



GUIDE FOR REGISTRATON TO EMPLOYER SUPPORTED COURSES ORGANIZED BY PAM

As a part of the collective agreements, there are also sectoral training contracts. In the training contracts there is a definition of what kind of terms a workplace elected representatives (shop stewards / occupational safety representatives) can participate in - so-called AY training. Educational working groups, which are defined in the training contracts, decide yearly on courses, according to which elected employee representatives can participate without losing their income. This working group always consists of employer union and PAM representatives. Courses support and promote collaboration in the workplace between employer and the personnel.

In the training contracts there is defined how many courses and how often an elected employee representative can participate without losing his/her income for the training days. Also the training agreement consist of how many days the employee has to pay wages. For the duration of union training, the employer grants study leave for the elected employee representative.

If the elected employee representative has already used all his/her study leave days agreed upon based on the training agreement, the employer can decline further study leave for other courses during the year.

The employer can together with the employee representative agree mutually on additional courses. If the employer is not required to pay wages for the duration of the course, PAM supports the employee representatives by paying course daily-allowance and scholarship.

Because the course is a mutual benefit, we want to make sure that the employer is aware about obligations toward their employee representative participating in an employer supported PAM course before the course begins. For this reason, the employer receives a confirmation email, where he/she confirms the terms based on which the employee representative can participate.

The process of application goes as follows:

1. **Employee representitive discusses** with the employer what courses he/she will apply to
2. **Employee representative signs up for the** course through PAM's website and adds in the application the name and email address of the foreman / supervisor/employer representative who approves the course. The applicant is responsible himself/herself that the given information is correct.
3. **Employer representative / supervisor receives an email, where** the employer sees which course is applied for.
4. **Employer confirms** by clicking one of the links in the email, either option one – grant study leave with full pay OR grant study leave, but without paying wages during the course. In the email there is also a link to a table, where all the agreed upon trainings supported by the employer are stated.
 - If the employer doesn't choose either option, admission to the course is not granted and no confirmation is made. The application will be pending and additional information will be given by PAM.

More information and advice is given by our course secretaries:
kurssisihteeri@pam.fi tel. 020 774 2070 (in Finnish), 020 774 2045 (in English)