

## Appendix 3

### **SPECIAL TERMS AND CONDITIONS FOR SECONDEES NOT COVERED BY THE NORWEGIAN NATIONAL INSURANCE SCHEME**

Revised 1 April 2014

**Valid with effect from 1 April 2014**

#### **1.1 Secondees who are not members of the Norwegian National Insurance Scheme**

This group comprises:

- Norwegian secondees who are not members of the Norwegian National Insurance Scheme or of the Norwegian Labour and Welfare Administration (NAV) Overseas. Secondees must notify NORDEM/NCHR in writing of this well ahead of departure.
- Third-country secondees (i.e. secondees who are not Norwegian citizens or who do not have a registered address in Norway).

This group is covered by terms and conditions that are different from those for secondees covered by the Norwegian National Insurance Scheme, as set out in the items below.

#### **1.2 Maternity leave**

Non-members of the Norwegian National Insurance Scheme are granted four weeks' maternity leave with pay, allowances included. Maternity leave in excess of four weeks can be granted, but with no salary.

#### **1.3 National Insurance**

Secondees are responsible for arranging their own national insurance. This also applies to secondees who are not covered by the Norwegian National Insurance Scheme. Secondees in this group are recommended to secure corresponding coverage either through private insurance or through an equivalent national insurance scheme in their home country. Among other things this will ensure their coverage in the event of long-term illness, disability etc.

#### **1.4 Insurance**

NORDEM/NCHR takes out travel and personal liability insurance for non-members of the Norwegian National Insurance Scheme along the same lines as those for other secondees.

NORDEM/NCHR does not take out occupational injury insurance for secondees who are not covered by the Norwegian National Insurance Scheme. Secondees are strongly recommended to secure equivalent coverage through a private insurance scheme.

## **1.5 Pension**

Secondees who are members of the Norwegian National Insurance Scheme are also members of the Norwegian Public Service Pension Fund.

Third-country secondees and Norwegian citizens who are not members of the Norwegian National Insurance Scheme are recommended to take out private pension insurance in a company of their own choice.

## **1.6 Tax**

As a general rule, NORDEM/NCHR does not deduct tax from salary for non-Norwegian citizens. Secondees who are obliged to pay tax in their home country, duty area or another third country are themselves responsible for reporting and paying tax.