

# 10 BASICS

## Every guide should know when working in Norway



### 1. Check your contract

It must say your job role, workplace, start date, hours, pay, holidays, trial time, notice rules, and any extra benefits.



### 2. You are not meant to work more than every other Sunday

The same rule applies for public holidays: work one, and the next must be free. Unless you sign an agreement that balances it out over time.



### 3. You should know your schedule 2 weeks ahead

Changes need your approval unless your contract already fixes your hours.



### 4. Shifts over 5.5 hours include a break

If you can't take it, it still counts as work time.



### 5. Off-duty time is regulated

You're owed 11 hours continuous rest each day and 35 hours continuous rest each 7 days. This means you also have to tell your employer if you work somewhere else and make sure you don't go over those minimums.



### 6. You have a right to a safe workplace

Report any issues in writing to your employer.



### 7. Your employer must save pension for you

It represents minimum 2% of your income.



### 8. Check your overtime rules

Weekly hours are 40. In some setups, employees must monitor their own hours to avoid unpaid overtime.



### 9. You have right to holiday

You earn at least 10.2% of your salary as holiday, starting from your first minute at work.



### 10. In Norway, joining a union is fully accepted and common

A union can guide you and help protect your rights and work conditions. Reach out as soon as you want.

The information above shows the statutory minimums. Employees covered by a collective agreement may have stronger rights.



These guidelines were developed together with the Handel og Kontor union, which you can contact at [nord.norge@hk.no](mailto:nord.norge@hk.no)