

Living & Working in Austria

The European Job Network



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1. GENERAL

1.1 Geography & Population

Austria covers an area of 83,879 square kilometres with a population of 8,700,471 residents, (in 2016) including 1,334,487 foreign citizens (15.3 percent of total population), thereof 658,746 EU/ EEA citizens and Swiss citizens (7.6 percent of total population).

In 2016 five percent of persons in gainful employment were working in the agriculture sector, twenty three percent in the industry sector and seventy two percent in the services sector.

Vienna is the most densely populated province of Austria with 4,335 residents per square kilometre; Tyrol and Carinthia are the least densely populated provinces with 58 inhabitants per square kilometre. The average life expectancy is 81 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:



| Province | Population in 2016 | Provincial Capital | Population in 2016 |
|---------------|--------------------|--------------------|--------------------|
| Carinthia | 560,482 | Klagenfurt | 99,125 |
| Lower Austria | 1,653,691 | St. Pölten | 53,476 |
| Upper Austria | 1,453,948 | Linz | 200,839 |
| Salzburg | 545,815 | Salzburg | 150,938 |
| Styria | 1,232,012 | Graz | 280,252 |
| Tyrol | 739,139 | Innsbruck | 131,009 |
| Vorarlberg | 384,147 | Bregenz | 29,153 |
| Vienna | 1,840,226 | Vienna | 1,840,226 |

1.2 The Political System

Austria is a **democratic republic**.

The acts of law are passed by the **parliament** and the Austrian Federal Constitution is one of the major Austrian laws. The Austrian Federal Constitution contains for instance the European Convention on Human Rights and Fundamental Freedoms as well as the jurisdiction and enforcement of the Federation, and the constitutional law on the neutrality of Austria.

The **Federal President** is the head of the Republic.

They represent the Republic of Austria abroad in addition to other duties (acting as Supreme Commander of the Austrian Armed Forces, appointing the **Federal Government** as well as high-ranking officials of the provinces, etc.). Austria is governed by the Federal Government led by the Federal Chancellor. Governmental affairs are run jointly with the Vice-Chancellor, Federal Ministers and Secretaries of State.

The state territory (the Federation) is comprised of **nine federal provinces** forming a monetary, economic and customs union. Vienna is the federal capital and seat of the supreme federal authorities. Each province is administered by its own government, headed by a provincial Governor (Landeshauptfrau/Landeshauptmann). Each federal province is comprised of administrative entities referred to as political districts. The district administrative authorities (Bezirkshauptmannschaft, BH) are the administrative authorities governing the districts. The district administrative authorities may for instance include registry office (Standesamt) where for instance marriages are concluded; trade and industry authorities (Gewerbebehörde), etc.; each district is comprised of several smaller administrative units referred to as municipalities (Gemeinden) and cities. Every municipality/city is administered by the municipality office (Gemeindeamt), every city by a city administration. Municipal district authorities (Magistrate) are the administrative authorities in towns and cities.

The municipal council (Gemeinderat) along with the mayor (Bürgermeisterin/Bürgermeister) govern the municipalities/cities and towns.

Vienna is both the federal capital and a federal province. There is therefore both a provincial parliament (Landtag) and municipal council (Gemeinderat) in Vienna.

Vienna has municipal departments (Magistratsabteilungen, MA) having particular competences for the entire city of Vienna (e.g. MA 35: Immigration and Citizenship) as well as district municipal offices (magistratische Bezirksämter) having responsibilities from both district administrative authorities and municipality offices.

1.2.1 Elections & Electoral Law

All political institutions incorporated by the constitution are elected either directly or indirectly through **secret, personal and democratic** ballots.

Austrian citizens who are 16 or older may vote in the national parliament (Nationalrat) elections, the provincial parliament (Landtag) elections, municipal council (Gemeinderat) elections (EU citizens resident in the municipality may also vote in municipal council elections – Vienna has a special status), elections of Austrian representatives for the European Parliament (EU citizens with main residence in Austria also have the right to vote) and in the Federal President elections.

The **National Council** (Nationalrat) is elected **every five years**. A three-stage proportional electoral law is applicable; the voter gives their vote to a party and additionally a preference vote to an individual candidate. The votes cast are grouped into mandates (parliamentary seats).

The Federal President is elected directly by the people **every six years**, the provincial parliament and provincial government governing each of the federal provinces are elected every five to six years, municipal councils and/or mayors presiding over municipalities and/or cities/towns – every five to six years.

Labour representatives are also elected. As employees can cast their votes in the **Chamber of Labour** (Arbeiterkammer) **elections**, **elections of the works council** (Betriebsrat) or the **youth consultative council** (Jugendvertrauensrat), or if working in the civil service in the staff council (Personalvertretung) elections.

1.2.2 Allocations of State Powers

In Austria **legislative power, jurisdiction and administration** are separate competencies.

The **National Council** passes laws which apply to the whole of Austria. The preparation and implementation of laws is responsibility of the Federal Government and/or provincial governments.

The **provincial parliaments** represent the interests of the citizens in the individual federal provinces. Each province is administered by its own provincial government, headed by a provincial Governor (Landeshauptfrau/Landeshauptmann) elected by the provincial parliament.

The competencies of the **Federal Government** include giving consent to draft bills which are then presented to the parliament.

In Austria **jurisdiction is federal competence**. Court judgments and decisions are pronounced and published in the name of the Republic. Judges are independent in the exercise of their office and are appointed by the Republic of Austria.

Proceedings before **civil and criminal courts** are verbal and public. The law however defines exceptions to this legal principle.

The Supreme Court is the final court of appeal for civil and criminal proceedings. **Courts and the police are strictly separated on all levels of jurisdiction**. The police, as an executive agency, are subject to the Republic of Austria.

The **Administrative Court** (Verwaltungsgericht) is competent for disputes related to decisions passed by administrative authorities. The **Constitutional Court** (Verfassungsgericht) is competent for legal actions against the federal, provincial, regional and municipal authorities.

Legal advice related to ongoing court proceedings in labour and employment law matters is given on the so-called **court days** (Amtstag) at the district and provincial courts respectively at the Labour & Employment Court of Vienna (Arbeits- und Sozialgericht Wien) at specified times. Advice is also given if you are considering instituting legal action before a court. Amongst others, oral lodging of a claim, application and representation can be put on record.

The Austrian **lawyer associations** offer in every province a so-called "initial legal advice". In an initial **free orientation meeting** you will be assisted regarding your legal position and further strategy in your particular case. Please refer to the websites of the Austrian lawyers associations for more details and points of contact.

The Austrian **Ombudsman Board (Volksanwaltschaft)** offers assistance when facing problems with authorities.

<http://www.politischebildung.at/> (the political system)

<http://www.demokratiezentrum.org/> (democracy)

<https://www.help.gv.at/> (elections & electoral law)

<https://www.justiz.gv.at/> (jurisdiction: courts and competencies)

<http://www.help.gv.at/> (citizens service and legal advice)

<https://www.rechtsanwaelte.at/buergerservice/> (lawyer associations)

<http://volksanwaltschaft.gv.at> (Austrian Ombudsman Board (Österreichische Volksanwaltschaft))

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 Migration & Languages

The proportion of the population originating from other countries has strongly increased in recent years due to migration. German citizens with nearly 176,463 are the largest group amongst the EU/EEA citizens, followed by citizens of Romania (82,949), Croatia (70,248), Hungary (63,550), Poland (57,589), Slovakia (35,326) and Italy (25,327). Amongst nationals originating from non-EU/non-EEA states Serbia and Turkey represent the largest groups with 116,626 respectively 116,026; followed by persons born in Bosnia-Herzegovina (93,373) and Macedonia (21,723).

Especially in larger cities you will therefore experience a diversity of languages in everyday life.

German is the official language of Austria and practically a prerequisite for participating in the working and economic life of the country. Regionally valid official languages are also: Slovenian, Burgenland Croatian, Hungarian, Romany, Czech and Slovakian. These languages are spoken by recognised minorities.

When dealing with authorities and offices (e.g. at the municipal district authorities, the Public Employment Service Austria (AMS), or searching medical assistance) but also at school or at work it is advantageous and often necessary to speak German.

German language courses are offered by many facilities and institutions (e.g. by adult training facilities of BFI (Career Promotion Institute), adult education centres (Volkshochschule) and language institutes). It can however still be difficult to find a place, especially in an affordable or free German language course (also see section 10.6).

Children and youth attending a school can participate in free German courses after school (also see section 10.4).

English is taught as the first foreign language at schools and is currently spoken by many Austrians but also by civil servants and persons working for offices and authorities. English is often the everyday language in many international companies.

1.5 Leisure Time, Austrian & International Cuisine

The majority of Austrians spend a significant portion of their leisure time in associations and clubs. Weekends are either spent visiting friends and relatives with family, making excursions, pursuing sporting activities or in **clubs and associations**.

Depending on the facilities, people spend evenings with families, go to the movies or theatre. In rural areas people still meet in a pubs, bars and restaurants. Sporting activities play a major role in leisure time activities; jogging, walking, cycling and swimming being the most popular. Traditionally many communities and municipalities have their own football clubs. Skiing is very popular particularly amongst children and youth in the western Austrian provinces (skiing associations). Sailing, surfing and/or rowing clubs are often found at lakes and other larger waters.

Various clubs and associations are also present in smaller settlements (football, volunteer fire brigades, choirs and singing societies, gymnastics clubs, societies for traditional costumes, bands, scouts, sports clubs, etc.). There are comprehensive cultural facilities (theatre, cinema, arts expositions) and sports facilities (tennis, volleyball, fitness centres, etc.) in larger towns and cities.

In most towns and settlements the catholic and protestant churches offer family, women's and children's groups for instance on various church related topics. The church is also very often involved in local, regional and cross-regional social projects (e.g. carol singers (Sternsinger)). In towns, other religious communities also offer opportunities for social commitment as well as cultural and leisure time activities.

An overview of possible leisure time activities and offerings from clubs and associations can be found in your municipal town hall as well as regional and national daily newspapers.

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 as well as Turkish and Asian fast food restaurants being 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 8 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.

<http://www.kunst-kultur.at/> (arts & culture)

<http://www.sport-oesterreich.at/> (sports activities in Austria)

<http://www.falter.at/> (arts & culture/alternative culture in Vienna)

<http://kurier.at> (Kurier)

<http://www.krone.at> (Kronen Zeitung)

<http://derstandard.at> (Der Standard)

<http://diepresse.com/> (Die Presse)

<http://www.wienerzeitung.at> (Wiener Zeitung)

<http://www.nachrichten.at> (Oberösterreichische Nachrichten)

<http://www.salzburg.com/homepage/> (Salzburger Nachrichten)

<http://www.kleinezeitung.at/> (Kleine Zeitung)

<http://www.vn.at/> (Vorarlberger Nachrichten)

<http://www.tt.com/tt/home/index.csp> (Tiroler Tageszeitung)

<http://www.statistik.at/> (Statistik Austria)

<http://www.bka.gv.at> (Austrian Federal Chancellery (Bundeskanzleramt Österreich))

<http://www.integrationsfonds.at/> (brochure: Migration & Integration – facts.figures.indicators 2016 (Migration & Integration zahlen.daten.indikatoren 2016))

1.6 Labour Market Facts & Figures

In the third quarter of 2016 (July – September) an average of 4,284,200 people were in gainful employment; of which 2,279,700 were male and 2,004,500 female.

The **quota of 15 year-old and older employed persons**, i.e. the proportion of employed persons in all persons in this age group was at 72.6 percent. The **part-time employment quota** (proportion of persons working less than 36 hours a week according to information provided by them) amounts to 28.2 percent (+0.3 percent compared to the preceding year). The proportion of female part-time employment lies however at 47.4 percent.

324,786 unemployed (+0.5 percent compared to the preceding year) were actively searching for a job and available for placement in the third quarter of 2016. This represents **an unemployment quota of 5.7 percent** (according to the EU definition of unemployment quota – not seasonally adjusted).

The youth unemployment quota (15 to 24 years old) is 7.9 percent whereas the unemployment quota of elderly people (55 to 64 years old) is 10.3 percent. Individuals with non-Austrian citizenship are also more strongly affected by unemployment (11.8 percent) than Austrian citizens (8.2 percent). Unemployment of **EU/EEA citizens including Swiss citizens** was comparably lower at 7.9 percent.

When **comparing the provinces** unemployment in the third quarter of 2016 is highest in Vienna with an average of 13.7 percent and lowest in Salzburg with 4.7 percent.

<http://www.statistik.at/> (labour market statistics – third quarter 2016 (Arbeitsmarktstatistik – 3. Quartal 2016))

<http://www.statistik.at/> (employment status (Erwerbsstatus))

<http://www.statistik.at/> (part-time employment quota (Teilzeitquote))

<http://www.ams.at> (unemployment facts & figures (Zahlen zum Thema Arbeitslosigkeit))

<http://ec.europa.eu/eurostat> (European facts & figures in comparison)

2 ARRIVING IN AUSTRIA

2.1 Duty of Registration

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

Competent authorities are:

- the registration office at your place of residence (municipality office (Gemeindeamt) or in cities municipal district authority (Magistrat))
- in Vienna: the registration office of the municipal district offices (Magistratisches Bezirksamt)

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

- completed registration form (Meldeformular) for each person to be registered; the registration form can be obtained from the responsible registration authorities, in some newsagents/tobacconists (Trafik) or downloaded from the Internet
- passport and birth certificate
- residence registration certificate(s) (Meldeformular(e)) for any other places of residence

The **residence registration form (Meldeformular)** must be signed by the lessee (the property owner or the property management) and the residing person (e.g. tenant), submitted personally or by a person of trust or sent by post to the competent residence registration authorities (Meldebehörde). Registration form submission by facsimile or email are not currently possible due to legal regulations.

The authorities issue a registration certificate (Meldebestätigung).

Note: you do not have to specify your religion on the residence registration form and you can leave this category blank.

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

EU/EEA citizens and their family members staying in Austria longer than three months and intending to reside here must additionally apply for a **registration certificate** (Anmeldebescheinigung) (please refer to section 2.2 Residence).

<http://www.help.gv.at/> (registration and de-registration of residence (An-/Abmeldung des Wohnsitzes))

<http://www.help.gv.at/> (residence registration forms (Meldeformulare))

2.2 Residence

European Union (EU)/European Economic Area (EEA) citizens and Swiss citizens as well as their family members (if they are EU/EEA citizens or Swiss citizens) do not require a visa or 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:

They have

- ▶ to be employed or self-employed/freelancer in Austria, **or**
- ▶ to have sufficient financial funds and comprehensive health insurance coverage for themselves and their family members so that they need to receive neither social security benefits (e.g. means-tested minimum benefits (Mindestsicherung)) nor compensatory supplement (Ausgleichzulage; –this supplementary benefit is intended to secure a minimum income for every retired person living in Austria and is colloquially referred to as “Mindestpension (minimum pension)”) **or**
- ▶ to attend a school or other educational institution including vocational training at a public school or legally recognised private school and have sufficient financial funds as well as comprehensive health insurance coverage for themselves and their family members

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

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

For **privileged nationals of third states**, i.e. family members of EU/EEA citizens who are not EU/EEA/Swiss citizens, special regulations apply. Please contact the residence authorities or consultation services for more details in good time.

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 district authorities (Magistrat)
- In Vienna: department 35 of the municipal district authority (Magistratsabteilung 35, MA 35)

<http://www.help.gv.at/> (residence and visa (Aufenthalt und Visum) also in English)

<https://www.arbeiterkammer.at/> (foreign employees (Ausländische ArbeitnehmerInnen))

<http://www.bmi.gv.at/niederlassung/> (information provided by the Federal Ministry of the Interior (Bundesministerium für Inneres))

<http://www.bmi.gv.at/> (Family members of EEA, Swiss and Austrian Nationals)

<http://www.bmi.gv.at/> (EEA members and Third Country Nationals who are family members of EEA citizens)

<http://www.wien.gv.at/> (official photographic ID for EEA or Swiss citizens

(Lichtbildausweis für Personen mit EWR oder Schweizer Staatsbürgerschaft))

<http://www.migration.gv.at> (migration related information (Information zur Zuwanderung))

2.3 Bringing Domestic and Household Pets into Austria

When bringing dogs, cats and ferrets to Austria from countries outside the EEA countries the animals must be chipped with a microchip and the owner must present a pet passport.

Dog owners with residence in Austria are to pay fees called “dog tax” (“Hundesteuer“). The dog tax fee depends on the place of residence. Details can be obtained from the responsible municipality office (Gemeindeamt) or office of the municipal district authority (Magistratisches Bezirksamt) (in Vienna: department 6 of the municipal district authorities, MA 6).

In virtually all Austrian municipalities **dogs have to wear a muzzle and be on the leash** in public. All dogs kept in Austria must be identified (i.e. chipped) and registered. Legal regulations related to keeping of “fighting dogs” must be observed.

<http://bmg.gv.at/> (bringing domestic and household pets to Austria (Reisen mit Heimtieren nach Österreich))

<http://www.help.gv.at/> (household pets (Haustiere))

<https://www.help.gv.at/> (travelling with household pets within the EU/EEA member states (Mitnahme von Heimtieren bei Reisen innerhalb der EU-/EWR-Mitgliedstaaten))

<https://www.help.gv.at/> (dogs must wear a muzzle and leash (Maulkorb- und Leinenzwang))

<https://www.help.gv.at/> (“fighting dogs” (Kampfhunde))

http://www.bmg.gv.at (identification and registration of dogs (Kennzeichnung und Registrierung von Hunden))

<http://www.help.gv.at/> (dog tax (Hundeabgabe))

<http://www.tierarzt.at/> (veterinarians directory (Verzeichnis von Tierärzten/Tierärztinnen))

3. STANDARD OF LIVING

3.1 Comparable Price Levels of Living Costs

Austria's currency is the Euro (€), one 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 28 = 100).

