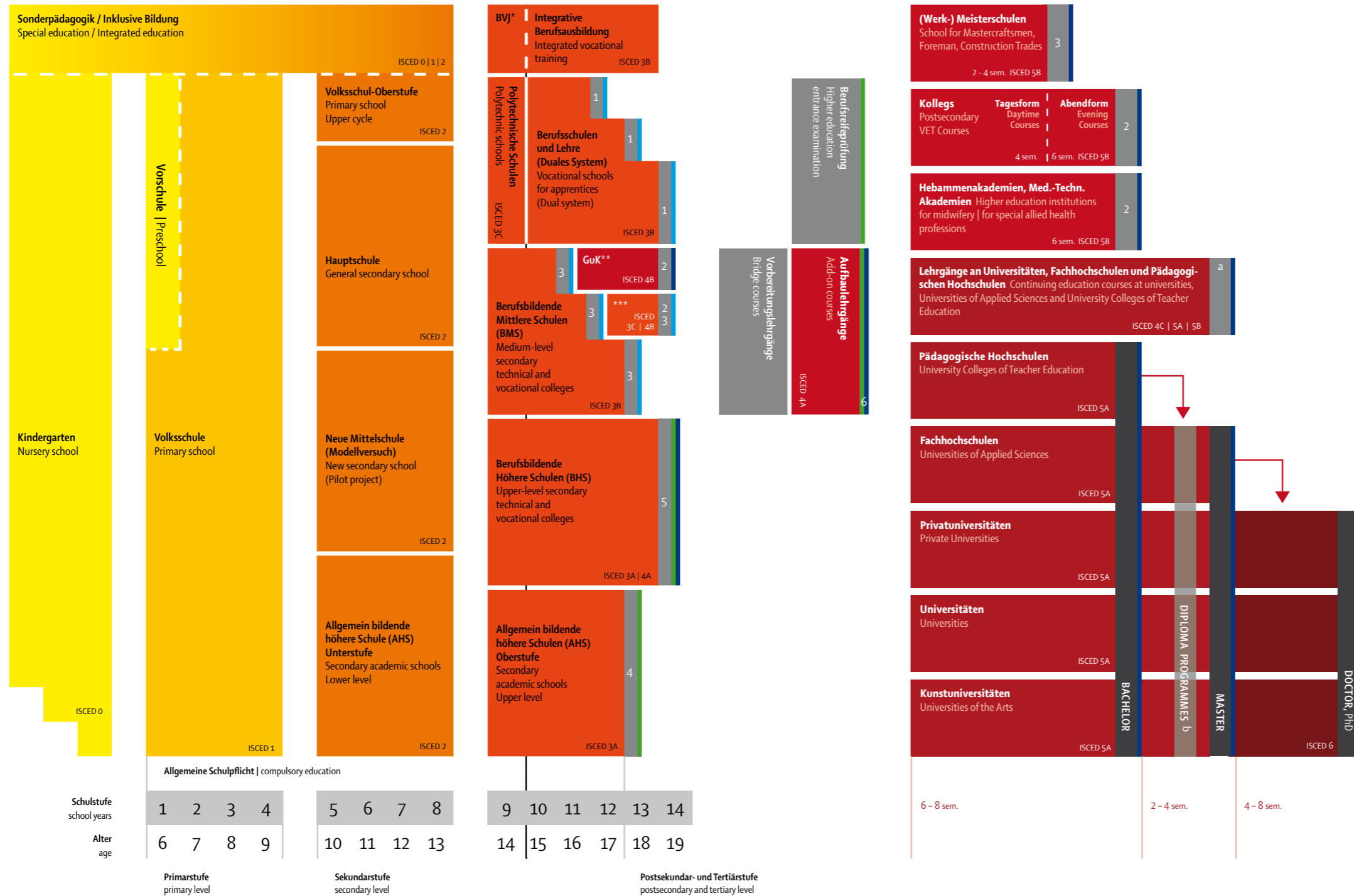
www.bildungssystem.at | www.edusystem.at

euro guidance  
österreich

B.M.W.F.<sup>a</sup>

bm:uk

GD Bildung und Kultur  
Programm für lebenslanges Lernen



- 1 Lehrabschlussprüfung (LAP) | Apprenticeship-leave examination
- 2 Diplomprüfung | Diploma examination
- 3 Abschlussprüfung | Leaving examination
- 4 Reifeprüfung | Reifeprüfung
- 5 Reife- und Diplomprüfung | Reifeprüfung and diploma examination
- 6 Reife- bzw. Diplomprüfung | Reifeprüfung or diploma examination
- a Zulassung zu weiterführenden Studien nach Entscheid im Einzelfall  
Admission to further studies on case-by-case basis
- b Diploma Programmes: 8 – 12 sem.

