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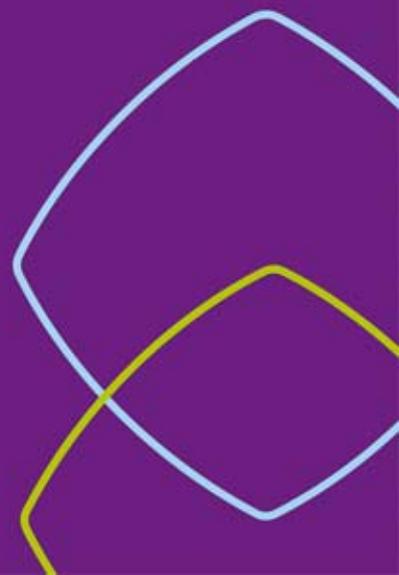


Working · Living · Horsens & Hedensted



Welcome

to Horsens and Hedensted



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regionmidtjylland



Icons:



Remember to bring



For more information



Find it here



Nice-to-know



Special attention



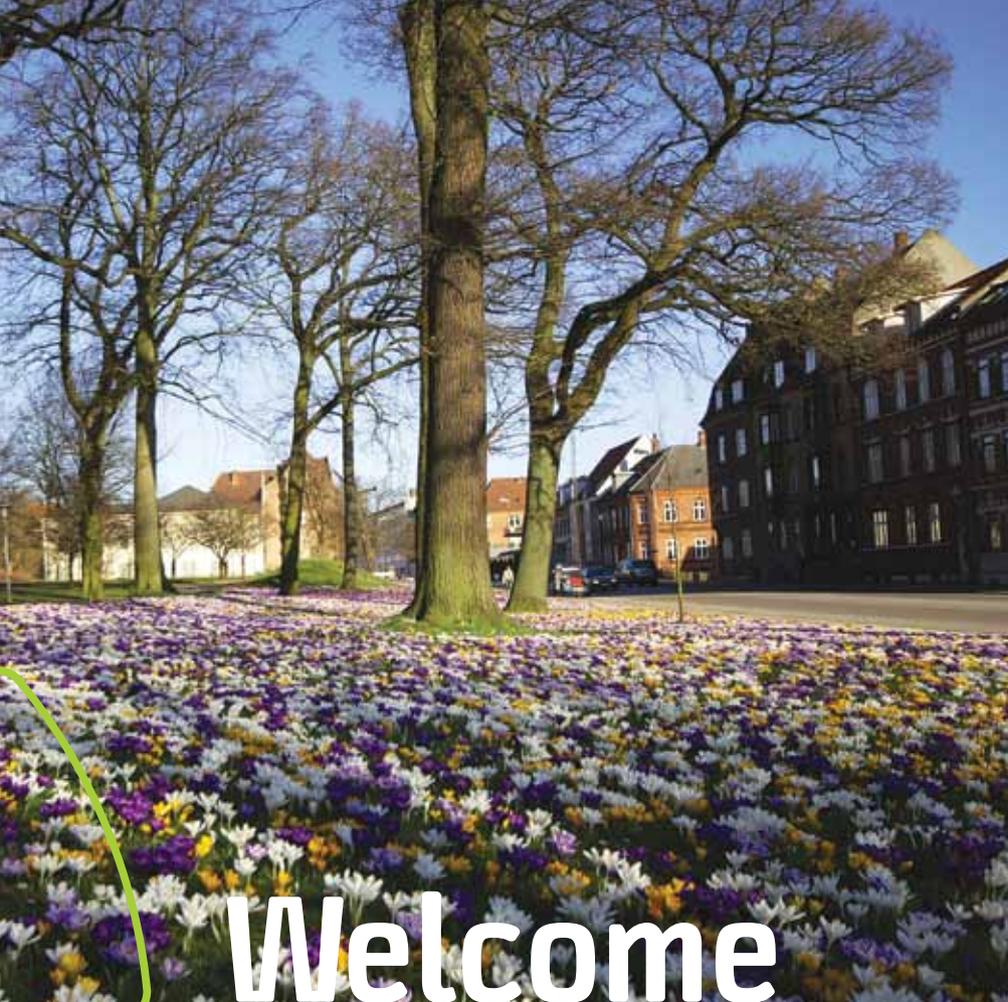
Phone



Vocabulary



Working · Living · Horsens & Hedensted



Welcome

TO HORSENS AND HEDENSTED

Dear newcomer

Welcome to Horsens, Hedensted and district!

We are pleased that you have chosen to settle in our beautiful area.

Horsens and Hedensted have a lot to offer. We have a rich cultural life, a beautiful natural environment, and an engaging social setting with a large variety of activities and events.

HORSENS KOMMUNE



HEDENSTED
KOMMUNE

This welcome folder will help you to get started on your new life in Horsens, Hedensted and district and provide you with a wide range of practical information on moving to and living in this area.

We hope you will find this folder useful and that it will make your start here a little easier.