<http://www.statistik.at> (rental expenses comparison across provinces (Mietkosten im Bundeslandvergleich))

<http://epp.eurostat.ec.europa.eu/> (comparable price levels (vergleichende Preisniveaus))

<http://stats.oecd.org/> (facts & figures in comparison (Daten im Vergleich))

<http://www.statistik.at/> (consumer survey 2009/2010 (Konsumerhebung 2009/2010))

3.1.1 Living Costs in Austria

According to the consumer survey of 2009/2010 the following average per capita (adults) and household spending behaviour is true for Austria; 1% on education, 1.7% on communications, 2.4% on alcoholic beverages and tobacco products, 3.5% on health, 5.7% in cafés/restaurants/hotels, 5.7% on clothing and shoes, 6.9% on furnishings, 12.8% on leisure time activities/sports activities/hobbies, 12.1% on food and non-alcoholic beverages, 15% on travelling and 23.8% on housing and energy.

Pricing 2017 (subject to change)

- 1 litre milk starting at 0.95 Euros
- 1 kilogram rye-wheat bread starting at 1.49 Euros
- 500 gram whole-wheat bread starting at 2.69 Euros
- 1 kilogram sugar starting at 0.99 Euros
- 1 kilogram flour starting at 0.49 Euros
- 1 kilogram apples starting at 2.49 Euros
- 1.5 litre mineral water starting at 0.25 Euros 2 litre orange juice starting at 2.39 Euros
- 250 gram butter starting at 1.99 Euros
- 0.5 litre beer starting at 0.73 Euros
- 500 gram coffee starting at 3.99 Euros
- 1 litre wine starting at 3 Euros
- cinema tickets between 6 and 10 Euros, daily newspaper on average at 1.20 Euros
- public transportation (single fare in provincial capitals): 1.40 to 2.60 Euros
- 1 litre petrol (normal) in December 2016 at 1.17 Euros on average
- 1 litre diesel in December 2016 at 1.13 Euros on average
- T-shirt starting at 10 Euros, jeans starting at 50 Euros
- 15,000 kWh natural gas between 88.49 and 540 Euros
- 3,500 kWh electricity between 32.99 and 256.48 Euros

The average housing costs (rental expenses) including operating costs were 7.41 Euros per square meter in 2016 (pricing subject to change).

Energy costs (natural gas and electricity), rental expenses and costs of petrol and diesel as well as heating oil have increased over recent years; costs related to leisure time activities, hobbies, sports activities, housing and energy are relatively high in comparison to the EU average.

<http://www.bmfwf.gv.at/> (natural gas price monitoring (Gaspreismonitoring))

http://www.bmfwf.gv.at (electricity price monitoring (Strompreismonitoring))

<http://www.bmfwf.gv.at/> (fuel prices (Treibstoffpreise))

<http://www.oeamtc.at/> (petrol and diesel prices published by the Austrian Automobile Club (ÖAMTC Benzin und Dieselpreise))

<http://www.statistik.at> (costs of accommodation (Wohnkosten))

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

<http://www.statistik.at/> (Statistics Austria (Statistik Austria))

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 | 122 |
| Police | 133 |
| Ambulance | 144 |
| Doctors on call | 141 |
| Europe-wide emergency service | 112 |
| Pharmacies call service | 1455 |
| Pharmacy on duty at night and during weekends | http://www.apotheker.or.at/ |
| Dentists directory | http://www.zahnaerztekammer.at/ |
| Poisoning emergency line | 01/406 43 43 |
| Social psychological emergency assistance (around the clock) | 01/313 30 |
| Helpline for children ("Rat auf Draht") | 147 |
| Suicide and crisis intervention hotline (around the clock) | 142 |
| Women's Domestic Violence Helpline – free helpline number (24-hour hotline) | 0800/222 555 |
| Women's counselling services (violence) | https://www.help.gv.at/ |
| Children and youth counselling services (violence) | https://www.help.gv.at |
| Children and youth attorney services | 0800/240 264 (free of charge) |
| Men's counselling services (violence) | https://www.help.gv.at/ |
| Emergency services in general | http://www.regionalsuche.at/ |
| Austrian emergency service numbers | http://www.hilfe-in-der-krise.at/ |

3.3 Retail Business Hours

Shops are generally open from 8 am until 6 pm in Austria; some supermarkets open at 7.30 am and close partly at 7 or 7.30 pm. Some shopping centres have also longer opening hours.

Shops are closed on Sundays. In larger cities you can however go shopping in shopping malls 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 and/or supermarkets.

3.4 Opening a Bank Account

You can open a bank account in Austria even if you do not have a regular income yet.

You are required to present valid identification with photo (passport) in order to open a current account (an account to which your salary is paid "Gehaltskonto"). Austrian citizens may also present their personal ID or driving license.

Even if you do not have regular income you are entitled in Austria to a so-called basic bank account: all basic banking services must be included excluding overdraft and the annual account fees may not exceed 80 Euros.

More details are available at banks and financial institutions.

<https://www.bankaustria.at/> (Bank Austria)

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

<http://www.raiffeisen.at> (Raiffeisenbank – with branches in small towns and villages)

<http://www.bawagpsk.com/> (BAWAG-PSK)

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

<https://www.easybank.at/> (easybank)

<http://www.bankkonditionen.at> (banks in comparison (Banken im Vergleich))

<http://www.arbeiterkammer.at/> (bank calculator of the Chamber of Labour (Bankenrechner der Arbeiterkammer))

<http://www.basiskonten.at/> (basic account (Basiskonto))

3.5 Motor Vehicles

3.5.1 General

From first of November through fifteenth of April vehicles **are to be equipped with winter tires** to comply with the **weather based mandatory regulations** (snow and ice covered roads).

All persons travelling in a vehicle **must wear seat belts** in Austria.

Vehicle operators are to ensure that children of age under fourteen or shorter than 150cm are appropriately securely seated in the vehicle ("child safety seat").

Austrian motorways are subject to toll fees, the required **motorway vignette** can be purchased at motorway service stations and newsagents/tobacconists (Trafik).

On Austrian **motorways** and **roads** motor vehicle operators are obliged to keep an "emergency corridor" free between the actual driving lanes ("**Rettungsgasse (rescue corridor)**") when a **traffic jam** starts building up to ensure unobstructed deployment of emergency services vehicles.

If your vehicle breaks down:

When a vehicle breaks down it represents potential risk. It is therefore indispensable to **make the vehicle safe** for other traffic participants before taking any other steps. As soon as you enter a service lane on a motorway or a dual carriageway you have to position the breakdown triangle and put on the reflective high visibility vest making you easily visible to other traffic participants. This **reflective vest** is either in neon yellow or neon orange. This is also applicable on roads outside cities, towns or villages when the visibility is poor.

Proceed as follows:

- Turn on the **flashing warning lights**.
- Put on the **reflective high visibility vest**: by law only the driver is obliged to wear a reflective high visibility vest when leaving the vehicle, however you should have one ready for each person in your car.
- The passengers leave the vehicle on the right.
- The driver positions the breakdown triangle behind the vehicle. A breakdown triangle must be carried onboard every vehicle.
- If you additionally open the boot following traffic can immediately see that your vehicle is stationary.
- Call the ÖAMTC emergency service on 120 or the ARBÖ emergency service on 123.

Particular caution is applicable when your vehicle **breaks down on a motorway**:

- Use your mobile phone to call the ÖAMTC emergency service on 120 or the ARBÖ emergency service on 123; if your mobile phone shows “no service” or you do not have a mobile phone, use the **emergency call pillars** to call assistance. Small red directional arrows on the reflector posts or crash barriers show you the direction towards the next emergency call pillar. On parking lots you will find white signs.
- **Emergency call pillars** are located every 1.5km on Austrian motorways. Use these emergency call pillars to make **an emergency call**.

If you are involved in an accident:

You must call the **emergency on 122** or **police on 133** if you have a severe accident or any person has been injured in the course of the accident; when anybody **has been injured** you must also call the **ambulance on 144**.

- Report your precise position, specify the vehicle type and the vehicle registration number.
- On a motorway you can walk to the next **emergency call pillar** and call for assistance.
- You must have a **first-aid kit** (“car first-aid kit”) in your vehicle. You can use it to treat minor injuries.
- If you are involved in an accident, you have to draft an **accident report**. The accident report has to contain details of any other motor vehicle drivers involved. The accident report is indispensable for clarifying your insurance claims.

If you do not call the police or leave the place of the accident without providing aid to others or without recording an accident report, you can be prosecuted (“**hit & run offence**”).

<https://www.help.gv.at/> (motor vehicle regulations in Austria (KFZ Vorschriften in Österreich))
<http://www.asfinag.at/maut/vignette> (motorway vignette prices (Autobahn-Vignette – Preise))
<http://www.oeamtc.at/> (country database: traffic regulations in Austria (Länderdatenbank: Verkehrsbestimmungen in Österreich))
<http://www.oeamtc.at/> (wearing of reflective high visibility vest (Warnwesten tragen))

<http://www.oeamtc.at/> (correct behaviour at the location of a vehicle breakdown (Richtiges Verhalten am Pannort))
<https://www.help.gv.at/> (child safety seat with mandatory safety belts for children (Kindersitz und Gurtenpflicht für Kinder))
<http://www.oeamtc.at/> (I have just had a motor vehicle accident (Ich habe einen Kraftfahrzeugunfall))

3.5.2 Driving License

Driving 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 driving license must be reissued within six months by the competent regional district administrative authority and/or competent traffic & transportation office (Verkehrsamt), or the Federal Police Headquarters (Bundespolizeidirektion).

If you want to **get a driving license** in Austria you will have to take a driving course. This course is comprised of a theory section (traffic rules, technical aspects, etc.) and a practical section (driving lessons). This course ends with the final driving license test.

Getting a driving license involves high costs (on average between 1,000 and 2,000 Euros). Remember to compare prices offered by individual driving schools.

<http://www.oeamtc.at/fuehrerschein/> (ÖAMTC – automobile association)
<http://www.help.gv.at/> (driving license, driving license categories, etc. (Führerschein, Führerscheinklassen, etc.))
<http://www.arboe.at/> (ARBÖ – automobile association)
<https://www.help.gv.at> (training required for getting a driving license (Ausbildung für den Führerschein))

3.5.3 Motor Vehicle Licenses

Individuals with a main place of residence outside of Austria may operate a motor vehicle or trailer with foreign registration plates in Austria for a maximum of one year.

When relocating to Austria you are allowed to drive a vehicle with foreign registration plates for **one month**; within this period the vehicle must be registered in Austria.

In the case of imported vehicles with EU vehicle type approval certificate the approval details must be entered into the [vehicle type approval database](#). If no EU vehicle type approval certificate applies to the vehicle (generally for type approval certificates issued before 1st of January 1996), you have to [obtain a technical data registration document](#) (Typenschein)) for such a vehicle.

If a vehicle is approved for traffic for the very first time in Austria you have to pay the [NoVA tax](#) (car registration tax based on standardised fuel consumption (Normverbrauchsabgabe)).

After having the vehicle registered in the license approval database and/or obtaining a technical data registration document and payment of the car registration tax based on standardised fuel consumption (NoVA), you can have your vehicle registered with any vehicle registration and admission to traffic department ([Zulassungsstelle](#)) of an insurance company.

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 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.

For more details related to importing motor vehicles to Austria consult the technical inspection offices of the authorities of the respective provincial government.

<https://www.help.gv.at/> (driving motor vehicles with foreign registration (Fahren mit ausländischem Kennzeichen))

<http://www.oeamtc.at/> (self-import of motor vehicles by private persons (Eigenimport von Kraftfahrzeugen durch Private))

<http://www.help.gv.at/> (motor vehicle admission to traffic (KFZ-Zulassung))

<https://www.help.gv.at/> (third-party liability insurance (Haftpflichtversicherung))

<https://www.help.gv.at/> (moving a motor vehicle to Austria (Übersiedelung des Kraftfahrzeugs nach Österreich))

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 over 40 percent of new housing is comprised of detached and semi-detached houses and more than 50 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 apartments in multi-storey buildings; detached and semi-detached houses predominate in rural areas.

General:

<https://www.help.gv.at/> (housing – property and rent (Wohnen – Wohnungseigentum und Miete))

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

<http://www.statistik.at/> (housing costs/rent outlays (Wohnungsaufwand/Mietkosten))

<https://www.arbeiterkammer.at/> (rental law for tenants (Mietrecht für Mieter))

<https://www.arbeiterkammer.at/> (brochure: Dealing with Real Estate Agents (Umgang mit Immobilienmaklern))

<https://www.arbeiterkammer.at/> (right of residence for the apartment owners (Wohnrecht für Wohnungseigentümer))

https://www.help.gv.at (authorities and counselling offices (Behörden und Beratungsstellen))

3.6.2.1 Renting an apartment

Apartment rents vary depending on the region. The average housing expenses of an average apartment (rent per square meter including operating costs) amount to 7.41 Euros per square meter. When comparing provinces the lowest rental costs are in Burgenland and highest in Salzburg. Rent per square meter depends on various factors such as proximity to transport, infrastructure, residential area, and fittings, fixtures and furnishings.

Small apartments are often more expensive comparing the price per square meter than large apartments. On top of the rent you have to pay **operating costs** (approximately 25 percent of the net rent) as well as heating and electricity.

Operating costs include amongst others costs of water supply/sewage, sewers maintenance, waste disposal, cleaning costs, costs of heating, playground, laundry facilities, etc. which every tenant has to pay along with the rent every month.

In Austria a **rental contract** is an oral or written agreement between the landlord (owner, principal tenant) and the tenant (respectively sub-tenant).

Recommendation: conclude your rental contract in writing – you might need it if any disputes come up.

Note: not all principal tenants are allowed to sub-let their apartments.

The rental contract regulates amongst others which apartment (precise address) has been rented to you and for how long; additionally it specifies apartment size, rental costs, termination deadlines, house rules etc.

Rental contracts are concluded either for a **limited period** (normally for three years) or **unlimited term**. If a limited period rental contract is not annulled, then it is automatically extended for the contractually specified limited period. If the rental contract is not annulled after the lapse of the second limited rental period then it is deemed extended for an unlimited term.

Note: time limited rental contracts normally cannot be terminated by the tenant prior to lapse of the limited rental period, unless it is specifically stated in the rental contract.

Contracts for unlimited term rental apartments can be terminated by both the landlord and the tenant. You have to observe the **termination periods** specified in the rental contract.

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

3.6.2.2 Viewing a Potential Apartment

You can view apartments before you sign a rental contract. Apartments advertised in newspapers or on the internet are often offered through real estate agents. When several interested potential tenants simultaneously view an apartment we call it “**collective viewing**” (similar to “open house viewing” in the USA) Often you have to call and arrange an appointment for viewing the apartment. During this viewing you should ask as many questions as possible and never prematurely sign a rental contract or **rental contract offer** (Mietanbot), even if the landlord or the real estate agent are pushing this.

With a **rental contract offer** you confirm that you intend to rent the particular apartment subject to certain conditions. When the landlord accepts your rental contract offer, then the rental agreement is deemed concluded.

Note: Submitting a rental contract offer is binding for you. Do not have the apartment “reserved” for you either, since a reservation is a hidden rental contract offer.

3.6.2.3 Costs at the Beginning of a Rental contract

Prior to renting an apartment you will be faced with certain costs such as rent prepayment (Mietzinsvorauszahlung), fees due for the rental contract (Vergebührung des Mietvertrages), security deposit (Kautions) and under certain circumstances commission (Provision) and “key money” (Ablöse). Also consult competent counselling services such as Tenants Association (Mietervereinigung) or Tenants Protection Association (Mieterschutzverband).

<https://www.help.gv.at/> (initial costs of rental apartments (Anfangskosten bei Mietwohnungen))
<http://maklerprovision.arbeiterkammer.at/> (calculator of the real estate agent’s commission (Immobilienmaklerinnen-Provisionsrechner))
<https://mietervereinigung.at/> (Tenants Association (Mietervereinigung))
<http://www.mieterschutzverband.at/> (Tenants Protection Association (Mieterschutzverband))
<https://www.verbraucherblatt.at/> (Problems? Contact consumers’ hotline (Verbraucherhotline): 01 344 01 01)

3.6.2.4 Purchasing an Apartment

If you are **EU/EEA or Swiss citizen**, you should before buying an apartment or submitting a binding purchase offer (see: Viewing a Potential Apartment), contact the Chamber of Labour (Arbeiterkammer) or any of the tenant protection organisations, or research on the internet for more details related to buying property.

