

- [Working times rules](#) 7 hours and 45 minutes (**7,75h/day**), 38 hours and 45 minutes (**38,75h/week**) per holiday-free week.
- [Flexible working hours](#) **100 hours and -50 hours**. Flex time applies within **6 a.m.-8 p.m.**. All hours exceeding your regular working hours will **automatically be added to your flex time bank**. After consulting with your immediate manager, you can use flex time to take time off. The hours may **not be converted to money**. **Flex time off (2599)**
How to check your flex time: Go to [ESS](#) > Time and Attendance > Time Statement for Payroll. Chose the option for current and last month and click the Display Report button. Scroll down to the "Total Overview" box for the previous month. Look for "Total Flex balance".
 If you leave the company, minus hours will be deducted from your salary. You may take time off for any remaining plus hours before your employment ends.
- [Overtime policy](#) manager orders, total of **175 h/year**. Compensated in money (overtime compensation) or as time of (compensatory leave).
 1,5 for B time (regular workdays Mon.-Fri. 6 am-8 pm) and by a factor of 2 for C time (all time other than B time)
 The balance in the compensatory time bank may amount to a **maximum of 100 hours**.

[Time off in lieu](#)

- [Working time - Report your working time \(Sweden\)](#) [Employee Self Service \(ESS\)](#)
How to report time (My job is chargeable) –
 -You must report time on a weekly basis in [ESS](#). All hours must be reported on no later than end-of-day Monday the following week. It is important to record time up to target hours for the week.
 - For regular working hours (non-project hours) use code **Internal time (1999)**.
 - All planned absence should be registered as soon as they are known. **Vacation (2885)**
Sickness (2865) etc
 - All kind of deviations such as vacations should be **registered by you and approved by your manager latest 6th every month**. Time that is not reported and approved before this date will not be included in the salary payout of the month.
 - Please note that it is only possible to report working time and absence 2 months retroactively (present month -/- 2 months back).
 - Absences can be reported ahead of time with no limit.
 - Attendances cannot be reported ahead of time.
 - If you are entitled to overtime: Use [Flex time off \(doc\)](#) up to target hours when taking out flextime.
 - In the document [Overview of local time reporting rules file \(xls\)](#) you can find all available attendance and absence types.
 - Here you can read more about [how to time report in ESS](#).

[User Guide and Tips on time reporting](#)

- [Sick leave](#) Contact manager, Report your sickness in one of the following ways:
 - Send text/sms: sjuk [space] [employee number](#) to +46 73 749 433 41 50
 - Log a ticket in the [Payroll administration - Zalaris portal](#). [How to log a ticket \(pdf\)](#)
 - You can also call direct to Zalaris: +46 8 564 888 93,
[Report your sick leave \(ppt\)](#) in your [time reporting system](#). When you are back at work 100% again you need to [cancel your sick leave registration](#).

- [Compensation of medical care costs](#)

As an Ericsson employee in Sweden, you can receive compensation for certain medical treatment (not medicine, dentist, means or hospital stays). One prerequisite is that the practitioner has a contract with the county council (landstinget) and the cost is included in the high-cost protection scheme (Swe)

The amount is compensated via your salary and you pay benefit tax for the compensated amount.

1400KR is the maximum cost (but Ericsson will cover these money) and then healthcare is free for a year.

- [Occupational Health Care - Företagshälsovård - Internal \(ericsson.com\)](#)

Ericsson's occupational health care is provided by Feelgood. Feelgood helps Ericsson prevent work environment risks. The company also works with work adaptation and rehabilitation. If you have a health-related question, please do not hesitate to contact **Feelgood by phone: +46 771 14 15 15, opening hours: 8.00-17.00.**

- [Vacation rules](#) from **April 1 of one year to March 31** of the following year, annually take out at least **20 days' of vacation**. You can save the vacation days that exceed the 20 days that must be taken during the vacation year. A **maximum of 50 vacation** days are allowed to be saved in your vacation bank.

As an employee in Sweden, you are entitled to a decision on when you can take vacation at least two months in advance. Your manager must enable you to take four weeks of continuous summer vacation during the period spanning June through August.

[Advanced vacation](#) If you end your employment at Ericsson in Sweden within five years, the entire debt is drawn from the final salary. If you work **over five years** the entire debt will be written-off. See [Advance vacation Table for white collar \(xls\)](#)

You have 2 paid, 10 advanced, 16 unpaid => 28 days of vacation

In [Ericsson for Me > My Payslip](#) you can find information about how many vacation days you have.

