

## Notice to personal assistance employers on period-based working time under the collective agreement for personal assistants

The collective agreement between Heta and JHL provides for two alternative working time arrangements for personal assistants: general working time and period-based working time. These forms of working time are subject to partly different provisions. **As a rule, personal assistants are employed on a general working time basis unless otherwise agreed.** The form of working time can be agreed upon in the employment contract.

In period-based work, the employee's working time is organised in such a way that it is spread over the period, coming to a total of no more than the maximum number of working hours set. In period-based work, the employee's regular working time is a maximum of 80 hours over a two-week period, 120 hours over a three-week period or 160 hours over a four-week period. We recommend that you read the collective agreement and its provisions on period-based work. Link to the collective agreement: [https://heta-liitto.fi/wp-content/uploads/HetaTES-2025-2028\\_EN.pdf](https://heta-liitto.fi/wp-content/uploads/HetaTES-2025-2028_EN.pdf)

From 1 January 2026 onwards, night work compensation paid to employees will depend on the form of working time used. For work performed between 21.00 and 6.00, the base hourly salary is increased by 30% when general working hours are used and 40% when period-based working hours are used. The 40% night work compensation in period-based work is paid for shifts starting on or after 1 January 2026. For shifts worked before this date, the base hourly salary is increased by 30%.

**If your assistant works general working hours, no action is required from you.**

**If you use period-based working time in the employment of some of your personal assistants, you must notify the payroll department of Financial Management Services.**

Submit a notification for each assistant, indicating the duration of the period-based work period agreed upon with the assistant (two, three or four weeks). You can submit the notification by filling out the form for amending a personal assistant's employment contract or by other means in writing so that the necessary details are provided. You must submit this notification even if you have previously signed an agreement on long work shifts with your assistant.

The personal assistant's employment contract amendment form can be found on the website of the City of Helsinki's services for people with disabilities. Link to the form:

<https://www.hel.fi/static/sote/vamty/Change-to-personal-assistant%E2%80%99s-employment-contract.pdf>

or by going to hel.fi > Health and social services > Disability services > Advice and guidance > Forms.

For more information, please contact the City's personal assistance social instructors

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