<https://www.help.gv.at/> (housing – property and rent (Wohnen – Wohnungseigentum und Miete))
<https://www.arbeiterkammer.at/> (Chamber of Labour (Arbeiterkammer))
<https://www.arbeiterkammer.at/> (brochure: Dealing with Real Estate Agents (Umgang mit ImmobilienmaklerInnen))
<https://www.arbeiterkammer.at/> (right of residence for the apartment owners (Wohnrecht für Wohnungseigentümer))
https://www.help.gv.at (authorities and counselling offices (Behörden und Beratungsstellen))

3.6.3 Finding Permanent Housing

Important information sources:

- ▶ daily newspapers:
<http://kurier.at/>
<http://www.krone.at>
<http://derstandard.at;>
(weekend editions are of particular interest)

- ▶ online real estate magazines:
<http://www.bazar.at/>
<http://www.immobilien.net/>
<http://www.immodirekt.at>
<http://www.wohnnet.at>
<http://www.willhaben.at>
<http://www.immobilienscout24.at/>

- ▶ real estate agents:
<http://www.ovi.at/>

3.6.4 Eligibility for Council Housing (Gemeindewohnungen)

Eligibility preconditions (Zugangsbestimmungen) for social housing vary throughout Austria. Details can be obtained from the municipal offices (Gemeindeamt) and competent municipal district authorities in cities (Magistrat).

<http://www.help.gv.at/> (council housing (Gemeindewohnungen))

3.6.5 Eligibility for Housing Association Accommodation (Genossenschaftswohnungen)

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

<http://www.help.gv.at/> (housing association accommodation (Genossenschaftswohnungen))

<http://www.gbv.at> (overview of Austrian housing associations (Überblick über Genossenschaften in Österreich))

<https://mietervereinigung.at/> (Tenants Association (Mietervereinigung))

<http://www.mieterschutzverband.at/> (Tenants Protection Association (Mieterschutzverband))

3.6.6 Application for a Radio and TV License

If you operate a radio and/or a TV set in your apartment, you are required to register all of your radios and /or TV sets for which you then have to pay **TV & radio license fees** (Fernseh- und Rundfunkgebühr). If your income is below a certain level, you can apply for exemption from the TV & radio license fee payments.

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

<https://www.gis.at/befreien/einkommen/> (information on household income – exemption from fees (Informationen zum Haushaltseinkommen – Gebührenbefreiung))

3.6.7 Registration for Gas and Electricity

Costs of natural gas and electricity are normally not included in the rental expenses and have to be paid separately. You can pay for gas and electricity monthly using a payment slip or have it recurrently debited to your account (standing order).

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

<http://www.e-control.at/>

3.6.8 Registration of Fixed Network Phones, Mobile Phones, and Internet

If you intend staying longer in Austria it may be cheaper to get a fixed network phone connection installed in your apartment or take out a contract with one of the Austrian mobile phone providers. It also makes sense to have an internet connection installed for your PC or notebook. Before making such a decision you should however always compare prices and conditions.

Overview of fixed network tariffs and providers:

<http://www.mobilfunkrechner.de/akwien/> (Chamber of Labour tariff guide – fixed network telephony (AK Tarifwegweiser – Telefonieren im Festnetz))

Overview of mobile network tariffs and providers:

<http://www.mobilfunkrechner.de/akwien/> (Chamber of Labour tariff guide – mobile telephony (AK Tarifwegweiser Mobiltelefonie))

Internet providers in comparison:

<http://internetprovider.arbeiterkammer.at>

<http://www.mobilesinternet-vergleich.at/>

<https://www.verbraucherblatt.at/>

(Problems with mobile phone and fixed network telephony?)

Contact consumer's hotline: 01 344 01 01)

4. SEEKING EMPLOYMENT IN AUSTRIA

EU/EEA citizens, Swiss citizens and their family members (spouses, children, stepchildren and adopted children, etc.) are entitled to live and work in Austria without work permits in accordance with the principle of “free movement of labour” (special regulations apply to Croatia).

4.1 Seeking Employment from the EU/EEA Countries and Switzerland in Austria; Seeking Employment by Citizens of Third Countries

Prior to coming to Austria, job seekers can obtain information and use various services of the **Public Employment Service Austria (AMS)** on the Internet and their offices:

- 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 (Berufskompass)), interactive application training, application coach (application tips, etc.)
- information provided by the AMS (Public Employment Service Austria): career information database (BIS, Berufsinformationsdatenbank), career lexica, qualifications barometer (Qualifikationsbarometer; labour market trends, opportunities on the Austrian labour market based on qualifications), further education database (Weiterbildungsdatenbank), career information centres (Berufsinformationszentrum, 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), residence, living and working conditions can be found on <http://www.ams.at/>

For citizens of third countries:

<http://www.migration.gv.at/en/> (working of qualified third country citizens, i.e. holders of the Red-White-Red card (rot-weiß-rot Karte))

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

When **coming to the AMS office for the first time**, you have to bring the following documents with you:

- your e-card (health insurance card) or confirmation of your social security number (also see section 8)
- an ID card with a photo (passport, personal ID, etc.)
- the **portable document U2** issued by the employment service of your home country and the confirmation of your employment periods in the home country (**portable document U1**)

As soon as you are registered with your competent AMS office (AMS office competent for the district you registered your residence), your AMS adviser will inform you of reported vacancies. You can also post a job add using the eJob-Room, the online job exchange.

At the AMS offices you can use the self-service computers and printed vacancies lists to search for suitable vacancies. The AMS website offers an eJob-Room and some other useful job exchanges.

An overview of all [AMS offices](#) including opening hours, addresses and phone numbers are available at <http://www.ams.at/>.

Note: your eAMS account gives you access to many AMS services from anywhere and at any time allowing you to easily handle some of your matters direct from home. You need a computer or a mobile smartphone with internet access to be able to use your eAMS account. You can request your eAMS account details online, on the phone or personally at the AMS office.

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 then be viewed by potential employers.

More than 1,000 specially trained EURES advisers 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.

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

4.3 Public Employment Service Austria (AMS)

The public labour administration services, better known as the **Arbeitsmarktservice (AMS) (Public Employment Service Austria)**, offer their services through local AMS offices.

The Public Employment Service Austria (AMS) is responsible for **consultation, job referral, unemployment insurance benefits** (such as unemployment benefits (Arbeitslosengeld)) 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/>).

On the Public Employment Service Austria (AMS) **website** you can also find the following services and more details regarding

➤ **eJob-Room:**

The eJob-Room offers an overview of all vacant positions in Austria and the EEA countries reported to the Public Employment Service Austria, AMS.

You can search for a particular position by selecting the requested employment form, place of work, date of employment commencement, 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
- use of the extended job vacancies listing (the eJob-Room vacancies)
- apprenticeship seekers can create personality and interests profiles; these profiles will be then compared with corporate requirement profiles and a level of compliance determined

➤ **AMS Job Robot (AMS-Jobroboter):**

Additionally, the AMS Job Robot (AMS-Jobroboter) allows you to search for vacancies on corporate sites on the internet. It works just like a search engine, looking on Austrian corporate websites for vacancies using specially developed criteria.

➤ **The free AMS JOB APP:**

delivers vacancies from the AMS eJob-Room directly to your smartphone. This enables you to search for vacancies or apprenticeship placements, and get information on new matching vacancies through push messaging. All APP functions are available without registration.

eJob-Room offers are free of charge.

<http://www.ams.at/> (eJob-Room)

<http://www.ams.at/> (AMS JOB APP)

➤ **Job Application Tips (Bewerbungstipps):**

offering interactive application training, application coaching on the internet (step-by-step assistance drafting applications), provides tips and tricks regarding job hunting

<http://www.ams.at/> (application (Bewerbungsunterlagen))

http://www.ams.at (practice folder for job-seekers (Praxismappe für die Arbeitsuche))

➤ **Interactive Career Promotion (Interaktive Karriereförderung) – online community –**
career planning, career change, applications; online exchange on the above mentioned topics

<http://bewerbungsportal.ams.or.at/>

➤ **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.

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

➤ **AMS Publications for EU/EEA Citizens and Swiss Citizens:**

<http://www.ams.at> (country information (Länderinformationen))

<https://ec.europa.eu/eures/> (EURES border regions (EURES Grenzregionen))

➤ **Information for Foreign Workforce:**

<http://www.ams.at>

➤ **Career Information System (BIS):**

the largest online information database on professions and qualifications.

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

➤ **Occupation Related Lexica:**

details regarding professions (job profiles, requirements, training opportunities, career opportunities, employment forms, etc.)

<https://www.beruflexikon.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

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

➤ **Further Education Database:**

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

<http://wbdb.ams.or.at/> (further education database (Weiterbildungsdatenbank))

<http://wbdb.ams.or.at/wbdb/> (subsidised AMS courses (geförderte AMS Kurse))

➤ **Workroom (Arbeitszimmer):**

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

<http://www.arbeitszimmer.cc>

➤ **Online Community – Occupational Guidance & Application Information for Youth:**

<http://bewerbungsportal.ams.or.at/obj/>

➤ **Career Compass (Berufskompass), AMS Youth Compass (AMS Jugendkompass), AMS Business Establishment Test (AMS Gründungstest), AMS Career Compass – Reorientation (AMS Berufskompass – Neuorientierung):**

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

<http://www.berufskompass.at/>

➤ **Career information centres (BIZ, Berufsinformationszentren):**

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.

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

➤ **Offers for Women and Girls:**

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

➤ **Persons with Special Needs:**

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

➤ **AMS Research Network (AMS-Forschungsnetzwerk):**

information system covering networks of labour market relevant topics, publications and surveys are available for download

<http://www.ams-forschungsnetzwerk.at/>

Addresses:

| | |
|---|--|
| <p>Public Employment Service Austria (AMS) of Burgenland Permayerstr. 10 A-7000 Eisenstadt Tel.: +43 2682 692-0 Internet: http://www.ams.at/bgld/</p> | <p>Public Employment Service Austria (AMS) of Carinthia Rudolfsbahngürtel 42 A-9021 Klagenfurt Tel.: +43 463 3831-0 Internet: http://www.ams.at/ktn/</p> |
| <p>Public Employment Service Austria (AMS) of Lower Austria Hohenstaufengasse 2 A-1010 Vienna Tel.: +43 1 53 136-0 Internet: http://www.ams.at/noe/</p> | <p>Public Employment Service Austria (AMS) of Upper Austria Europaplatz 9 A-4021 Linz Tel.: +43 732 6963-0 Internet: http://www.ams.at/ooe/</p> |
| <p>Public Employment Service Austria (AMS) of Salzburg Auerspergstr. 67a A-5020 Salzburg Tel.: +43 662 8883-0 Internet: http://www.ams.at/sbg/</p> | <p>Public Employment Service Austria (AMS) of Styria Babenbergerstr. 33 A-8020 Graz Tel.: +43 316 7081-0 Internet: http://www.ams.at/stmk/</p> |
| <p>Public Employment Service Austria (AMS) of Tyrol Amraser Straße 8 A-6020 Innsbruck Tel.: +43 512 58 46 64 Internet: http://www.ams.at/tirol/</p> | <p>Public Employment Service Austria (AMS) of Vorarlberg Rheinstr. 33 A-6901 Bregenz Tel.: +43 5574 691-0 Internet: http://www.ams.at/vbg/</p> |
| <p>Public Employment Service Austria (AMS) Ungargasse 37 A-1030 Vienna Tel.: +43 1 878 71-0 Internet: http://www.ams.at/wien/</p> | <p>Public Employment Service Austria (AMS) Treustraße 35–43 A-1200 Vienna Tel: +43 1 33178-0 Internet: http://www.ams.at</p> |

4.4 Working in the Border Regions

Special regulations apply to cross-border commuters (Labour Market in the Bodensee Border Region, Trans-Tyrolean Border Region and Pannonia Border Region). Please consult the internet websites of the border regions for more information.

➤ **Labour Market in the Bodensee Border Region (Germany, Principality of Liechtenstein, Austria, Switzerland)**

<http://www.arbeitsmarkt-bodensee.org/>

➤ **Trans-Tyrolean Border Region (Tyrol, South Tyrol and Grisons)**

<http://www.eures-transtirolia.eu/>

➤ **Pannonia Border Region (Burgenland, southern Lower Austria, eastern Styria, western Hungary)**

<http://www.eures-pannonia.hu/>

More details are available at:

<http://www.ams.at/> (working in the border regions)

4.5 Daily Newspapers

Most job vacancies can be found in the weekend editions.

| Newspaper | Internet Address |
|---------------------------------|---|
| Wiener Zeitung | http://www.wienerzeitung.at |
| Die Presse | http://diepresse.com/ |
| Kurier | http://kurier.at/ |
| Oberösterreichische Nachrichten | http://www.nachrichten.at |
| Der Standard | http://derstandard.at/karriere |
| Salzburger Nachrichten | http://www.salzburg.com/ |
| Kleine Zeitung | http://www.kleinezeitung.at/ |
| Vorarlberger Nachrichten | http://www.vn.at/ |
| Kronen Zeitung | http://www.krone.at |
| Tiroler Tageszeitung | http://www.tt.com/ |

<http://www.ams.at/> (links: job vacancies published in daily newspapers (Links: Jobs in Zeitungen))

4.6 Private Recruitment Agencies & Hidden Labour Market

The role of private recruitment 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 (AMS) cooperates with a large number of these agencies. On the website of the Public Employment Service Austria (AMS) you can also find links to the job-exchanges (Jobbörsen) of many large companies.

Note: services offered by many HR recruitment agencies and temporary employment agencies are not free. You often have to pay fees for the assistance rendered by HR recruitment agencies.

Contact reputable HR recruiting agencies or head-hunters, respectively search job exchange listings. An overview is available at:

<http://www.ams.at/> (getting a job through private HR recruitment agencies/head-hunters; corporate vacancy exchanges)

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 application letters** (i.e. without any reference to a specific job advertisement) to potentially interested employers.

Business directories or yellow pages directories have listings of corporate addresses in certain occupational areas.

<http://www.herold.at> (addresses of enterprises and businesses (Adressen von Unternehmen und Firmen))

<http://www.ams.at/> (links: corporate job exchanges (Links: Jobbörsen von Firmen))

<http://www.ams.at/> (links: telephone/business directories (Links: Telefon-/ Branchenverzeichnisse))

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 and integrated into everyday family life. 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 is an asset
- the scope of employment and the commercial reimbursement is appropriate for working as an au pair
- minimum skills in German (school level or one semester studies or language course) demonstrated through certificates to be presented
- readiness to adjust to other cultures and different lifestyles and/or to help with childcare and light housework
- use of an authorised agency when referred to an au pair position
- maximum of one year employment as an au pair in Austria in the last five years

The Housemaid and Domestic Workers Act (Hausgehilfen- und Hausangestelltengesetz, 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, arrival to Austria etc.) as well as during their assignment (contact in case of problems, organisation of periodic au pair meetings etc.)

Employment of au pairs requires **registration with the legally prescribed social security institution** (gesetzliche Sozialversicherung, Federal Act on General Social Insurance (ASVG)).

Au pairs from the EU/EEA states and Switzerland enjoy freedom of establishment and do not require a residence permit. EU/EEA citizens have to apply for a “**registration certificate**” (Anmeldebescheinigung; also see section 2.2) from the competent immigration, citizenship and registry office (Aufenthaltsbehörde) (district administrative authority (Bezirkshauptmannschaft) or the competent municipal district authority (Magistrat) for a stay exceeding three months.

The host family must obtain a **confirmation authorising au pair employment (Anzeigenbestätigung)** from the Public Employment Service Austria (AMS) (<http://www.ams.at/>) not later than two weeks prior to starting work as an au pair.

<http://www.ams.at/> (au pair information sheet for third country and Croatian citizens (Info Blatt Au-pair aus Drittstaaten und aus Kroatien))

<http://www.ams.at/> (au pair standard form of contract (Au-pair Mustervertrag))

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

Au pairs from third countries 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.

<https://www.help.gv.at/> (au pairs)

4.8 Seasonal Workers

The demand for seasonal workers is 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 experienced harvesters (e.g. asparagus or 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. Experienced skilled workers (skilled restaurant workers, cooks) as well as auxiliary workers with professional experience (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 law 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.

<http://jobroom.ams.or.at/> (Public Employment Service Austria (AMS) – seasonal vacancies (Arbeitsmarktservice Österreich – Saisonstellen))

<http://www.ams.at/> (seasonal work permit for foreign job seekers from third countries and Croatia – quota permits (Beschäftigungsbewilligung für Saisonarbeitskräfte aus Kroatien und Drittstaaten – Kontingentbewilligung))

http://www.oegb.at (Austrian Trade Union Federation (Österreichischer Gewerkschaftsbund, ÖGB))

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

4.9 Croatian Citizens on the Austrian Labour Market

EU/EEA citizens except for Croatian citizens have **free access to the Austrian labour market and no longer require a work permit.**

Transition periods apply to Croatian citizens; when intending seeking employment on the Austrian labour market

- and **have not yet found a job**, the Public Employment Service Austria (AMS) website is available;
- and **have already found a job**, employers must apply to the AMS for an **employment permit** (Beschäftigungsbewilligung) except if eligible for receiving a **freedom of movement confirmation** (Freizügigkeitsbestätigung).

Note: Croatian citizens able to furnish a Public Employment Service Austria (AMS) confirmation of their free access to the labour market ("**freedom of movement confirmation**" (Freizügigkeitsbestätigung)) may be employed without an employment permit (Beschäftigungsbewilligung); i.e. they are entitled to free job selection in Austria.

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

No visa or residence permit is required for Croatian citizens to enter Austria. If however their intended stay in Austria exceeds three months, they have to apply for a registration certificate (Anmeldebescheinigung) (also see section 2.2).

