

## Before the service position begins/things to figure out as the service position begins:

<b>Basics</b>	Name of the service location:		
	Immediate Supervisor:	Person in charge:	
When will the service position begin?	Date:	HSL- Leave for personal reasons/finding a flat/removal:	
At which time and where?	Time:	Reporting where and to whom?	
With what equipment?	Own clothes/equipment of the service position/asked to be acquired beforehand/protective shoes, etc.?		
Criminal record extract, if the work tasks inherently include working with minors.	Is required: <input type="checkbox"/> Yes <input type="checkbox"/> No	Order date:	<i>Service position cannot begin before the criminal record extract is shown to the Non-military service centre.</i>
<b>ALLOWANCE</b>			
Is paid:	<input type="checkbox"/> twice a month <input type="checkbox"/> once a month		Please request the payment dates in writing and follow the raising of your allowance in Omasivari!
<b>EATING ARRANGEMENT</b>			
How is eating arranged?	<input type="checkbox"/> food allowance <input type="checkbox"/> all meals are provided <input type="checkbox"/> lunch is provided, an allowance for other meals <input type="checkbox"/> other options;		<div style="border: 1px solid black; padding: 2px; width: 50px; float: left;">Allowance in weekdays:</div> <div style="border: 1px solid black; padding: 2px; width: 50px; float: right;">Allowance in weekends:</div>
Did you accept the housing provided by the service location?	<input type="checkbox"/> Yes, the service location is responsible for food allowance also on the weekends/days off. <input type="checkbox"/> No, the service location is <b>not</b> responsible for food allowance on the weekends/days off.		
When will the food allowance be paid?	<input type="checkbox"/> with the regular allowance <input type="checkbox"/> separately, how:		
<b>HOUSING</b>			
Did you accept the housing provided by the service location?	<i>The accommodation addressed to the servant can be: a) arranged by the service location; b) servant's current residence; or c) arranged by the servant</i>		
<b>YES</b> parents' home, rented personally or housing rented as instructed by the service location, a shared flat or rented housing provided by the service location.	How will the housing costs be paid and when? <div style="border: 1px solid red; padding: 5px; margin-top: 10px;">The service position must pay the housing compensation so that you can pay the rent when it's due!</div>	<i>The service location must cover heating, water, electricity, a possibility to wash clothes and a sauna shift!  <b>ATTENTION!</b> Must cover home insurance payment if a home insurance is required in the rental contract.  The service location does not cover the portions of housemates.</i>	
<b>NO</b>	You can request housing aid for servants from KELA.	<i>The service location is not liable to compensate for the housing chosen over the housing provided by the location.</i>	
<b>COMMUTES</b>			
Did you accept the housing provided by the service location?			
<b>YES</b>	The service location covers if <b>the daily one-way commute is over 3km</b> <b>ATTENTION!</b>		
	<i>The service location is responsible for the expenses caused by the commutes between the service location and the housing it has provided. The reimbursable daily commute can be an over 3 km one-way route.</i>		
How are the commutes arranged with the service location?	How reimbursed? Season ticket? Serial ticket? Do you buy it yourself first? Using your own car?		

<b>NO</b>	The service location is not liable to compensate for commutes.
<b>FREE OF CHARGE VACATION TRIPS</b>	
The service location has a named person who orders the travel tickets. (Matkahuolto/VR)	Who provides the tickets? How long of a notice must be given to buy the tickets before the trip? <i>A free of charge vacation trip is mainly given to the servant's home or resident locality. If the servant has significant relations elsewhere the travel expenses can be reimbursed to this locality for a special reason. For this part the reimbursement of travel expenses is discretionary. As a trip is granted special attention must be paid to the servant's circumstances as a whole.</i>
<b>HEALTH AND GETTING SICK</b>	
	<i>During service a non-military servant has the right to receive necessary care and medication as prescribed by a medical doctor to carry out their service. The expenses occurred are covered by the service location.</i>
How is health care organized?	<i>How is your health care planned: occupational health care, healthcare center, something else, what?</i>
Who do you notify when you are sick?	
How do you notify?	By calling/By SMS?
What kind of proof is needed?	
Do you pay your health care bills yourself first or do you give the bill to the service location directly to be paid?	
How are prescription drugs agreed to be reimbursed?	To whom do you deliver for example receipts?
<b>VACATIONS</b>	
From whom do you to request HL-vacation?	
How long before the vacation you have to request?	
If your service location is a school, how will be the periods of school vacation agreed to be taken care	
<b>ATTENTION!</b>	You cannot be ordered to HSL-vacation for example during the periods of school vacation. Substitute work must be provided. Vacations should be placed throughout the year.
<b>WHERE TO GET INFORMATION IF YOU HAVE QUESTIONS</b>	
<p>Reflect and discuss with your immediate supervisor. Check from the website of Non-military service center for up-to-date instructions. There are also instructions for service locations!</p> <p>Write e-mail: Questions related to non-military service <a href="mailto:vastaus.siviilipalvelus(at)ely-keskus.fi">vastaus.siviilipalvelus(at)ely-keskus.fi</a> You can also contact your group leader, but keep in mind that the responses can take some time due the vacations among other things. <b>THE FASTEST WAY:</b> Call the counseling phone: on weekdays 9 - 11 and 13 - 15. <b>Call center 0295 0295 00</b></p>	
<b>REMEMBER:</b>	
<p>By raising the issues early and beforehand you'll usually be fine and it helps with reaching an agreement. You can change your service position in the middle of service – this requires the consent of both sides. Allowance is paid for all days of service. Weekly leave, HL-days, permissible absences (sick leave) are counted as days that provide allowance and they are included in your service time. HSL-vacation does not shorten your service and neither is allowance paid for this time. Figure it out also how for example rent payments is done during the vacation. HSL-vacations are granted by the person in charge of the service location.</p>	