- [Public Holidays](#) The year when the **National Day falls on a Saturday or Sunday** employees in Sweden will receive compensation with an **extra day off** without any salary reduction that can be used only during the same year. **Bridge day (2844)**

- [Union](#)

A union is a trade association to assist and support its members in terms of wages and employment conditions. Nearly 70% of Swedish workers belong to a trade union. In general, members rely on trade unions to uphold and improve their rights as workers. Union organizations may help workers achieve fair and reasonable wages, ensure equal treatment, provide unemployment insurance etc.

Click the link to know more about how to become a member of that particular union.

a) [Sveriges Ingenjörer](#)

b) [Unionen](#)

Ericsson [Union](#) collective agreements with four union organizations

- Akademikerna/Sveriges Ingenjörer - [Contact and/or read about Akademikerna at Ericsson in Kista, Sweden \(Swe\)](#)

- Ledarna
- Unionen - Contact and/or read about [Unionen at Ericsson in Kista, Sweden \(Swe\)](#).
- Akademikerna Lindholmen
- [A-Kassa](#)
A-Kassa is a system that offers insurance against income reduction or unemployment. While you work, you pay a fee towards an unemployment fund, which then can give you compensation if you become unemployed. Previously A-Kassa were completely linked to the unions, but today it is possible to part of just the A-Kassa, even though you are not a member of any union.
There are various A-Kassa organisations in Sweden, but we have listed a few popular ones below. Visit the corresponding sites to know more about how to become a member. In general it is good to become a member of an A-Kassa as soon as you are employed.
 - a) [AEA](#)
 - b) [Alfa Kassan](#)
 - c) [Unionen's A-kassa](#)
- [Försäkringskassan – Swedish social insurance](#)
Social insurance is an integral part of Swedish social security system. The Swedish social insurance covers mainly everyone that lives or works in Sweden. It provides financial protection for families and children, for persons with a disability and in connection with work injury, illness and old age. Through the Swedish membership in the European Union, you may also be eligible for social insurance benefits if you or anyone in your family resides or work in any other EU member states.
Click on the following link to know more information about the social insurance
- [Information in other languages - Försäkringskassan \(forsakringskassan.se\)](#)
- [Insurance](#) corporate agreement with the insurance company [Skandia](#) regarding voluntary group insurance.
- [Pension - Your pension through your employment \(Sweden\) - Internal \(ericsson.com\)](#)
Private pension
Occupational pension
State pension
Under [Ericsson for Me](#), you will find more information about your pension plan.
- [Wellness account \(Sweden\)](#)
Ericsson in Sweden offers a large range of wellness-related activities that employees have access to through [Ericsson For Me](#).
Ericsson will subsidize employees up to 65 % of the total cost of health-related activities, up to a maximum of 5 000 kr.
An account with up to 5 000 kr if the employee puts in 35 % of the total sum
Example: For a purchase of 3 846 kr, the individual would pay 1 346 kr (35 %), while the company would pay 2 500 kr (65 %)
- [Ericsson Care - Home \(sharepoint.com\)](#)
Ericsson care is our holistic approach to health, safety and well-being for us as Ericsson

employees and anyone working on our behalf

- [WFH](#)

The place of work is the main workplace. **Remote work for an employee may be around 40 percent of working time on average during one calendar year. Be in office Tuesday, Wednesday and Thursday.**

The employee is always obliged to perform his or her job duties from the place of work. **The manager and employees shall have a dialogue about from where and when remote work may take place.**

Working away from the office requires managers approval

Remote work must be carried out within the **borders of Sweden.**

Based on a request from the employee work remote may be conducted abroad in connection with a private trip abroad to a limited extent. Work remote abroad must not - in total - exceed a period corresponding to **one month during one calendar year.**

Manager gives the final approval for remote work abroad.

In the [Instruction remote work in Sweden \(doc\)](#) you can read about the possibilities to work remote.

- [Certificate of employment](#)

- [Digital Workspace Portal - Digital Workspace Portal homepage \(sharepoint.com\)](#)

Here you can learn more about our everyday tools and devices used at Ericsson.

- [Organisation Viewer Charts \(ericsson.com\)](#)

- [DISS \(ericsson.net\)](#)

Update assistant info, upload photo, manage distribution lists. Find distribution list in Outlook:

IT Trainee 2019

IT Trainee 2020

IT Trainee 2021

IT Trainee 2022

IT Trainee 2023

GFGO EIT IT Trainees

- [Teams](#)

Microsoft Teams is the main collaboration tool at Ericsson

- [Delve \(sharepoint.com\)](#)

Use Delve to manage your Microsoft 365 profile, and to discover and organize the information that's likely to be most interesting to you right now – across Microsoft 365.