<http://www.ams.at/> (foreigners (AusländerInnen))

<http://www.ams.at/> (employment permit for qualified job-seekers from Croatia (Beschäftigungsbewilligung für Fachkräfte aus Kroatien))

<http://www.ams.at/> (forms and downloads (Downloads und Formulare))

4.10 Applications

Letters of application and curriculum vitae/resume 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 ("interactive application portal" at <http://bewerbungsportal.ams.or.at/> and where as you can find application tips at <http://www.ams.at/bewerbungstipps>) if you need any assistance drafting your application.

A complete application includes:

- a letter of application
- a resume (Curriculum Vitae) or Europass CV
- certificates (Maturazeugnis (A-level/high school certificates), work certificates/references and/or course certificates or confirmation of attendance of relevant technical courses and seminars)
- applicant's photograph

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

4.11 Self-Employment – Setting up a Business

EU/EEA and Swiss citizens may generally register a business license and operate a business just like Austrian citizens, however some exceptions apply.

If you want to set up a business or take over an existing business as a successor or franchisor, you should definitely contact the **new entrepreneur service (Gründerservice) of the Economic Chamber** in the federal province where you want to live or have your residence. You will receive useful tips, comprehensive counselling and assistance supporting your successful start-up as an entrepreneur.

New entrepreneur service of the Economic Chamber:

<https://www.gruenderservice.at/>

Irrespective thereof you should consider your objectives, market prospects, corporate forms, location, costs and financing as well as potential subsidies. When you want to operate your own business you will have to apply for a business license with the trade and industry authorities (Gewerbebehörde) and for approval of business facilities (Betriebsanlagengenehmigung) when applicable. Furthermore you have to apply for a tax ID at your competent fiscal office for your business and register with the Social Security Institution for Trade and Industry (Sozialversicherungsanstalt der gewerblichen Wirtschaft) to take out health, accident, pension and unemployment insurance. Potential employees will have to be registered with the competent regional health insurance fund (Gebietskrankenkasse).

If you want to take over a business as the successor business person, contact the successors' exchange for **new entrepreneurs** at: <http://www.nachfolgeboerse.at/>

Setting up a business:

<http://www.bmwf.gv.at>
<https://www.help.gv.at/>

Vienna Business Agency (Wirtschaftsagentur Wien):

<http://www.wirtschaftsagentur.at/>

5. TERMS AND CONDITIONS OF EMPLOYMENT

5.1 Labour Law – Overview

Austrian labour law covers the rights and obligations of employees. This includes the following legal regulations and acts of law

- Salaried Employees Act (Angestelltengesetz)
- Labour Relations Act (Arbeitsverfassungsgesetz)
- Waged Employees Severance Pay Act (Arbeiter-Abfertigungsgesetz)
- 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)
- Federal Act on Work Safety and Health Protection at Work (ArbeitnehmerInnenschutzgesetz, ASchG)
- Working Hours Act (Arbeitszeitgesetz)

<http://www.arbeiterkammer.at/> (chambers of labour: work and law (Arbeiterkammern: Arbeit und Recht))

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

5.2 Bodies Representing Employees

5.2.1 Chamber of Labour and Austrian Trade Unions

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

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

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

- defence and recovery representation at labour and social courts (Arbeits- und Sozialgericht)
- legal consultation regarding
 - labour law regulations (Arbeitsrecht)
 - apprentice and youth protection
 - unemployment
 - social security (such as retirement matters)
 - wage and salary tax matters
 - minimum wage
 - collective agreements
- basic protection and consultation regarding
 - employee protection
 - environmental protection
 - consumer protection

The Chamber of Labour offers **legal assistance free of charge, both on the phone and on their premises** related to many issues under the Austrian Labour Act, industrial safety, minimum wages and consumer protection. The Austrian Trade Union Federation normally offers counselling services 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 Federal Chamber of Commerce as well as Chamber of Agriculture. They assist the government in drafting legislation and factual issues which fall under the responsibility of social interest groups.

Trade unions negotiate the collective agreements for various industry sectors within the framework of the social partnership. A **collective agreement** (Kollektivvertrag, KV) is an agreement annually renegotiated for all employees within a certain sector by the trade unions with the employers (economic chambers). 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 or provincial trade union representation 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 (Österreichischen Gewerkschaftsbund (ÖGB)), the Austrian Federation of Chambers of Labour (Arbeiterkammer Österreich) is the umbrella organisation which incorporates all Austrian chambers of labour.

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

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

<http://www.arbeiterkammer.at/> (collective agreement (Kollektivvertrag))

<http://www.arbeiterkammer.at/> (minimum wage (Mindestlohn))

<http://www.sozialpartner.at/> (social partnership (Sozialpartnerschaft))

5.2.2 Works Council

Employees can be 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. Works council members have for instance a right of co-determination regarding recruitment, termination and dismissal of employees.

<http://www.betriebsraete.at/> (works council (Betriebsrat))

5.3 Employment Forms

Austrian labour law distinguishes between the following forms of employment:

- **Employment contract (Arbeitsvertrag):**
concluded between an employer and an employee;
- **Short-term contracts as independent contractors (freier Dienstvertrag):**
concluded between a principal (customer) and an independent contractor;
- **Contract for work and labour and "employee-like" workers (Werkvertrag und arbeitnehmerähnliche Beschäftigung):**
includes both those employed on the basis of a contract for work and services (WerkvertragsnehmerInnen), who require a business license and in certain cases "new self-employed persons" (Neue Selbständige); In case of a **contract for work and labour** you are free to decide when, where and how you work. In contrast to a short-term contract as an independent contractor you work independently.

<http://www.arbeiterkammer.at/> (employment contracts (Arbeitsverträge))

<https://www.usp.gv.at/> (employment forms (Arten der Beschäftigung))

<http://www.arbeiterkammer.at/> (persons working on short-term contracts as independent contractors (freier Dienstvertrag))

<http://www.arbeiterkammer.at/> (contract for work and labour (Werkvertrag))

5.3.1 Employment Contract & 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 not subject to any formal 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).

Exception: Apprenticeship contracts (Lehrverträge, contracts concluded for persons in training) must be concluded in writing!

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 position specification statement is free of charge and serves the purpose of documenting proof.

The minimum content of the position specification statement is legally prescribed. The employer is also legally obliged to issue a position specification statement.

Independent contractors are also entitled to receive a position specification statement (Dienstzettel).

A sample position specification statement can be found at <http://www.arbeiterkammer.at/> under “specimen letter (Musterbrief)”.

<http://www.arbeiterkammer.at/> (employment contracts (Arbeitsverträge))

<https://media.arbeiterkammer.at/> (employment contracts – overview (Arbeitsverträge – Überblick))

<http://www.arbeiterkammer.at/> (employment contract & position specifications statement (Arbeitsvertrag und Dienstzettel))

<http://www.arbeiterkammer.at/> (apprenticeship – apprenticeship contract (Lehre – Lehrvertrag))

5.3.1.1 Working Hours & Vacation Entitlements

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

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

Collective agreements have shortened the working week in many branches of business. A surcharge of a minimum of fifty percent (50%) or compensatory time off is applicable for overtime work.

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

Other working hours arrangements including **minimum income employment** (geringfügige Beschäftigung), **part-time employment**, **seasonal employment** etc. are possible.

Employees are granted a **vacation entitlement** (Urlaubsanspruch) for at least five weeks (= thirty business days respectively twenty-five working days) per working year; this also applies to minimum income employees and part-time employees.

If set forth in the collective bargaining agreement or employment contract, an employee in Austria is paid a **vacation bonus** (Urlaubsgeld) in addition to the monthly salary, also referred to as **vacation allowance (Urlaubszuschuss or Urlaubsbeihilfe)** (so-called 14th monthly salary) and a **Christmas bonus** (Weihnachtsremuneration) (so-called 13th salary), each amounting to a full monthly salary. **Please note:** There is no legal entitlement to the vacation bonus (so-called 13th salary) and the Christmas bonus (so-called 14th salary). You are only entitled to these bonus payments when this has been contractually agreed.

The vacation bonus is not the same as the **vacation remuneration (Urlaubsentgelt)** which is the remuneration an employee is entitled to despite the fact that they do not perform any work during this time.

The vacation remuneration is comprised of the basic wage/salary and other remuneration components (such as bonuses, commissions, piece based wages, allowances and overtime remuneration) amounting to the average of the last fully worked thirteen weeks. Allowances such as mileage allowance (Kilometergeld) and expenses allowance (Diäten) are not included.

<http://www.arbeiterkammer.at/> (working hours (Arbeitszeit))

<http://www.arbeiterkammer.at/> (vacation (Urlaub))

<http://www.arbeiterkammer.at/> (brochure: employee rights (Arbeitnehmerrechte))

5.3.1.2 Termination of Employment

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

The **termination date** is the date on which the employment is to end, i.e. the last day of the employment and not the day when you presented your employment termination notice. The **termination notice period** is the time between the presentation of employment termination notice (either oral or written termination) and the termination date.

Termination by the employer:

For salaried employees: the Salaried Employees Act regulates the minimum termination notice periods and termination dates. The stipulations of the Austrian Civil Code are applicable to minimum income employees (geringfügig Beschäftigte) 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 (Allgemeines Bürgerliches Gesetzbuch, ABGB); however the collective agreements, employer/works council agreements, employment contracts may also foresee 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 employment contract, works council agreement or collective bargaining agreement

For waged employees: two (2) weeks (Austrian Civil Code, ABGB) or as regulated by the respective employment contract, works council agreement or collective bargaining agreement

For minimum-income employees (geringfügig Beschäftigte): two (2) weeks (Austrian Civil Code, ABGB) unless otherwise agreed

When your employment has been terminated, you can **appeal against the termination** under certain circumstances. It is however important to contact the works council, the Chamber of Labour (Arbeiterkammer) or your trade union representative immediately after receiving a written or oral termination notice.

Please note: When appealing against a termination notice you have to observe deadlines.

<http://www.arbeiterkammer.at/> (employment termination: termination notice (Beendigung des Arbeitsverhältnisses: Kündigung))

<https://media.arbeiterkammer.at/> (brochure: labour law at your fingertips (Arbeitsrecht – griffbereit))

5.3.2 Persons Working on Short-Term Contracts as Independent Contractors

Employment based on a short-term contract as an independent contractor (freier Dienstvertrag) is characterised as follows:

- no or low level of personal dependence
- independent contractors may engage subcontractors to fulfil their obligations
- they can use their own resources
- they are not incorporated into the corporate organisation
- they are normally paid by the hour

In contrast to the contract for work and labour, there is no warranty to produce a certain work.

Independent contractors working on short-term contracts with a monthly remuneration exceeding the **minimum salary limit (in 2017: €425.70)** have to be registered by the employer with the competent regional health insurance fund and hence enjoy health insurance coverage. They are entitled to sickness benefits starting with the fourth day of occupational incapacity; they thus enjoy accident, unemployment and pension insurance as well as are subject to the Law on Insurance against Non-Payment in case of Insolvency (Insolvenzentgeltsicherungsgesetz, IESG) stipulations. Independent contractors are also entitled to receive a position specification statement (Dienstzettel).

Please 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. The Civil Code (Allgemeines Bürgerliches Gesetzbuch (ABGB)) regulations are however analogously applicable hereto regarding termination notice periods.

They may receive severance pay when the applicable prerequisites have been satisfied and are subject to the Corporate Employee and Freelancer Pension Act (Betriebliches Mitarbeiter- und Selbständigenvorsorgegesetz, BMSVG).

The employer must take out accident insurance for any **persons receiving remuneration below the legally stipulated limit (minimum income employees (geringfügig Beschäftigte))** (monthly income up to €425.70 in 2017). Taking out voluntary health and pension insurance is possible; persons receiving remuneration below the legally stipulated limit have to apply at the competent regional health insurance fund themselves.

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

<http://www.arbeiterkammer.at/> (short-term contracts as independent contractors (freier Dienstvertrag))

<http://www.arbeiterkammer.at/> (brochure: Persons working on short-term contracts as independent contractors (Freie DienstnehmerInnen))

<https://www.usp.gv.at/> (persons working on short-term contracts as independent contractors (freie Dienstnehmer))

5.3.3 Contract for Work & Labour and New Self-Employed

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 receives agreed remuneration in return. In contrast to the employment contract or persons working as independent short-term contractors, in the contract for work and labour the result of the performance rendered is decisive. The contractor is responsible for successfully performing the works (i.e. the specified service) or achieving a specific result.

Characteristics of contracts for work and labour:

- ▶ personal and economic independence from the party ordering the works (principal)
- ▶ no obligation to perform the work or service personally (sub-contracting is allowed)
- ▶ the contractor (WerkunternehmerIn, approximate equivalent of contract assignee) uses their own resources
- ▶ they are not incorporated into the corporate organisation of the party ordering the works

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

Irrespective of your income you are to register with the Social Security Institution for Trade and Industry (Sozialversicherungsanstalt der Gewerblichen Wirtschaft, SVA) since the **insurance is mandatory**.

Business persons run their business using contracts for work and labour. However business persons require a business license to be entitled to operate their business.

“New self-employed” (Neue Selbständige) are persons receiving taxable income from independent work running a business.

The legal classification of the “new self-employed” is regulated by the Social Security Law (Sozialversicherungsrecht). “New self-employed” are persons in gainful employment which are not covered by any social security act pursuant to other stipulations (e.g. as an employee, independent contractor with a short-term contract, or business person).

New self-employed persons (neue Selbständige) (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, experts and consultants, translators and psychotherapists.

The mandatory insurance of the “new self-employed” covers pension, health and accident insurance as well as enjoy coverage within the framework of self-employed insurance; special regulations apply regarding unemployment benefits.

They have to pay social security contributions if

- ▶ your annual gross income from one or more occupational activities falling under “new self-employed” business activities exceeds €5,108.40 (2017)
- ▶ your annual gross income from employment and another occupational activity falling under “new self-employed” business activities exceeds €5,108.40 (2017)
- ▶ 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 business person. In such a case the business operations must be reported to the Social Security Institution for Trade and Industry (Sozialversicherungsanstalt der Gewerblichen Wirtschaft).

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).

<http://www.arbeiterkammer.at/> (contract for work and labour (Werkvertrag))
<http://www.svagw.at/> (Social Security Institution for Trade and Industry (Sozialversicherungsanstalt der Gewerblichen Wirtschaft))
<https://www.wko.at/> (new self-employed (Neue Selbständige))
<https://www.usp.gv.at/> (new self-employed (Neue Selbständige))
<https://www.usp.gv.at/> (contract for work and labour with a business license (Werkvertrag mit Gewerbeberechtigung))

General Employment Terms & Conditions Information:

<http://www.arbeiterkammer.at>
<http://www.oegb.at>
<http://www.sozialversicherung.at>

Addresses:

| | |
|---|---|
| Chamber of Labour (AK) of Burgenland Wiener Straße 7 A-7000 Eisenstadt Tel: +43 2682 740-0 Internet: https://bgld.arbeiterkammer.at/ | Chamber of Labour (AK) of Carinthia Bahnhofplatz 3 A-9021 Klagenfurt Tel: +43 50 477-0 Internet: http://kaernten.arbeiterkammer.at/ |
| Chamber of Labour (AK) of Lower Austria AK-Platz 1 A-3100 St. Pölten Tel: +43 5 7171-0 Internet: http://noe.arbeiterkammer.at/ | Chamber of Labour (AK) of Upper Austria Volksgartenstraße 40 A-4020 Linz Tel: +43 50 6906-0 Internet: http://ooe.arbeiterkammer.at/ |
| Chamber of Labour (AK) of Salzburg Markus-Sittikus-Straße 10 A-5020 Salzburg Tel: +43 662 8687-0 Internet: https://sbg.arbeiterkammer.at/ | Chamber of Labour (AK) of Styria Hans-Resel-Gasse 8–14 A-8020 Graz Tel: +43 5 7799-0 Internet: http://stmk.arbeiterkammer.at/ |
| Chamber of Labour (AK) of Tyrol Maximilianstraße 7 A-6010 Innsbruck AK-line: +43 800 22 55 22 Internet: http://tirol.arbeiterkammer.at/ | Chamber of Labour (AK) of Vorarlberg Widnau 2-4 A-6800 Feldkirch Tel: +43 50 258 5000 Internet: http://vbg.arbeiterkammer.at/ |
| Chamber of Labour (AK) of Vienna Prinz-Eugen-Straße 20–22 A-1040 Vienna Tel: +43 1 501 65-0 Internet: http://wien.arbeiterkammer.at/ | Austrian Chamber of Labour Prinz-Eugen-Straße 20–22 A-1040 Vienna Tel: +43 1 501 65-0 Internet: http://www.arbeiterkammer.at/ |
| Austrian Trade Union Federation (ÖGB) of Burgenland Wiener Straße 7 A-7000 Eisenstadt Tel: +43 2682 770-0 Internet: http://www.oegb.at | Austrian Trade Union Federation (ÖGB) of Carinthia Bahnhofstraße 44 A-9020 Klagenfurt Tel: +43 463 5870-0 Internet: http://www.oegb.at |

| | |
|--|---|
| Austrian Trade Union Federation (ÖGB) of Lower Austria AK-Platz 1 A-3100 St. Pölten Tel: +43 2742 26655-0 Internet: http://www.oegb.at | Austrian Trade Union Federation (ÖGB) of Upper Austria Weingartshofstraße 2 A-4020 Linz Tel: +43 732 66 53 91-0 Internet: http://www.oegb.at |
| Austrian Trade Union Federation (ÖGB) of Salzburg Markus-Sittikus-Straße 10 A-5020 Salzburg Tel: +43 662 88 16 46 Internet: http://www.oegb.at | Austrian Trade Union Federation (ÖGB) of Styria Karl-Morre-Str. 32 A-8020 Graz Tel: +43 316 70 71-0 Internet: http://www.oegb.at |
| Austrian Trade Union Federation (ÖGB) of Tyrol Südtiroler Platz 14–16 A-6020 Innsbruck Tel: +43 512 59 777 Internet: http://www.oegb.at | Austrian Trade Union Federation (ÖGB) of Vorarlberg Steingasse 2 A-6800 Feldkirch Tel: +43 5522 35 53-0 Internet: http://www.oegb.at |
| Austrian Trade Union Federation (ÖGB) of Vienna Johann-Böhm-Platz 1 A-1020 Vienna Tel: +43 1 53 444-39 Internet: http://www.oegb.at | Pension Insurance Institution (Pensionsversicherungsanstalt) Friedrich Hillegeist-Straße 1 A-1021 Vienna Tel: +43 50 303 Internet: http://www.pensionsversicherung.at/ |

5.4 Educational Leave & Educational Part-Time Employment

Employees may take out educational leave with the objective of completing occupational training or further training.