- Berufliche Erstqualifikation  
Initial vocational qualifications
- Allgemeiner Hochschulzugang  
General higher education  
entrance qualifications
- Höhere Berufsqualifikation  
Higher-level vocational  
qualifications

\* Berufsvorbereitungsjahr  
Preparatory vocational year

\*\* GuK  
Gesundheits- und  
Krankenpflegeschoolen  
Educational institutions  
for nurses

\*\*\* Ausbildungen  
für Gesundheitsberufe:  
MTF, Pflh, MMHm,  
San, SHD  
Education and training  
for health professions

ISCED = International Standard  
Classification of Education

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Gesellschaft mit beschränkter Haftung  
Austrian Agency for International Cooperation  
in Education and Research (OeAD-GmbH)  
www.oead.at

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## 11. CHECKLIST FOR RELOCATING TO AUSTRIA

### Before entering Austria:

**Details** on the labour market and employment opportunities in the target region:

<http://www.ams.at> (Public Employment Service Austria (AMS))

<http://eures.europa.eu> (EURES website)

### The following documents are required:

- Your **passport** or your **personal ID** – minors must also have their own passport
- Other **personal documents** (e.g. birth certificate, marriage certificate)
- **E-forms** (uniform European forms for recognition and confirmation of social and employment relevant data) for you and your family
- **Claiming unemployment benefits**; the U2 form (EU citizens), E 303 form (EEA and Swiss citizens) issued by the public employment service of your country of origin along with the confirmation of your employment periods in the home country (U1, E 301)
- **Insurance**: your e-card or a comparable form (E 111) or any other insurance protection
- **Motor vehicle documents**: driving license, vehicle registration, other documents or papers required for registration (e.g. EU approval of vehicle)
- **Certificates, diplomas, work certificates, work testimonials** in original and translation
- **Curriculum vitae** and **application** in German
- Your children's **certificates and school attendance confirmations** translated into German to help your children be placed in the appropriate school grade as quickly as possible.

### Further issues:

- organise **accommodation** (hotel, apartment, etc.) or book hotel or pension;
- **sufficient funds** are required to cover any unexpected expenses (rent, living costs etc) for the first month
- provide for **health and accident insurance** in Austria
- **inform authorities** of your country of origin (residence registration office, school, etc.) **of you moving to Austria**
- obtain an **EU household pet passport** before moving your pets

### Upon arrival in Austria:

- **when you have an employment contract**:
  - immediately **contact your employer**
  - when starting to work request a **confirmation of registration with the appropriate social security institution**
- **when seeking employment**:
  - **register** at your **regional Public Employment Service Austria (AMS) office** within the specified period if you continue claiming your original unemployment benefits when seeking a job.

**The following provisions generally apply:**

- Within **three (3) days** of moving into your new accommodation/house, register with the responsible **residence registration authorities** (Meldebehörde)
- Register with the competent **social security institution** (Sozialversicherungsanstalt) (this especially applies to minimum income employees, holders of contracts for work & labour, and family members): receipt of the social security number and e-card
- Open a **bank account**
- Re-register your **motor vehicle**
- Register with the responsible department of the municipality office or the city municipal authorities regarding **dog tax**
- Register with the competent **fiscal office** (taxes, family allowance)
- Register for **gas and electricity** as well as your **telephone, television and radio**
- **Register at school** (contact the school)
- **Submit your registration certificate** at the administrative authority (district administration authorities (Bezirkshauptmannschaft) or municipal authorities (Magistrat))

## 12. EUROPEAN EMPLOYMENT SERVICE (EURES) ADVISERS IN AUSTRIA

### Public Employment Service Austria (AMS) of Burgenland

**Günther Wilfinger**

Permayerstraße 10

A-7000 Eisenstadt

Tel: +43 2682 692-169

Fax: +43 2682 692-992

E-mail: [guenther.wilfinger@ams.at](mailto:guenther.wilfinger@ams.at)

Languages: English

Region: Burgenland

Border region: Pannonia

### Krisztian Rusko (trainee)

Permayerstraße 10

A-7000 Eisenstadt

Tel: +43 2682 692-138

Fax: +43 2682 692-990

E-mail: [krisztian.rusko@ams.at](mailto:krisztian.rusko@ams.at)

Languages: English, Hungarian, French

Region: Burgenland

Border region: Pannonia

### Public Employment Service Austria (AMS) of Carinthia

**Karl Lenzhofer**

Rudolfsbahngürtel 42

A-9020 Klagenfurt

Tel: +43 463 38 31-9123

Fax: +43 463 38 31-9192

E-mail: [karl.lenzhofer@ams.at](mailto:karl.lenzhofer@ams.at)

Languages: English, Italian

Region: Carinthia

### Public Employment Service Austria (AMS) of Lower Austria

**Martina Vodrazka**

Hohenstaufengasse 2

A-1013 Wien

Tel: +43 1 531 36-210

Fax: +43 1 531 36-277

E-mail: [martina.vodrazka@ams.at](mailto:martina.vodrazka@ams.at)

Languages: English

Region: Lower Austria

### Anita Ambrosch

Hohenstaufengasse 2

A-1013 Wien

Tel: +43 1 531 36-605

Fax: +43 1 531 36-277

E-mail: [anita.ambrosch@ams.at](mailto:anita.ambrosch@ams.at)