- [Flowscape \(sharepoint.com\)](#)

Desks and rooms can be booked directly or in advance using Flowscape's mobile app or [the web application](#).

Flowscape Mobile App is available on Ericsson Mobile Workplace Appstore iOS / Android

[Read more about Mobile Workplace and how to find apps here](#)

iOS Device: Open Company Portal, Select Applications and search for Flowscape

- [Viva Engage](#)
Social channel for internal communication
 - [Kista Campus](#)
 - [Inside Enterprise IT](#)
 - [GF Global Operations](#)
 - [Ericsson Engage](#)
 - [Let's talk IT](#)
 - [Kista innovation park](#)
 - [Generative AI Playground](#)
- [EriDoc](#)
The official document storage area is named EriDoc. In EriDoc each document is assigned a unique document number and revision handling is executed automatically.
EriDoc is an Ericsson Certified Archive fulfilling the Ericsson Information Security standards, and is approved to manage Ericsson's official and formal documents. The system is integrated with many other systems at Ericsson.
- [OneDrive for Business \(sharepoint.com\)](#)
Every Ericsson user has OneDrive. 5TB of cloud storage for storing and sharing files
- [Ericsson icons and graphic elements](#)
Various icons used in Ericsson presentations as well as graphic elements can be found on the [Brand House](#)
- [Templafy - Office templates and branded content made easy \(sharepoint.com\)](#)
Templafy also provides easy access to branded assets like images, icons, readymade texts and slides/presentations from within the Office applications or [from the web](#)
- [Printing, Copying and Scanning](#)
You need log into Personal Print Manager (PPM) and a pull-printing printer to your computer and enroll your badge (ID card) on the printer before printing, copying or scanning
- [Enterprise IT Portal - Home \(sharepoint.com\)](#)
- [Glasses for display screen](#)
As an Ericsson employee in Sweden you have, if needed for your daily work, the right to acquire computer glasses (glasses adapted for screen work).
- [Networking](#)
[Ericsson fritidsklubbar \(Ericsson for Me\)](#)
In Ericsson for Me, go to: My benefits > Wellness > Ericssons Leisure Clubs. Ericsson has many sports and leisure associations around the country.

[EIF - Ericsson-företagens Idrottsförbund](#)
The main task is to organize joint [Ericsson championships](#).

[Ericsson Connected](#)
Ericsson Connected is a network for new employees in Stockholm. Go to the Ericsson connected site and register now!

[Ericsdotter](#)

Ericsdotter was established 1993 in Kista, Sweden, as a network for women at Ericsson and we are currently 1 500 members. The initiator was Karin Stephanson (Ahlström) together with a group of female engineers, and our first sponsor was Kurt Hellström (who later became the CEO of our company).

[GenNext Sweden](#)

GenNext was established in 2021 in Kista, Sweden, as a network dedicated to early career professionals, emerging talent, and future leaders. Join [GenNext Kista](#)

- [Corporate Credit Card - Sweden - Internal \(ericsson.com\)](#)

If you need to make business trips, you shall request an (Ericsson) [credit card](#).

- [Taxi](#)

[How do I book with Taxi Kurir/Cabonline?](#)

Download the Cabonline app and register using the @ericsson.com domain – our discount is included in the rates when booking through the app.

You can also login and book via the web or call +46 8 744 95 60 and refer to Ericsson.

It is no longer possible to show the Ericsson badge and get the Ericsson discount. A discount card is embedded in the app which you can show to the driver should you pick a non-prebooked taxi.

- [The Ericsson share purchase plan \(ESPP\)](#)

You can save for the future by contributing part of your net pay each month to be invested into Ericsson B-shares.

Ericsson will assist by **paying you up to 15% net** of the value of your contributions, which will be **paid to you monthly into your salary**. Plus, we will also cover the tax on this amount.

You can change your contribution amount or stop contributions to suit your circumstances.

- [Ericsson Volunteers](#)

As an Ericsson employee, you have the benefit to volunteer one day each year during working hours. You can spend your day doing a range of activities: supporting digital You will find opportunities in the [Ericsson Volunteers portal](#)

- [Future critical skill areas](#)



- [Work from home furniture](#)
- [Home Office IT Equipment \(sharepoint.com\)](#)