You can go on **educational leave** after a minimum employment period of six months provided that the employer agrees thereto. There is no legal entitlement. The minimum duration is two months; maximum educational leave is twelve months. If you want to take out shorter educational leave, then such each leave must be minimum two months. The complete educational leave can be consumed within four years.

During this leave period, wages/salary are not paid; instead, employees receive an educational allowance from the Public Employment Service Austria in the amount of unemployment benefits they would have otherwise received. Participation in further education courses of a minimum 20 hours per week is necessary. Special regulations are deemed applicable to unemployment insurance.

Educational part-time employment allows taking educational courses while maintaining your employment. You agree with the employer on the reduction of the working hours to participate in educational training. A written agreement between the employee and employer specifying the starting point, duration, scope and location of part-time employment.

- <http://www.arbeiterkammer.at/> (educational leave and sabbaticals (Bildungskarenz))
- <http://www.arbeiterkammer.at/> (educational leave and sabbaticals for persons working on short-term contracts as independent contractors (Bildungskarenz für freie Dienstnehmerinnen/Dienstnehmer))
- <https://www.help.gv.at/> (educational leave and sabbaticals as well as educational part-time employment (Bildungskarenz und Bildungsteilzeit))
- <https://www.arbeiterkammer.at/> (educational part-time employment (Bildungsteilzeit))

5.5 Family Hospice & Filial Leave

Family hospice means that 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 and either stay off work completely or reduce their working hours to part-time employment (part-time family hospice leave (Familienhospizzeit) or change the working times assignment.

Individuals taking out family hospice leave are legally entitled to a **filial leave benefit** (Pflegekarenzgeld). Employees can agree on **family filial leave** with their employers to care for relatives for a period of one to three months. For the period of interrupted employment a **filial leave benefit (Pflegekarenzgeld)** will be paid in an equivalent way to unemployment benefits. Employed relatives may take filial leave only once; again however if the condition of the person to be cared for deteriorates. During this period the health and pension insurance remain in force. The employer must consent to this arrangement since currently there is no legally prescribed entitlement to filial leave or part-time filial leave.

Part-time filial leave (Pflegeteilzeit) allows reducing working hours if a relative requires care at home.

<https://www.usp.gv.at/> (family hospice leave/part-time family hospice leave (Familienhospizkarenz/Familienhospizzeit))

<http://www.arbeiterkammer.at/> (family hospice leave (Familienhospizkarenz))

<https://www.help.gv.at/> (filial leave and part-time filial leave (Pflegekarenz und Pflegeteilzeit))

<https://www.sozialministeriumservice.at/> (filial leave and part-time filial leave (Pflegekarenz, Pflegeteilzeit)),

<https://www.sozialministerium.at/> (family hospice leave, part-time family hospice leave (Familienhospizkarenz, Familienhospizzeit))

6. RECOGNITION OF FOREIGN GRADUATION CERTIFICATES & LICENSES

6.1 General Information

Occupational recognition (recognition of licenses) for regulated professions:

The 2005/36/EC directive on recognition of occupational qualifications only applies to the so-called regulated professional qualifications of **EU/EEA citizens and Swiss citizens**. This regulation also applies to third-country citizens with completed EU/EEA or Swiss training under certain circumstances. 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**.

In such cases **no occupational recognition procedure is required** and hence not possible. Furthermore, **nostrification** is neither required for admission to post-graduate studies.

If you are **not entitled to practice your profession** in your home country or your current place of residence, you have to apply for an occupational recognition of procedure to obtain entitlement to practice a regulated profession.

If for instance the prerequisites for practicing as an architect have to be satisfied through registration on an appropriate list and this is not the case, then you have not yet obtained an entitlement to practice this profession in Spain and have to complete the recognition procedure in Austria.

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.

University graduation certificates:

Graduates from universities within the EU/EEA/Switzerland do not need to apply for recognition of their diplomas unless they want to work in the public sector and/or practice one of the legally regulated professions (see above).

Please contact **ENIC NARIC Austria** and/or the citizens service of the Federal Ministry of Science, Research and Economy (Bundesministerium für Wissenschaft, Forschung und Wirtschaft) to clarify any issues related to recognition of foreign university graduation diplomas, appraisal of foreign higher education qualifications, recommendations related to general university entry qualifications and confirmation for using academic titles.

Citizens service (Bürgerservice): recognition of higher education qualifications +43 800 312500 (within Austria), (+43) 1 531 20 5920-5928 (when calling from abroad)

<http://wissenschaft.bmwf.wg.at> (ENIC NARIC Austria)

Questions related to appraisal of professional training etc. can be submitted electronically at <https://www.aais.at/>. Appraisal of foreign higher education graduation diplomas can represent any alternative to nostrification proceedings. It is not binding but relatively easily to obtain (non-bureaucratically). Academic appraisal of foreign diplomas can be for instance quite supportive when seeking employment, applying and having an interview at the Public Employment Service Austria (AMS).

Equivalence of completed apprenticeship training:

Occupational qualifications as set forth in the Vocational Training Act (Berufsausbildungsgesetz, BAG) obtained at school and/or at work – irrespective whether in an EEA country or not, are set as equivalent to completed Austrian apprenticeship training. A corresponding application must be submitted to the Federal Ministry of Science, Research and Economy (Bundesministerium für Wissenschaft, Forschung und Wirtschaft).

The application for determining equivalence of training – provided it is not rejected – can return the following

- determination of full equivalence
- admission to practical part of the final apprenticeship exam
- admission to extraordinary complete final apprenticeship exam

<http://www.bmwf.gv.at/> (equivalence of a foreign final apprenticeship exam (Gleichhaltung einer ausländischen Lehrabschlussprüfung))

School graduation certificates:

An EU directive on recognition of occupational qualifications is applicable within the EU/EEA/ Switzerland allowing direct access to the labour market. If you wish to start working directly based on occupational qualifications gained at school no nostrification is required.

Nostrification of foreign certificates is based on a comparison of school attendance abroad and passed exams with the current Austrian curriculums (can vary regarding time and location). If individual courses or curriculums cannot be sufficiently proven, you will have to take appropriate additional exams. The **Federal Ministry of Education** (BMB, Bundesministerium für Bildung) in Vienna is the competent authority regarding nostrification of foreign certificates; the ministry is comprised of various departments and multiple sub-departments.

Foreign certificates can also be assessed. Such **assessment** should facilitate the appraisal of foreign school graduation certificates and allow general appraisal of comparability with an Austrian school graduation certificate. **The issued assessment is primarily useful when seeking employment.**

<https://www.asbb.at/> (assessment of school graduation certificates (Bewertung der Schulabschlüsse))

The assessment does not replace the recognition of qualifications and access to legally regulated professions respectively nostrification of certificates.

<https://www.bmb.gv.at/> (points of contact for school graduation certificates (Ansprechpartner/innen für schulische Abschlüsse))

Foreign high-school graduation certificates issued by EU/EEA countries and Switzerland are 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 admissions commission may declare these as equivalent for the purpose of being admitted to studying after for instance having passed appropriate additional examinations.

<http://www.berufsanerkennung.at/> (recognition guide with information on recognition procedures and competent institutions (Anerkennungs-Wegweiser informiert über Anerkennung und zuständige Institutionen))

http://wissenschaft.bmwf.gv.at (ENIC NARIC Austria, university diploma recognition (Anerkennung von Hochschulabschlüssen))

<http://www.nostrifizierung.at/> (citizens service: recognition of higher education qualifications (Bürgerservice: Anerkennung Hochschulqualifikationen))
<https://www.aais.at/> (online applications for appraisal of foreign higher education diplomas (Online Anträge zur Bewertung von ausländischen Hochschulabschlüssen))
<http://ec.europa.eu/> (regulated professions database (reglementierte Berufe))
<http://www.bmwf.gv.at/> (EU diploma recognition – regulated professions and competent authorities (Diplomanerkennung – reglementierte Berufe und Behördenzuständigkeit))
http://www.bmwf.gv.at (list of professions regulated in Austria (Liste: reglementierte Berufe in Österreich))
<http://www.bmwf.gv.at/> (list of “regulated business fields” (Liste der reglementierten Gewerbe))
<http://www.studieren.at/hochschuluebersicht> (Austrian universities and universities of applied sciences (österreichische Universitäten und Fachhochschulen))
<http://wissenschaft.bmwf.gv.at> (studying and researching in Austria (Studieren und Forschen in Österreich))
<https://www.bmb.gv.at/> (nostrification of foreign school certificates (Nostrifikation ausländischer schulischer Zeugnisse))
<http://www.bmwf.gv.at/> (equivalence of foreign professional training with Austrian final apprenticeship examination (Lehrabschlussprüfung))
<http://www.anlaufstelle-erkennung.at/anlaufstellen> (points of reference regarding recognition of foreign school graduation certificates (Anlaufstellen zur Anerkennung ausländischer Bildungsabschlüsse))
<http://wissenschaft.bmwf.gv.at/> (dedicated links related to recognition of certificates (spezielle Links zu Anerkennungsfragen))

6.2. Examples of Regulated Professions

6.2.1 Teachers

If you originate from EU/EEA/Switzerland, please contact the competent provincial board of education (Landesschulrat) and or the Vienna board of education (Wiener Stadtschulrat) responsible for compulsory schooling at the teacher training facilities and institutions to obtain more details regarding admission as a teacher in higher education institutions.

If you originate from a third country, please contact the pedagogic academies (Pädagogische Hochschulen) regarding compulsory schooling respectively universities and/or ENIC NARIC Austria regarding general secondary schools and secondary technical and vocational schools.

<https://www.bmb.gv.at/> (provincial boards of education/Vienna board of education (Landesschulräte/Wiener Stadtschulrat))
<http://wissenschaft.bmwf.gv.at> (ENIC NARIC Austria)
<http://www.studieren.at/hochschuluebersicht> (Austrian universities and universities of applied sciences (österreichische Universitäten und Fachhochschulen))

6.2.2 Health Sector

<http://www.bmg.gv.at/> (recognition of occupational qualifications obtained abroad (Anerkennung ausländischer Berufsqualifikationen))
<http://bmg.gv.at/> (more details related to recognition of foreign qualifications in the health sector A–Z (weitere Informationen zur Anerkennung ausländischer Berufsqualifikationen in Gesundheitsberufen A–Z))

6.2.2.1 Medical Doctors

<http://www.aerztekammer.at/>

(EU/EEA and Swiss citizens as well as third country citizens practicing as medical doctors (Ärztliche Tätigkeit von EU/EWR- Schweizer Staatsbürgern/Staatsbürgerinnen und Drittstaatsangehörigen))
<http://www.aerztekammer.at/> (responsibilities of the international office: legal advice on migration and recognition of occupational qualifications (Aufgaben des Internationalen Büros: Rechtsberatung Migration & Anerkennung von Berufsqualifikationen))

6.2.3 Lawyers

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

<http://www.rechtsanwaelte.at/> (act of law; eligibility in legal professions (Gesetzestext: Anrechenbarkeit in Rechtsberufen))

<http://www.rechtsanwaelte.at/> (European lawyers in private practice (niedergelassene europäische Rechtsanwälte))

<http://www.rechtsanwaelte.at>(acts of law (Gesetzestexte): EIRAG: Federal Act on Free Exchange of Goods and Services and Freedom of Establishment of European Lawyers in Austria (Bundesgesetz über den freien Dienstleistungsverkehr und die Niederlassung von europäischen Rechtsanwälten in Österreich)).

6.2.4 Architects – Construction Engineers – Civil Engineers

<http://www.arching.at/baik/> (Federal Association of Architects and Engineering Consultants (Bundeskammer der Architekten und Ingenieurskonsulenten))

7. TAXES

7.1 Income Tax and Employee Tax Assessment

Every person living and working in Austria pays taxes.

Tax revenues are used to build roads and hospitals, pay pension and social benefits, build schools and universities, finance administration, public order and security (e.g. police, courts, fire brigades) and pay back state debts.

The central statistical office published an annual report on how the tax revenues have been spent: <http://www.statistik.at/>

Both self-employed and employed pay income taxes.

Different regulations apply to your tax liabilities depending on whether you have a job in a company or are self-employed.

- ▶ **Tax liability of employees:** employees do not have to pay their income taxes directly to the fiscal authorities. The income tax is deducted at source from their gross salary as wage/salary tax and transferred by the employer to the fiscal authorities. Employees may submit a [Employee Tax Assessment](#) form (Arbeitnehmerveranlagung) at their competent tax authorities and have any excess wages/salary taxes paid back. An **application-free employee tax assessment** starts with the fiscal year of 2016 when a tax credit for the tax payer results from their income gained from employment specified on the salary/wage slip (Lohnzettel). In such a case the tax payers are refunded any excess wages/salary taxes irrespective of whether an application has been filed. The application-free tax assessment is linked to certain prerequisites, such as there is no other income.
- ▶ **Tax liability of self-employed (“new self-employed”, employed on the basis of a contract for work and services and self-employed with a business license):** Self-employed are responsible for paying their income taxes themselves. The tax liability is linked to the taxable annual income. If your annual income exceeds 11,000 Euros, you have to tax it. During the initial registration of self-employment you have to apply for a tax ID with your competent tax authority. In the subsequent year an initial income tax declaration must be submitted to the tax authorities competent for your place of residence.
- ▶ **Tax liability of persons working on short-term contracts as independent contractors:** Social security contributions of independent contractors are automatically deducted at source by the employer; independent contractors however have to pay their taxes themselves. Please contact your competent fiscal authorities.

Any person who maintains their principal residence in Austria is liable to pay taxes on all income derived from both foreign and domestic sources unless the relevant **double taxation treaty** is deemed applicable thereto.

Double taxation treaties prevent multiple tax payments for the same income when you have residence in several countries or receive income from several countries. The double taxation treaty regulates the country entitled to taxing the income (a list of double taxation treaties can be found on the website of the Ministry of Finance).

Austria has concluded double-taxation treaties with all of its neighbouring countries and the EU/EEA countries.

EU/EEA citizens with no main place of residence in Austria however main source of income in Austria (90 percent of income originates from Austria or income abroad does not exceed a total of 11,000 Euros), can opt for unrestricted tax liability in Austria in their Employee Tax Assessment Declaration (Erklärung zur Arbeitnehmerveranlagung). Thereby only the income generated in Austria is taxed despite the unrestricted tax liability. Additionally, personal allowances (such as single-earner allowance (Alleinverdienerabsetzbetrag), single-parent allowance (Alleinerzieherabsetzbetrag), alimony allowance (Unterhaltsabsetzbetrag) and extraordinary expenses (außergewöhnliche Belastungen) are applicable.

Special regulations apply to **cross-border commuters** with place of residence in Austria working however in neighbouring states and regularly returning to their place of residence to avoid double taxation of their income.

The Austrian income-tax system is based on progressive six-stage taxation rates. This means the more money you make the higher taxes you pay.

| Income taxation brackets in Euros | Marginal tax rate in 2016 |
|-------------------------------------|---------------------------|
| 11,000 and below | 0 percent |
| over 11,000 and less than 18,000 | 25 percent |
| over 18,000 and less than 25,000 | 35 percent |
| over 25,000 and less than 31,000 | 35 percent |
| over 31,000 and less than 60,000 | 42 percent |
| over 60,000 and less than 90,000 | 48 percent |
| over 90,000 and less than 1,000,000 | 50 percent |
| over 1,000,000 | 55 percent |

Differentiation is made between gross salary/wage and net salary/wage. The net salary is the income after all deductions including taxes and social security contributions.

<http://www.arbeiterkammer.at/> (taxes and income (Steuer & Einkommen))

<http://bruttonetto.arbeiterkammer.at/> (gross/net calculator (Brutto-Netto Rechner))

<https://www.bmf.gv.at/> (double taxation treaties (Doppelbesteuerungsabkommen))

<https://www.bmf.gv.at/> (2017 Tax Guide (Das Steuerbuch 2017))

<https://media.arbeiterkammer.at/> (brochure: Tax regulations for cross-border employments and pension benefits (Steuerliche Regelungen bei grenzüberschreitenden Arbeitsverhältnissen und Pensionsbezügen))

Who is liable for tax?