Languages: English

Region: Lower Austria

Border region: Pannonia

### Ayse Bürgmann

Service Line

Nibelungenplatz 1

A-3430 Tulln

Tel: +43 2272 62236

Fax: +43 2272 622 236-777

E-mail: [ayse.buergmann@ams.at](mailto:ayse.buergmann@ams.at)

Languages: English, Turkish

Region: Lower Austria

Email contact for customers:

[Eures.niederoesterreich@ams.at](mailto:Eures.niederoesterreich@ams.at)

### Public Employment Service Austria (AMS) of Vienna

**Ida Maria Gasparotto**

Gumpendorfer Gürtel 2b

A-1060 Vienna

Tel: +43 1 878 71-30201

Fax: +43 1 878 71-30289

E-mail: [ida-maria.gasparotto@ams.at](mailto:ida-maria.gasparotto@ams.at)

Languages: Italian, French, English

Region: Vienna

### Harald Wurzer

Gumpendorfer Gürtel 2b

A-1060 Vienna

Tel: +43 1 878 71-30224

Fax: +43 1 878 71-30289

E-mail: [harald.wurzer@ams.at](mailto:harald.wurzer@ams.at)

Languages: English

Region: Vienna

### Elke Traunmüller

Gumpendorfer Gürtel 2b

A-1060 Vienna

Tel: +43 1 87871-30223

Fax: +43 1 87871-30289

E-mail: [elke.traunmueller@ams.at](mailto:elke.traunmueller@ams.at)

Languages: English

Region: Vienna

### Susanne Rabenstein (trainee)

Gumpendorfer Gürtel 2b

A-1060 Vienna

Tel: +43 1 878 71-30225

Fax: +43 1 878 71-30289

E-mail: [susanne.rabenstein@ams.at](mailto:susanne.rabenstein@ams.at)

Languages: English, Spanish

Region: Vienna

**Public Employment Service Austria (AMS)  
of Salzburg**

**Alexandra Bauer**

Brucker Bundesstraße 22  
A-5700 Zell am See  
Tel: +43 6542 731 87-6142  
Fax: +43 6542 731 87-6090  
E-mail: [alexandra.bauer@ams.at](mailto:alexandra.bauer@ams.at)  
Languages: English  
Region: Salzburg

**Gerhard Bogensperger**

Friedhofstraße 6  
A-5580 Tamsweg  
Tel: +43 6474 84 84-5030  
Fax: +43 6474 84 84-5090  
E-mail: [gerhard.bogensperger@ams.at](mailto:gerhard.bogensperger@ams.at)  
Languages: English  
Region: Salzburg

**Gerlinde Fuchsberger**

Kinostraße 7  
A-5500 Bischofshofen  
Tel: +43 6462 28 48-1331  
Fax: +43 6462 28 48-1090  
E-mail: [gerlinde.fuchsberger@ams.at](mailto:gerlinde.fuchsberger@ams.at)  
Languages: English  
Region: Salzburg

Email contact for customers:  
[eures.salzburg@ams.at](mailto:eures.salzburg@ams.at)

**Public Employment Service Austria (AMS)  
of Styria**

**Andrea Macher**

Keplerstraße 109  
A-8020 Graz  
Tel: +43 316 70 80-607907  
Fax: +43 316 70 80-607990  
E-mail: [andrea.macher@ams.at](mailto:andrea.macher@ams.at)  
Languages: English  
Region: Styria

**Hermann Gössinger**

Babenbergerstraße 33  
A-8021 Graz  
Tel: +43 316 70 81-107  
Fax: +43 316 70 81-190  
E-mail: [hermann.goessinger@ams.at](mailto:hermann.goessinger@ams.at)  
Languages: English  
Region: Styria

**Public Employment Service Austria (AMS)  
of Upper Austria**

**Petra Rosenstingl**

Europaplatz 9  
A-4021 Linz  
Tel: +43 732 69 63-20836  
Fax: +43 732 69 63-20190  
E-mail: [petra.rosenstingl@ams.at](mailto:petra.rosenstingl@ams.at)  
Languages: English, French  
Region: Upper Austria

**Public Employment Service Austria (AMS)  
of Tyrol**

**Otto Hosp**

Schöpfstraße 5  
A-6010 Innsbruck  
Tel: +43 512 5903-702202  
Fax: +43 512 5903-291  
E-mail: [otto.hosp@ams.at](mailto:otto.hosp@ams.at)  
Languages: English  
Region: Tyrol  
Border region: Transtiroliia

**Public Employment Service Austria (AMS)  
of Vorarlberg**

**Dietmar Müller**

Bahnhofstraße 1b  
A-6700 Bludenz  
Tel: +43 5552 623 71-816 05  
Fax: +43 5552 623 71-816 60  
E-mail: [dietmar.mueller@ams.at](mailto:dietmar.mueller@ams.at)  
Languages: English  
Border region: Bodensee  
Region: Vorarlberg

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