- employees and pensioners with a taxable annual income exceeding 12,000 Euros; taxes are deducted at source by the employer or the pension insurance institution;
- New self-employed, business persons with a business license, independent contractors from annual profits exceeding 11,000 Euros

When should you file a tax declaration without being contacted by the competent fiscal office?

If your income from employment (white/blue collar) exceeds 12,000 Euros then you are obliged to submit an income tax declaration (Einkommensteuererklärung) or employee tax assessment declaration (Erklärung zur Arbeitnehmerveranlagung) if

- you have any other income in addition to your taxable income (such as from short-term contracts as independent contractors/contracts for work and labour or from rentals) exceeding a total of € 730 then you have to submit an income tax declaration (form E 1, E 1a);
Submission deadline: by April 30 respectively up to June 30 of the following year in the case of an online assessment
- during the course of the calendar year, you have at least from time to time earned two or more taxable incomes for which tax was not calculated on the basis of all income for the same period (such as company pension in addition to General Social Insurance Act (ASVG) pension); then you have to submit an Employee Tax Assessment Declaration (form L 1);
Submission deadline: September 30 of the following year
- your income does not involve income subject to wages/salary taxes and the annual income exceeds 11,000 Euros, then you have to submit an income tax declaration (Einkommensteuererklärung) (form E 1, E 1a);
Submission deadline: by April 30 respectively up to June 30 of the following year in the case of an online assessment
- your income originates from employment and no income tax (wages/salary taxes) has been deducted; (cross-border commuters, foreign pension benefits);
Submission deadline: 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 and have not received a tax identification number yet, you have to register the start of your occupational activities with the fiscal authorities competent for your place of residence within one month. Under fiscal law, independent contractors are deemed self-employed.
The employer therefore does not deduct any tax at source for independent contractors; the fiscal authorities stipulate the due tax amount ex post for all short-term contracts as independent contractors. An appropriate form (E 1 and E 1a) will be sent to you. Even if your income is too low to be taxable, you still have to fill in and return the income tax declaration form to the fiscal authorities.
Submission deadline: by April 30 or up to June 30 of the following year in the case of an online assessment

<http://www.arbeiterkammer.at/> (persons working on short-term contracts as independent contractors, section Taxes (Freie DienstnehmerInnen, Kapitel Steuer))

Tax Reform of 2016

Key points:

- starting tax rate is at 25 percent (previously at 36.5 percent)
- there are six tax brackets (previously three tax brackets)
- the threshold for the 50 percent tax rate is at 90,000 Euros (previously at 60,000 Euros)

- the top tax rate is at 55 percent for an annual income exceeding one million Euros
- individuals with income of less than 11,000 will receive annual negative tax of up to 400 Euros (previously a maximum of 110 Euros) pensioners will for the first time receive negative annual tax of 110 Euros as compensation for inflation
- allowance for children will be increased to 440 Euros per year (previously 220 Euros)

<https://www.bmf.gv.at/> (tax reform of 2016 – tax relief calculator (Steuerreform 2016 – Entlastungsrechner))

What is my net income after deducting wage and salary tax as well as social security contributions?

Example 1:

A family with two children have their centre of vital interests in Austria; both incomes are generated only in Austria; i.e. the tax liability is also in Austria.

His monthly gross income as a salaried employee is 3,000 Euros (payments in kind and allowances are not covered by this example).

After deduction of the wage and salary tax of 441.64 Euros and social security contribution of 543.60 Euros, the net income amounts to 2,014.76 Euros.

Her monthly gross income as a salaried employee is 2,500 Euros (payments in kind and allowance are not covered by this example); no payments in kind can be claimed however she has to commute every day to a neighbouring town which is 22km away and hence can claim the commuters flat rate allowance (Pendlerpauschale).

The commuter's flat rate allowance (Pendlerpauschale) serves in Austrian income tax regulations to provide flat rate coverage of daily travelling costs of commuters between their place of residence and place of work.

After deduction of the wage and salary tax of 274.38 Euros and social security contribution of 453.00 Euros, the net income amounts to 1,772.62 Euros.

Furthermore the family is entitled to family allowance which is tax-free.

Please note: both persons receive the vacation and Christmas bonus (13th and 14th salaries). This increases the monthly income twice a year.

The tax reduction in 2016 in this example compared to previous year amounts to over 2,000 Euros.

Example 2:

Ms X has her place of residence and centre of vital interests in Austria; she has a daughter and is a waged employee in a production company with a gross income of 1,500 Euros. Being a single parent she can claim the single-earner allowance (Alleinverdienerabsatzbetrag).

After deduction of the wage and salary tax of 3.13 Euros and social security contribution of 256.80 Euros, the net income amounts to 1,240.07 Euros (payments in kind and allowance are not covered by this example).

Furthermore Ms X is entitled to family allowance.

The tax reduction in 2016 in this example compared to previous year amounts to nearly 500 Euros.

You can consult the gross/net calculator (Brutto-Netto-Rechner) and family allowance calculator (Familienbeihilfenrechner) offered by the Vienna Chamber of Labour (Arbeiterkammer Wien) to calculate **your personal net income** plus any family allowance entitlement.

In 2017 certain points of employee tax assessment will change – sometime you might not even need to submit an application (please refer to **application-free employee tax assessment**); Allowance for children will be doubled, and negative tax increased.

<https://www.arbeiterkammer.at/> (employee tax assessment: what's new in 2017? (Arbeitnehmerveranlagung: was sich 2017 ändert))

<http://familienbeihilfe.arbeiterkammer.at/> (family allowance calculator (Familienbeihilfe-Rechner))

<http://bruttonetto.arbeiterkammer.at/> (online gross/net calculator (Online Brutto-Netto-Rechner))
<http://www.arbeiterkammer.at/> (commuter's flat rate allowance (Pendlerpauschale))
<https://www.bmf.gv.at/> (income taxes for independent contractors or contractors for work and labour (Einkommensteuer für Einkünfte aus einem freien Dienstvertrag oder Werkvertrag))
<http://www.arbeiterkammer.at/> (useful tax tips (Steuertipps))
<http://www.usp.gv.at/> (income taxes (Einkommensteuer))
<https://www.bmf.gv.at/> (2017 Tax Guide (Das Steuerbuch 2017))
<https://service.bmf.gv.at/service/anwend/behoerden/> (fiscal offices competent for your place of residence (Wohnsitzfinanzämter))
<http://www.help.gv.at/> (employee tax assessment (Arbeitnehmerveranlagung))

Address:

The citizens service of the Federal Ministry of Finance (Bundesministerium für Finanzen):

Monday – Friday from 8 am to 5 pm
Tel: + 43 50233 765 at local rates

Federal Ministry of Finance (Bundesministerium für Finanzen, BMF)

Johannesgasse 5
A-1010 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 business pays for each employee and their relative's social security contributions.

Self-employed with a business license, "new self-employed", contract assignees have to register with and pay their social security contributions to the competent social security institution.

Employers are responsible for registering their employees with the appropriate social security institution. Every person and their family members are assigned a social security number with the registration. Social security contributions of employees (blue and white collar employees) and independent contractors are automatically deducted at source by the employer.

The payment of social security contributions is shared by the employer and employee. The employer is responsible for paying both shares to the responsible social security institution.

The amount of social security contributions (=contribution rates) depends on whether the employee is a blue or white collar employee, apprentice, minimum-income employee, etc.

In Austria, employees and independent contractors whose income exceeds the low-income limit (€425.70 per month in 2017) are fully 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 pension insurance**.

<http://www.sozialversicherung.at> (Austrian social security institution (Österreichische Sozialversicherungsanstalt))

<https://www.sozialversicherung.at/> (social security contribution values 2017 and contribution rates (Beitragsrechtliche Werte 2017 und Beitragssätze))

<https://www.sozialversicherung.at/> (performance related values 2017 (Leistungsrechtliche Werte 2017))

Social security benefits:

- **Health insurance** including maternity protection: free insurance protection for family members (subject to certain preconditions), cost acceptance for medical treatments, hospital stays, health check examinations, and childcare allowance, sickness benefits etc.
- **Accident insurance**: protection against accidents at work and vocational illnesses and their consequences, e.g. invalidity and occupational incapacity etc.
- **Pension insurance**: old-age pension benefits etc.
- **Unemployment insurance**: benefits granted during unemployment (e.g., unemployment benefit payments, social welfare)

Additional security benefits include:

- Means-tested minimum benefits as a complementary benefit to social security and/or as a benefit which may be granted when no pension insurance, unemployment benefits, etc. are being received, or as a complementary benefit to income support benefit;
- Filial leave benefit is paid as an income replacement over the agreed period for either family hospice leave or during filial leave respectively part-time filial leave

<http://www.sozialversicherung.at> (Austrian social security institution (Österreichische Sozialversicherungsanstalt))

<https://www.sozialministerium.at/> (means-tested minimum benefits (bedarfsorientierte Mindestsicherung))

<https://www.help.gv.at/> (filial leave and part-time filial leave (Pflegekarenz und Pflegezeit))
<http://www.help.gv.at/> (insurance options – contribution-free health co-insurance (Versicherungsmöglichkeiten – Beitragsfreie Mitversicherung in der Krankenversicherung))
<https://www.sozialministerium.at/> (information related to care benefits (Information zum Pflegegeld))
<http://www.ams.at/> (unemployment benefits, etc. (Arbeitslosengeld etc.))
<https://www.help.gv.at/> (measures applicable and benefits grantable as a result of workplace accidents (Maßnahmen und Leistungen bei einem Arbeitsunfall))

Addresses:

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| <p>Federal Ministry of Finance (Bundesministerium für Finanzen, BMF) Johannesgasse 5 A-1010 Vienna Tel: +43 1 514 33-0 Citizens service of the Ministry of Finance Tel: +43 50 233 765 Monday to Friday: 8am to 5pm Internet: https://www.bmf.gv.at/</p> | <p>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 line: +43 1 71100-86 22 86 Monday to Friday: 8.00 am–4:00 pm Internet: https://www.sozialministerium.at/</p> |
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8.1 Health Insurance

There are many **health insurance institutions** (health insurance/social security institutions (Krankenkassen/Sozialversicherungsanstalten)) in Austria; all health insurance institutions are under the umbrella of the Main Association of Austrian Social Security Institutions (Hauptverband der Österreichischen Sozialversicherungsträger): Your 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 medical doctors with appropriate contracts with the insurance institutions and hospitals as well as sickness benefits, etc.

The prerequisite for treatment at hospitals, outpatients clinics and medical practices 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. To consult a specialist doctor you need your e-card and additionally a transfer/referral note from the general practitioner (Überweisungs-/Zuweisungsschein). 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) or
- receive an unemployment benefit/welfare benefit or
- receive a pension benefit or
- or receive a weekly maternity allowance, or childcare allowance
- or receive a filial leave benefit

You may co-insure your **family members** (amongst others your spouse, partner as household running person, relatives who take on care responsibilities, registered partners, and children/grandchildren/ foster children/stepchildren) provided they are resident in Austria. Minors up to 18 years of age are co-insured. Minors (children/foster children etc.) attending schools, vocational training or universities can be co-insured free-of-charge up to 25 years of age subject to satisfaction of certain prerequisites. Spouses/partners with children can be co-insured free of charge. The co-insurance for childless spouses/partners entails an additional contribution rate of 3.4% of the contribution assessment basis of the income of the insured spouse. There are also exceptions here. The employer must be correspondingly informed of planned co-insurance of family members.

<http://www.sozialversicherung.at/> (online guide on co-insuring relatives (Online-Ratgeber Mitversicherung von Angehörigen))
<http://svagw.at/> (insurance coverage: relatives of freelancers (Versicherungsschutz: Angehörige von Selbstständigen))

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

When you are employed and become ill over a longer period, you will initially receive the full wage respectively salary (so-called “**continued payment of remuneration**”), and then half of it. Afterwards, you will receive **sickness benefits** from your competent health insurance institution. The amount of the sickness benefits is linked to your gross wage/gross salary and duration of your occupational incapacity. The sickness benefits are normally paid for 26 weeks, however depending on the health insurance institution this period may be extended up to 78 weeks. Independent contractors are also entitled to sickness benefits. They receive sickness benefits from the fourth day of occupational incapacity.

<https://www.help.gv.at/> (sickness benefits (Krankengeld))
<https://www.arbeiterkammer.at/> (money in case of sickness (Geld bei Krankheit))

Prescription medicines are obtained at pharmacies for €5.85 per **prescription item** (effective 2017). 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**. Persons with low income can apply for exemption from prescription fees.

Employed persons are registered by their employers with their competent health insurance institution (health insurance/social security institution); self-employed persons (new self-employed/freelancers, self-employed/freelancers with a business license (Gewerbeschein)) have to personally contact their competent health insurance company (Social Security Institution of Trade and Industry (Sozialversicherungsanstalt der Gewerblichen Wirtschaft)).

<https://www.sozialversicherung.at/> (benefits A to Z (Leistungen von A bis Z))
<http://www.help.gv.at/> (benefits from the legally regulated health insurance (Leistungen der gesetzlichen Krankenversicherung))
<http://www.arbeiterkammer.at/> (exception from prescription fees (Befreiung von der Rezeptgebühr))
<http://www.arbeiterkammer.at/> (prescription fees – upper limit (Rezeptgebühren-Deckelung))

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 amongst others accident treatment costs, rehabilitation, reimbursements and surviving dependants' benefits (such as surviving dependants' pensions) but also prevention related benefits.

<http://www.auva.at> (social accident insurance (Soziale Unfallversicherung))
<https://www.help.gv.at/> (accident insurances (Unfallversicherungen))

Addresses:

Austrian Accident Insurance Institution – main office
(Allgemeine Unfallversicherungsanstalt – AUVA – Hauptstelle)
Adalbert Stifter Str. 65
A-1200 Vienna
Tel: +43 5 9393-0
Internet: <http://www.auva.at>

Main Association of Austrian Social Security Institutions
(Hauptverband der Österreichischen Sozialversicherungsträger)
Kundmanngasse 21
A-1031 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.

<http://www.pensionsversicherung.at/> (pensions insurance (Pensionsversicherung))
<http://www.arbeiterkammer.at/> (pension benefits (Pension))
<http://www.pensionsversicherung.at/> (information in several languages)
<http://www.help.gv.at/> (pension benefits (Pension))
<https://www.help.gv.at/> (disability pension/occupational disability pension/rehabilitation (Invaliditätspension/Berufsunfähigkeitspension/Rehabilitation))
<https://www.help.gv.at/> (new pension account (neues Pensionskonto))
<https://www.help.gv.at/> (pension amount for long-term insurance regulations “blue collar special retirement scheme” (Pensionshöhe bei der Langzeitversichertenregelung “Hacklerregelung”))

Address:

Pension Insurance Institution
(Pensionsversicherungsanstalt)
Friedrich-Hillegeist-Straße 1
1021 Vienna
Tel: +43 50303
Internet: <http://www.pensionsversicherung.at>

8.4 Unemployment Insurance

8.4.1 Financial Benefits

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

<http://www.ams.at/> (services of the Public Employment Service Austria for job seekers (Leistungen des AMS für Arbeitsuchende))

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

8.4.2 Receiving Unemployment Benefits from EU/EEA States and Switzerland while Seeking Employment in Austria

If you want to receive your unemployment benefits originating from the EU/EEA zone or Switzerland 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 local office in Austria and maximum duration of the foreign benefits receipt in Austria.

After registering with the competent local Public Employment Service Austria office, the foreign public employment service will be immediately informed of your registration as a job seeker in Austria. This results in the foreign public employment service releasing payment of your benefits. This is possible for a period of three months – if however your reference period ends earlier (“maximum rate”) then up to this point. The precise duration of this “benefit export” is always determined at the employment service of your home country.

If you have not found employment in Austria within the period stipulated on the 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.

<http://www.ams.at/> (unemployment insurance in the EEA and Switzerland (Arbeitslosenversicherung im EWR Raum und in der Schweiz))

<http://www.ams.at/> (unemployment insurance)

8.4.3 Aggregating Insurance Periods from Employment in the EU/EEA States and Switzerland

When verifying your Austrian 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** filled in and confirmed by the competent public employment service office in your country of origin. In many cases you can apply for this form electronically; being able to provide this form when submitting an application in Austria may accelerate the assessment of the entitlement.

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.

In order to **receive unemployment benefits** in Austria, you have to satisfy the **prerequisites applicable to eligibility for unemployment benefits in Austria**.

Please refer to the Public Employment Service Austria (AMS) website for details regarding prerequisites to be satisfied in order to become eligible for unemployment insurance benefits in Austria (section “Financial Benefits (Finanzielle Leistungen)”).

Periods of self-employment covered by unemployment insurance are also taken in consideration when calculating the unemployment benefits in Austria.

<http://www.ams.at/> (unemployment insurance in the EEA and Switzerland (Arbeitslosenversicherung im EWR Raum und in der Schweiz))
<http://www.ams.at/> (unemployment insurance)

8.5 Means-Tested Minimum Benefits

The means-tested minimum benefits (Bedarfsorientierte Mindestsicherung, BMS) are foreseen for people having no reasonable funds to pay for their living or of their family members. Means-tested benefits are intended to support individuals who can no longer pay for their living on their own. An amount stipulated every year corresponds to costs for covering the required costs of food, clothing, body care, heating and electricity, furnishings and other personal needs such as appropriate social and cultural involvement as well as housing needs. Means-tested minimum benefits are only available when no other sufficient financial means (such as income, social security benefits, alimonies, etc.) or assets are available.

EU respectively EEA citizens are only unrestrictedly entitled to means tested minimum benefits if they are in Austria as employees or have lived here for more than five years. Citizens of third countries are only eligible to receiving means-tested minimum benefits when they have been legally residing in Austria for more than five years.

The amount of means-tested minimum benefits will be individually regulated by each federal province. Starting with 2017 regulating the means-tested minimum benefits falls again into the competence of the individual federal provinces.

Note: Contact the competent provincial government regarding the amount of the means-tested minimum benefits and/or your eligibility requirements to means-tested minimum benefits as an EU/EEA citizen.

The competent district administrative authority (district administrative authority (Bezirkshauptmannschaft), municipal district authority (Magistrat); social council offices in Vienna (Sozialzentrum)) decides whether the means-tested minimum benefits will be granted. 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 (AMS) as seeking employment. The Public Employment Service Austria (AMS) 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.

You can call us on the social line of the Federal Ministry of Labour and Consumer Protection (BMASK) at 0800/20 16 11 (Monday – Friday from 8 am to 4 pm).

<http://www.help.gv.at/> (minimum benefits, counselling and advice (Mindestsichernde Leistungen, Beratung und Betreuung))

<https://www.sozialministerium.at/> (means-tested minimum benefits (Bedarfsorientierte Mindestsicherung))

<http://www.ams.at/> (means-tested minimum benefits (Bedarfsorientierte Mindestsicherung))

<http://www.noe.gv.at/> (Lower Austria)

<http://www.burgenland.at/> (Burgenland)

<https://www.wien.gv.at/> (Vienna)

<https://www.land-oberoesterreich.gv.at/> (Upper Austria)

<http://www.mindestsicherung-salzburg.at/> (Salzburg)

<http://www.sozialhilfetirol.at/> (Tyrol)

<http://www.mindestsicherungvorarlberg.at/> (Vorarlberg)

<http://www.ktn.gv.at/> (Carinthia)

<http://www.soziales.steiermark.at/> (Styria)

9. LIVING WITH CHILDREN

9.1 Maternity Protection

9.1.1 White & Blue Collar Employees, Apprentices and Minimum Income Employees

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

Furthermore, for female employees who are **not self-employed** their contractual employment remains upheld during their compulsory maternity protection period.

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

During the maternity protection period and during the subsequent period, **termination** respectively 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. The amount of the weekly maternity allowance is calculated on the basis of the average daily net income of the employee during the full three calendar months directly preceding the start of compulsory maternity protection period plus all special benefits. Also women receiving further education subsidies, childcare allowance, unemployment benefits or welfare benefits are eligible to weekly allowance (Wochengeld).

Self-insured minimum income employees who are covered by the health self-insurance pursuant to section 19a of the General Social Security Act (ASVG) are also entitled to a weekly maternity allowance. In this case, this weekly maternity allowance amounts to **8.98 Euros** per day (2017).

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

Competent authority:

The health insurance institution

<http://www.help.gv.at/> (giving birth (Geburt))

<http://www.arbeiterkammer.at/> (weekly maternity allowance (Wochengeld))

9.1.2 Persons Working on Short-Term Contracts as Independent Contractors

Independent contractors receive weekly maternity allowance interrelated to their income. Beginning from 1st of January 2016, entitlement to a leave of eight weeks before and eight weeks after child delivery comes into force.

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

Competent authority:

The health insurance institution

<https://www.help.gv.at/> (before giving birth (Vor der Geburt))

<https://www.help.gv.at/> (weekly maternity allowance (Wochengeld))

<http://www.arbeiterkammer.at/> (weekly maternity allowance (Wochengeld))

<http://www.arbeiterkammer.at/> (brochure: Short-term contracts as independent contractors (Freier Dienstvertrag))

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**. The weekly maternity allowance is primarily applicable to self-employed females with no business license (new self-employed/freelancers).

Such entrepreneurial aid/weekly maternity allowance (Betriebshilfe/Wochengeld) will only be granted respectively provided when the compulsory insurance with the competent health insurance fund remains in force. The **weekly maternity allowance** in this case amounts to €26.26 per day (2017).

Competent authority:

Social Security Institution for Trade and Industry

<http://www.svagw.at/> (weekly maternity allowance and entrepreneurial aid (Betriebshilfe und Wochengeld))

<https://www.usp.gv.at/> (maternity protection benefits for businesswomen (Mutterschaftsleistungen für Unternehmerinnen))

9.1.4 Mother-Child Pass

At the beginning of pregnancy, you will 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 (Bezirksgesundheitsamt), 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).

Also uninsured persons and their children with no insurance eligibility as a relative can have free examinations covered by the mother-child pass.

<http://www.help.gv.at/> (before giving birth (Vor der Geburt))

<http://www.bmgf.gv.at/> (mother-child pass (Mutter-Kind-Pass))

9.2 Parental Leave, Childcare Allowance and Parental Part-Time Work

Parental/maternity leave (Elternkarenz/Karenz) is deemed entitlement to **release from performance obligations under employment contract** (Dienstfreistellung) pursuant to the Labour Act (Arbeitsrecht) following birth of a child (also for adoptive parents and from 1st of January 2016 also for foster parents; for the latter only if fostering is linked to no remuneration) as well as after the expiry of the maternity protection period. The maximum duration of the maternity protection pursuant to the Labour Act providing protection against dismissal and termination is up to the day before the second birthday of the child. If you intend to take out a longer maternity leave, you absolutely need a written corresponding agreement with your employer.

Informing the employer of the paternity/maternity leave periods:

If the mother is the first to take maternity leave then they are to inform their employer not later than on the last day of the maternity protection period on whether they are taking out the maternity leave and if so for how long.

If the father is the first to take the parental leave, they are to inform their employer not later than eight weeks after the delivery of the beginning and duration of the parental leave.

During the parental/maternity leave you receive no remuneration; hence the **childcare allowance** (Kinderbetreuungsgeld, KBG) 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.

Only one of the parents is entitled to parental leave or both of them in turns. Independent contractors are not entitled to maternity leave, however to childcare allowance provided they have satisfied the respective prerequisites.

Eligibility prerequisites for EU/EEA citizens and Swiss citizens:

The EEA directive 883/2004 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 country of residence, an equalization payment may be granted if family benefits are lower than in the country of employment.

You can provide evidence of your legal residence in Austria for yourself and your child through the presentation of the registration certificate (Anmeldebescheinigung) or the official photographic identification for EEA citizens (Lichtbildausweis für EWR-Bürger/Bürgerinnen).

Special regulations apply to cross-border commuters.

<http://www.bmfj.gv.at/> (childcare allowance – cross-border commuters as well as special regulations within the EU/EEA/Switzerland (Kinderbetreuungsgeld – grenzüberschreitende Sachverhalte sowie Sonderregelungen innerhalb EU/EWR/Schweiz))

New in 2017:

Parents whose children are born before 1st of March 2017 may

choose one of five models of childcare allowance benefit (selectable from four flat-rate models and one income-linked model). In the case of the very first **application, you can modify the selected variant within fourteen (14) days** from the date of initial application submission.

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)
- their life is centred in Austria
legal residence in Austria
 - **EU/EEA and Swiss citizens** who can document their right of establishment (registration certificate (Anmeldebescheinigung))
 - third country citizens with appropriate residence permits pursuant to sections 8 and 9 of the Establishment and Residence Act (Niederlassungs- und Aufenthaltsgesetz, NAG)
- 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 flat-rate childcare allowance.

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

The top limit of additional income in the case of the income-linked model is 6,400 Euros over the period during which you enjoy the benefits.

Parents whose children are born on and after 1st of March 2017

The Childcare Allowance Benefits Act (Kinderbetreuungsgeldgesetz) offers two new systems to choose from:

- ▶ **Childcare allowance benefits account** (Kinderbetreuungsgeld-Konto), **(flat rate benefit)**: the flat-rate childcare allowance is granted to parents **irrespective** of their profession practiced before the child delivery.
A **benefit eligibility period** can be flexibly selected from 365 days (1 year) and 851 days (2.3 years). If the parents swap, the benefit eligibility period extends to 456 up to 1,063 days. The **amount of the childcare allowance** (Kinderbetreuungsgeld) is correlated to the period during which the benefits are paid.
The childcare allowance benefit lies between 33.88 Euros and 14.53 Euros per day (respectively around between 1,050 and 450 Euros per month).

By specifying the benefit eligibility period you automatically set the daily benefit amount.

The parents may swap a maximum of two times, i.e. a maximum of three blocks may result. Each benefit reception benefit of each parent may last for a minimum of 61 days.

The same prerequisites as under the previous regulations (flat-rate model) also apply to the childcare allowance benefits account. You can earn **up to Euro 16,200** respectively up to 60 percent of your last income achieved in the calendar year prior to birth delivery in which no childcare allowance benefit (Kinderbetreuungsgeld) were received (restricted to the third preceding year).

- ▶ **Income-linked childcare allowance benefits** (Einkommensabhängiges Kinderbetreuungsgeld): offers parents who only want to withdraw from their occupational activities for a short period to receive an income substitute during this period. To be eligible for this variant, you have to have been continuously employed in Austria for 182 calendar days directly prior to birth delivery and/or maternity protection whereby this employment has been subject to mandatory health and pension insurance. Your income from the last year preceding the birth is used by the health insurance institution for the favourability calculation (Günstigkeitsrechnung).

Parents may choose between the flexible flat-rate childcare allowance benefits account and the income-linked childcare allowance benefits.

Parents who have virtually equal shares in receiving childcare allowance benefits are additionally granted a **“partnership bonus (Partnerschaftsbonus)”** amounting to 1,000 Euros.

Furthermore, a **family time bonus for fathers** (Familienzeitbonus für Väter) after birth applies to children born after 1st of March 2017. The family time bonus is a monetary benefit for fathers in gainful employment who intensely and exclusively dedicate their time to their family directly after the birth of the child, i.e. interrupt their employment (in agreement with the employer) for a period between 28 and 31 days.

The following applies to **EU/EEA citizens**: they have to have their centre of vital interests in Austria and live in the same household with the child. The family time bonus amounts to 22.60 Euros per day. Fathers remain health insured during this period.

Another novelty is the possibility that both parents simultaneously receive the childcare allowance benefits for a period of a maximum of 31 days.

Competent authority:

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

<http://www.arbeiterkammer.at/>(parental/maternity leave (Eltern – Karenz))
<http://www.help.gv.at/> (childcare allowance benefits (Kinderbetreuungsgeld))
<https://www.bmfj.gv.at/> (childcare allowance benefits for children born up to 28th of February 2017 (Kinderbetreuungsgeld für Geburten bis zum 28.2.2017))
<https://www.bmfj.gv.at/> (childcare allowance benefits for children born from 1st of March 2017 (Kinderbetreuungsgeld für Geburten ab 1.3.2017))
<https://www.bmfj.gv.at/> (childcare allowance benefits calculator from 1st of March 2017 (Kinderbetreuungsgeld-Rechner ab 1.3.2017))
<https://www.bmfj.gv.at/> (childcare allowance benefits calculator up to 28th of February 2017 (Kinderbetreuungsgeld-Rechner bis 28.2.2017))
<https://media.arbeiterkammer.at> (brochure: parental leave (Elternkarenz))
<https://media.arbeiterkammer.at> (brochure: childcare allowance benefits up to 28th of February 2017 (Kinderbetreuungsgeld bis zum 28.02.2017))
<http://www.arbeiterkammer.at/> (permissible additional income when receiving childcare allowance benefits (Zuverdienst zum Kinderbetreuungsgeld))
<http://www.bmfj.gv.at/> (childcare allowance benefits – online comparison calculator (Kinderbetreuungsgeld Vergleichsrechner online))
<https://www.sozialversicherung.at/> (childcare allowance benefits; online calculator of additional income (Kinderbetreuungsgeld – Zuverdienstrechner online))
<https://www.gleich-berechnet.gv.at/> (online calculator for joint household income during the maternity leave (Online Rechner für das gemeinsame Haushaltseinkommen während der Karenzzeit))

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

During respectively after receipt of the benefits from the childcare allowance benefits account, **unemployment benefits and social welfare** may be applied for.

<http://www.bmfj.gv.at/> (childcare allowance benefits and unemployment insurance (Kinderbetreuungsgeld und Arbeitslosenversicherung))

Parental right to part-time work:

Parental right to part-time work (Elternteilzeit) 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. Parents whose children were born starting with 1st of January 2016 must reduce their weekly normal working hours by at least 20 percent. The remaining working time may not exceed twelve hours. 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 parent applying for part-time employment lives in the same household with the child

Both parents are eligible to opt for parental part-time work.

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 fourth birthday of the child.

<http://www.arbeiterkammer.at/> (parental right to part-time work (Elternteilzeit))
<https://www.sozialministerium.at> (parental leave and parental part-time work (Elternkarenz und Elternteilzeit))

9.3 Family Allowance

The EEA directive 883/2004 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, family allowance is thus granted in the country where the child permanently resides.

Children with main residence in Austria are principally also entitled to family allowance benefits. Family allowance benefits must be applied for at the competent authorities.

Competent authority:

Fiscal office competent for your place of residence

Eligible are

- minors up to 18 years of age
- minors of age 18 if they are in training (apprenticeship, school, college/university, university of applied sciences)
- minors in the time between high-school/A-levels graduation (Matura) and military service, civilian national service or vocational placement and after such service if their vocational training will be started respectively continued at the earliest possible point after completion of the service/placement.

Families with severely disabled children may receive the family allowance for a longer period.

Children who have come of age are eligible to family allowance up to age of 24 provided that they are in occupation-related training. Under certain circumstances, family allowance can be received up to the age of 25.

Under certain circumstances family allowance entitlement remains in force for students up the age of 25.

Any income (e.g. apprentice remuneration) children may receive before their 18th birthday is disregarded. If the earnings of older children exceed a specific annual limit, the family allowance is normally 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** (Familienbeihilfe-Rechner) to determine your family allowance total.

In a joint household, the parent who is the primary caregiver is entitled to receive the family allowance. Under exceptional circumstances family allowance can also be paid directly to children.

Family allowance benefits are paid every month.

<https://www.help.gv.at/> (family allowance benefits (Familienbeihilfe))

<http://www.bmfj.gv.at/> (family allowance benefits (Familienbeihilfe))

<http://www.bmfj.gv.at/> (eligibility of EU/EEA and Swiss citizens

(Anspruch für Bürger aus dem EU/EWR-Raum und der Schweiz))

<http://www.help.gv.at/> (multiple children supplement (Mehrkindzuschlag))

<https://www.help.gv.at/> (family allowance for students (Familienbeihilfe für Studierende))

<http://www.arbeiterkammer.at/> (family allowance benefits (Familienbeihilfe))

<http://familienbeihilfe.arbeiterkammer.at/> (family allowance benefits calculator (Familienbeihilfe-Rechner))

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 three years of age) as well as nursery schools and (public and private) **kindergartens/child care groups** and **pre-schools (Kindergarten/Kindergruppe, 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 parents” (Tageseltern) – especially in small cities and agricultural regions.

Generally education is compulsory for all children permanently living in Austria from the age of six. **Schooling is compulsory** for nine years in Austria (from six to fifteen years of age); attendance of public schools is free of charge. Public schooling is free.

Note: starting with 1st of July 2017, **education is compulsory up to the age of 18**; it applies to all youth permanently residing in Austria and graduating from their compulsory schooling in the school year 2016/2017 or afterwards.

Legal guardians must ensure that after completing the general compulsory schooling youth will have access to further schooling/training. They may either attend a secondary school, complete apprenticeship or any other training (e.g. as a trainee).

After children have successfully completed their first four years of **compulsory primary school** (Volksschule/Grundschule), they may either attend the **lower level of a main general secondary school** (Hauptschule) respectively a **cooperative secondary school** (kooperative Mittelschule), a **new secondary school** (neue Mittelschule), or the lower level of a **secondary academic school** (Unterstufe der allgemeinbildenden höheren Schule; secondary level 1).

In their ninth year of schooling, children may attend a pre-vocational course (polytechnische Schule), a vocational intermediate secondary or higher school (mittlere bzw. berufsbildende höhere Schulen) as well as the upper level of a secondary academic school or at the upper level of a secondary grammar school (Oberstufengymnasium, secondary level 2). The **pre-vocational technical school (polytechnische Schule)** uses vocational placements and professional theory training to prepare 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 (“special needs schools for children with particular fostering needs”). 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 (secondary level 2).

<http://www.bildungssystem.at/> (The Austrian education system – please refer to the illustration at the end of the section)

Intermediate-level secondary technical respectively **vocational schools**, health sector and nursing schools and **vocational secondary schools** entitle students to exercise an occupation respectively several occupations 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, i.e. tertiary educational facilities.

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 the secondary educational path (**the academic qualification tests** (Studienberechtigungsprüfung), **the matriculation exam for professionals** (Berufsreifeprüfung), **Matura examination for vocational trainees** (Berufsmatura), or **Matura examinations for external candidates** (Externistenmatura)).

Note: Special fostering is offered for pupils/students with a **first language other than German**. There are for instance German language courses for children at compulsory schools during the teaching hours and/or in the afternoon at the school. Please ask at school for more details. It is also possible that your children additionally take classes in their mother tongue (first language). It is important that your child does not forget their first language. Ask whether your school also offers mother-tongue classes in the first language of your child.

<https://www.oead.at/> (the Austrian education system (Das österreichische Bildungssystem))

<http://www.bildungssystem.at> (graphics: the Austrian education system (Das österreichische Bildungssystem))

<http://www.help.gv.at/> (schools – comprehensive information on the Austrian school system (Schule – ausführliche Informationen über das österreichische Schulsystem))

<https://www.bmb.gv.at/> (education in Austria (Bildungswesen in Österreich))

<https://www.bmb.gv.at/> (school & training guides (Schul- und Bildungsführer))

<https://www.bmb.gv.at/> (school service points (Schulservicestellen))

<https://www.help.gv.at/> (pupils/students with other mother tongue than German (Schüler mit anderen Erstsprachen als Deutsch))

<https://www.bmb.gv.at/> (mother tongue classes – multilingual classes (muttersprachlicher Unterricht, Unterricht – mehrsprachig))

<http://www.herold.at/> (schools with foreign curriculum (Schulen mit ausländischem Lehrplan))

<http://www.erwachsenenbildung.at/> (academic qualifications test (Studienberechtigungsprüfung), matriculation exam for professionals (Berufsreifeprüfung), matura examination for external candidates (Externistenreifeprüfung))

<http://wissenschaft.bmwf.gv.at/> (Federal Ministry of Science and Research – universities, etc. (Bundesministerium für Wissenschaft, Forschung und Wirtschaft – Universitäten etc.))

<http://wissenschaft.bmwf.gv.at/bmwf/studium/studieren-in-oesterreich/> (studying in Austria (Studieren in Österreich))

<http://www.help.gv.at/> (studying tuition fees (Studienbeitrag))

<https://www.help.gv.at/> (training up to the age of 18 (Ausbildung bis 18 Jahre))

Federal ministries:

<https://www.bmb.gv.at/> (Federal Ministry of Education – Education & Training (Bundesministerium für Bildung – Bildung))

<http://wissenschaft.bmwf.gv.at/> (studying (Studium))

10.2 Teaching and School-Free Times

The school year in Austria is comprised of two semesters.

In the federal provinces Vienna, Lower Austria and Burgenland the school starts on first Monday in September, in the remaining provinces on the second Monday in September. The school year ends at the end of June respectively beginning of July of subsequent year. Nine week summer vacation separates two school years. Additionally, there is a **Christmas break** (normally between 24th of December and 6th of January) and **Easter break** (1.5 weeks) at each school. Furthermore, there are the so-called **school-governed free days**. Each school can decide on which dates they have these additional school-free days. The first semester ends in February, the second semester starts also in February; in between there is one week **semester break**.

Statutory holidays are school-free.

Classes start normally at 8 am, but there are also school at which classes start already at 7.30 respectively at 8.30.

<http://www.schulferien.org/> (school breaks & holidays in Austria (Schulferien und Feiertage in Österreich))

10.3 School Notification & Annual Certificate

At the end of the semester break the pupils/students of the primary level, secondary level 1 and secondary level 2 receive a so-called **semester notification**. At the end of a school year the pupils/students receive **annual school certificates**. Semester notification and annual school certificate show the performance in the individual subjects. The performance of pupils/students is appraised and the following **assessment levels** (school grades) are used: very good (1), good (2), satisfactory (3), sufficient (4), not sufficient (5).

Performance is appraised as “very good” when pupils/students satisfy the requirements of the subject “far beyond the basics” and can apply their knowledge and skills independently on tasks completely new to them. Performance is appraised as “insufficient” when the pupils/students have not or insufficiently satisfy the requirements of the subject and/or cannot apply their knowledge and skills without substantial help of the teacher. The grades “good” to “sufficient” are in between.

At many **primary schools** the **assessment is mostly verbal**. The verbal assessment should inform both children and parents in more details on the performance of their children. Under these circumstances, verbal assessment should use statements which are generally comprehensible, contain valuable information and are appreciative. At the primary school there are also other forms of performance assessment, such as the work quota book (it describes the tasks a child has to complete throughout its school life; child’s progress is documented in the form of notes written next to respective quota (task descriptions)).

<https://www.bmb.gv.at/> (defining teaching objectives and their assessment at school (Leistungsfeststellung und -beurteilung in der Schule))

10.4 Registering at Kindergarten & School

Please find out in good time at the municipality office, competent municipal district authorities or at the kindergarten and school from when and how long you can register your child at a kindergarten or primary school (registration/enrolment deadlines). At the primary school these deadlines are also referred to as **pupil/student enrolment**. Normally, parents register their children at a primary school in the close neighbourhood.

Children who turn six by 31st of August the **general compulsory schooling** at the primary school starts on the first Monday in September (in Vienna, Lower Austria and Burgenland) respectively on the second Monday in September (in all other provinces). The decision about acceptance at a primary school is incumbent on the respective provincial school superintendent. This is however only true for public schools.

If you want to register your child at a **private school**, you should arrange an appointment with the headmaster. Majority of private schools are confessional schools, there are also few schools teaching their own curriculum. Some of the private schools do not have the so-called “public equivalency right” (Öffentlichkeitsrecht). Certificates from schools without the public equivalency right are often not recognised or no official Austrian certificates are issued by those schools.

If you however intend registering your child at a private school without the public equivalency right, you have to apply for “**deregistration due to school registration at a private school without right of public equivalency**” at the competent provincial school superintendent.

Please take your child with you to **pupil/student enrolment** so that the headmaster can gain their first impression of your child. At the enrolment also the **readiness** of your child **for school attendance** is determined. Various tasks and questions serve the determination where is your child regarding their physical, cognitive, emotional and social development. Children subject to compulsory schooling who are not ready for school attendance must be accepted at the **pre-school**.

Documents: The list of documents (residence registration form, ID, etc.) required for school enrolment can be obtained from the respective school.

In **Vienna** parents of children subject to compulsory schooling receive a **letter from the Vienna board of education** (Stadtschulrat) informing them when the school enrolment takes place and which documents are to be furnished. Additionally, you will find enclosed an information and registration form for full-day care at the school.

Enrolment at schools **after the primary school** takes place often in the first two weeks after the semester break. Please contact the respective **school service office** in your province when precisely school enrolment starts and ends. If your child is already attending a primary school, ask one of the teachers.

Important: children subject to compulsory schooling may also start attending the school in the middle of the school year. Contact the **school service office** and ask which school your child could attend. Children and youth with German skills yet insufficient to follow the class, can be accepted as **extraordinary pupils/students**. Performance of extraordinary pupils/students are appraised taking their language difficulties into consideration.

In Vienna, Lower Austria, Upper Austria, Burgenland and Tyrol **public kindergartens are free** respectively costs are partially reimbursed.

The **mandatory kindergarten year** before the school is free of charge. This means that all children of age of 5 to 6 must attend kindergarten (20 hours per week without lunch). There they meet many other children, can play together and **learn German**.

Children staying at the kindergarten after lunchtime are served **lunch** there. Please ask in good time whether the eating habits of your child (e.g. no meat, no pork) can be considered. The lunch is either included in the kindergarten fees or has to be paid separately.

<https://www.help.gv.at/> (enrolment at primary schools (Anmeldung in die Volksschule))

<https://www.schule.at> (readiness for school attendance (Schulreife))

<https://www.bmb.gv.at/> (school service offices in the federal provinces (Schulservicestellen in den Bundesländern))

<http://www.grg23vbs.ac.at/> (extraordinary pupils/students (außerordentliche Schülerinnen/Schüler))

10.5 Initial Vocational Training – Apprenticeships

Vocational training is provided in Austria either through an **apprenticeship (Lehre)** 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 200 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 at the beginning of the apprenticeship and is to be concluded in writing between the young person (the apprentice) and the authorized trainer; it 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 agreement** (Kollektivvertrag) 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. Apprentices are entitled to paid holiday amounting to thirty respectively twenty five 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 (AMS).

<http://www.arbeiterkammer.at/> (apprenticeship (Lehre))

<http://www.bmwf.gv.at/> (list of apprenticeship programs, from A to Z (Liste der Lehrberufe von A–Z))

<http://www.bmwf.gv.at/> (apprenticeship and vocational training (Lehrlings- und Berufsausbildung))

<http://www.arbeiterkammer.at> (Austrian Chamber of Labour (AK, Arbeiterkammer Österreich))

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

<http://www.ams.at> (Austrian Employment Service (AMS, Arbeitsmarktservice Österreich))

<https://www.wko.at/> (Austrian Federal Economic Chamber (Bundeswirtschaftskammer))

10.6 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 Institute (BFI, Berufsförderungsinstitut), Trade & Industry Promotion Institute (WIFI, Wirtschaftsförderungsinstitut) and adult education centres (Volkshochschule).

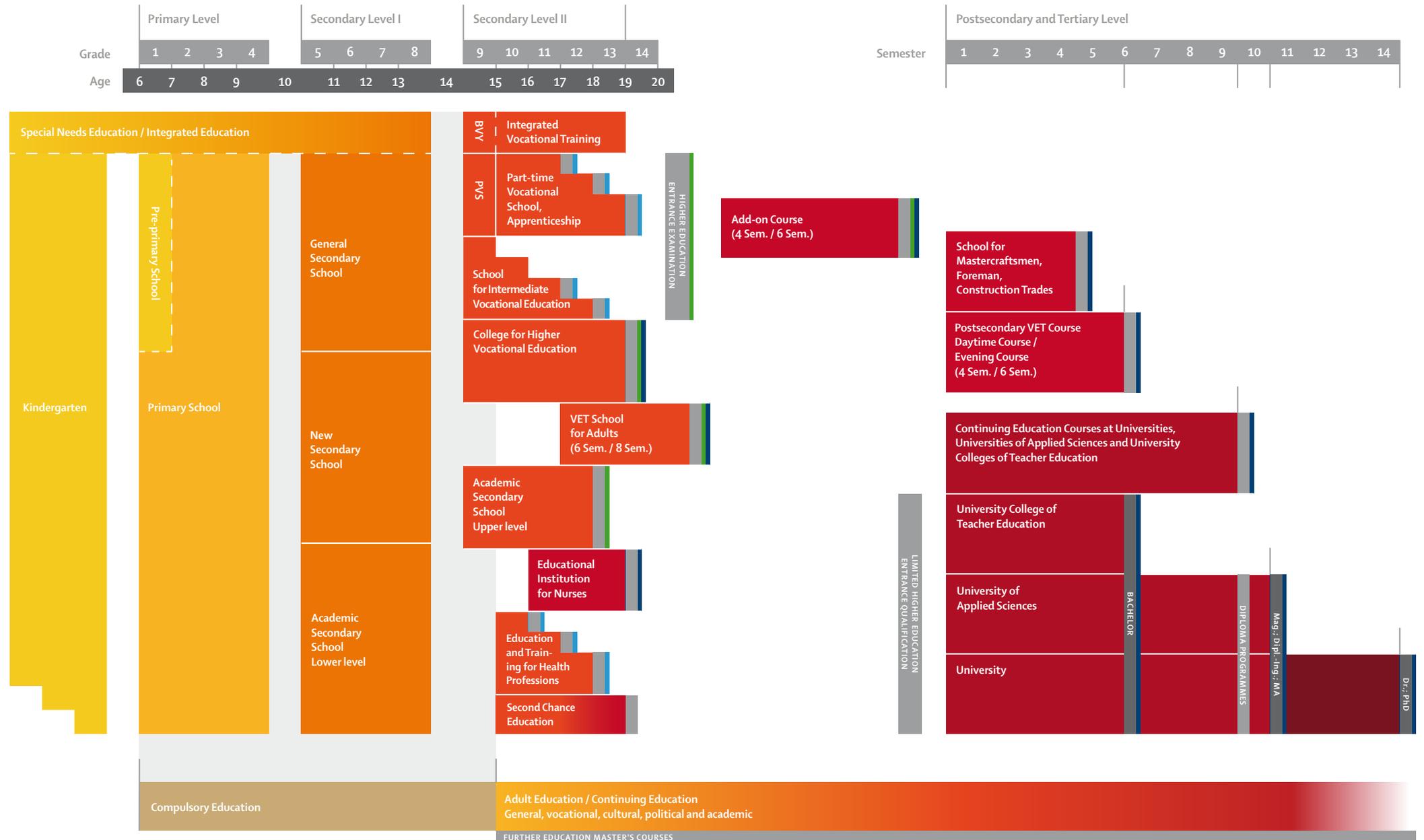
Careers information centres (BIZ and BIWI) offer both a comprehensive overview of career and schools education and training opportunities in Austria and individual consultation on specific educational and training issues.

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

Offered by:

| Institutions | Internet address |
|---|---|
| BFI (Careers Promotion Institute) | http://www.bfi.at |
| WIFI (Trade & Industry Promotion Institute) | http://www.wifi.at |
| Burgenland adult education centres (Volkshochschulen Burgenland) | http://www.vhs-burgenland.at |
| Carinthia adult education centres (Volkshochschulen Kärnten) | http://www.vhsktn.at/ |
| Association of Adult Education Centres of Lower Austria (Verband Niederösterreichischer Volkshochschulen) | http://www.vhs-noe.at |
| Association of Adult Education Centres of Upper Austria (Verband Oberösterreichischer Volkshochschulen) | http://vhs-verband-ooe.at/ |
| Styria adult education centres (Volkshochschulen Steiermark) | http://www.vhsstmk.at/ |
| Salzburg adult education centres (Volkshochschulen Salzburg) | http://www.volkshochschule.at |
| Tyrol adult education centres (Volkshochschulen Tirol) | http://www.vhs-tirol.at |
| Vorarlberg adult education centres (Volkshochschulen Vorarlberg) | http://www.vhs-vorarlberg.at/ |
| Vienna adult education centres (Wiener Volkshochschulen) | http://www.vhs.at |
| Career information centres (BIZ, Berufsinfozentren) | http://www.ams.at/ |
| Career information centre of Vienna Trade and Industry (BIWI, Berufsinfozentrum der Wiener Wirtschaft) | https://www.wko.at/ |
| Language schools/language training at the following training institutes | http://www.ikivienna.at/ http://www.berlitz.at/ http://www.actilingua.com/ http://www.ibisacam.at/ http://www.vhs.at http://www.wifi.at http://www.bfi.at |

The Austrian Education System



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, Arbeitsmarktservice Österreich))

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

<https://www.help.gv.at/> (checklist for moving (Checkliste Umzug))

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/portable documents** (uniform European forms for recognition and confirmation of social and employment relevant data) for you and your family
- **claiming unemployment benefits** originating from your home country: the portable document U2 issued by the employment service of your home country and the confirmation of your employment periods in the home country (portable document U1) These must be presented at your first appointment with the Public Employment Service Austria to be able to assert appropriate claims.
- **insurance**: your European social security card (e-card) or a comparable form (E 111) or any other insurance protection
- **motor vehicle documents**: driving license, vehicle admission to traffic certificate, other documents or papers required for admission to traffic (e.g. EU vehicle type approval certificate)
- original copies and German or English translations of **certificates, diplomas, work certificates, character references/work testimonials**
- **curriculum vitae** and **application** in German, CV in German/English, Europass
- your children's **certificates and school attendance confirmations** translated into English/German to help your children be placed in the appropriate school grade as quickly as possible

Further issues:

- inform the **landlord** and authorities (fiscal authorities, utility companies, schools, etc.) in your country of origin about moving to Austria when required; terminate rental contracts well in advance, etc.
- organise **accommodation** (apartment, etc.) or book hotel or other accommodation
- **sufficient funds** are required to cover any unexpected expenses (rent, living costs etc.) for the first months
- provide for **health and accident insurance** in 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 **local Public Employment Service Austria (AMS, österreichisches Arbeitsmarktservice) office** within the specified period if for instance you continue claiming your original unemployment benefits when seeking a job, it is indispensable to take the portable documents U1 and U2 with you

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, “new self-employed persons”, self-employed/contract assignees, and their family members): receipt of the social security number and social security card “e-card”
- Open a **bank account**
- Re-register your **motor vehicle**
- Registration with the competent department of the municipal office (Gemeindeamt) or municipal district authority (Magistrat) if you are going to bring your dog with you (“**dog tax**” (“Hundesteuer”))
- Register with the competent **fiscal office** (taxes, family allowance)
- Register for **gas and electricity** as well as your **telephone, television and radio, and mobile phone**
- **Register at school** (contact the school)
- Submit **registration certificate** (Anmeldebescheinigung) at the administrative authority (district administration authority (Bezirkshauptmannschaft) or municipal district authority (Magistrat)) within four months

12. EURES CONTACTS

| | |
|---|---|
| Public Employment Service Austria EURES National Coordination Office email: eures.austria@ams.at | Public Employment Service of Salzburg email: eures.salzburg@ams.at |
| Public Employment Service of Burgenland email: ams.burgenland@ams.at | Public Employment Service of Styria email: ams.steiermark@ams.at |
| Public Employment Service of Carinthia email: ams.kaernten@ams.at | Public Employment Service of Tyrol email: ams.tirol@ams.at |
| Public Employment Service of Lower Austria email: ams.niederoesterreich@ams.at | Public Employment Service of Vorarlberg email: ams.vorarlberg@ams.at |
| Public Employment Service of Upper Austria email: eures.oberoesterreich@ams.at | Public Employment Service of Vienna email: eures.wien@ams.at |

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