Once again, welcome – we hope you will enjoy living here.

City of Hedensted

City of Horsens

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Arriving in Denmark

A step-by-step guide

Arriving in Denmark

A step-by-step guide



Welcome to Denmark, and welcome to Horsens, Hedensted and district.

To make sure that you have all the right papers and registrations you need in order to be able to work and live in Denmark, we suggest that you follow our step-by-step guide, which takes you through the various steps of registration with the authorities and explains the papers and documentation you need to bring.



It is important that you register in the right sequence and at the right place. The registration procedure depends on your nationality. You can see which procedure is required on the following pages.

A distinction is made between:

- Citizens from the EU/EEA and Switzerland
- Non-EU/EEA citizens
- Cross-border commuters



Citizens

from the EU/EEA and Switzerland

Citizens from the EU/EEA and Switzerland

Citizens from the EU/EEA and Switzerland can take employment in Denmark and start work immediately after an employment date has been set. If you have given up your permanent address abroad to work in Denmark, you must register as a foreign national in Denmark under the procedure below. a citizen of Finland, Iceland, Norway or Sweden, you do not need to apply for a certificate of registration as all citizens from Nordic countries have the right to reside in Denmark without permission.

Step 1

Government Administration – Certificate of Registration

First, you need to apply for a registration certificate. Your application should be submitted to the nearest Government Administration office to obtain the certificate. You must appear in person.

Remember to bring:

- Passport or ID with photo
- Employment contract (Students will need to bring a letter of enrolment from a Danish educational institution, and a declaration that they have sufficient means, such as a transcript from a bank account, notification of scholarship, etc)
- Two passport photos
- Completed application form for EU residence certificate, which can be found at www.statsforvaltning.dk. The application form is called OD1

The nearest Government Administration office is at:

Lyseng Alle 1
DK- 8270 Højbjerg
(in Aarhus)

The Danish word for Government Administration is Statsforvaltningen.

Step 2

Citizens' Service office – Civil Registration (CPR) Number and Health Insurance Card

To obtain a civil registration (CPR) number and a health insurance card, you must register at the Citizens' Service office in the municipality of residence.

Remember to bring:

- Passport or ID with photo
- Registration certificate
- Marriage certificate and children's birth certificates if applicable (original documents)

When you have been registered, you will be issued with a Danish CPR number, and a yellow health insurance card will be sent to your registered address. When you register with the Citizens' Service office you will also be asked to choose a general practitioner (GP). You will be able to choose from a list at the Citizens' Service office. You will need your yellow health insurance card when contacting your GP, hospitals and dentist. You are entitled to the same health services as a Dane. (See more on procedures and rights in the section on Health Care.)

Citizens

from the EU/EEA and Switzerland

Find the address of the nearest Citizens' Service office in your municipality of residence in the section on Citizens' Service.

The Danish word for Citizen's Service is Borgerservice.

Step 3 Income Tax – Tax Card

When you work in Denmark, you must also pay income tax in Denmark, and you will therefore need a tax card. SKAT is the Danish Tax Authority which issues tax cards.

 We recommend that you consult SKAT's website in order to learn more about how to contact SKAT and how to obtain a tax card at www.skat.dk/english.

 **We recommend that you bring the following documents if you are to meet with SKAT in person:**

- Passport or ID with photo
- Marriage certificate (if applicable) (original document)
- Supporting documentation for your address in Denmark (such as a rental contract for your accommodation)
- The latest income tax return from your former country of residence
- Employment contract
- Bank details from your home country

 Please note that if your income changes, if you purchase a property, if you take out a loan etc. you must contact SKAT. A new tax card will then be issued.

The Danish word for tax is skat.

For Horsens, Hedensted and district the tax centre is located at:

Skattecenter Horsens
Løvenørns­gade 25
DK-8700 Horsens

Step 4 Bank Account

You must have a bank account to receive your salary. You will only be able to open a bank account after you have been issued with a CPR number (see above).

 **Remember to bring:**

- Employment contract (If you are a student you should bring your letter of enrolment from the Danish educational institution you attend)
- Passport or ID with photo
- Proof of address in Denmark (such as a rental contract for your accommodation)
- Your CPR number
- Ask the Bank to make the account a "NemKonto".

The Danish word for bank is bank.

 **For more information**

- www.workindenmark.dk
- www.newtodenmark.dk
- www.skat.dk/english
- www.statsforvaltningen.dk
(also in English, with more information on registration for EU residents).

Citizens

from other (non-EU/EEA) countries

Citizens from other (non-EU/EEA) countries

If you are a citizen from a country outside the EU/EEA, it is essential that you have been granted a work and residence permit before you start working in Denmark.

If you have already obtained a residence and work permit, continue at step 2.

Step 1

Immigration service

– Residence and Work Permit

You should have submitted your application for a residence and work permit to the Immigration Service in Denmark or to a Danish representative office (embassy or consulate) in your home country.



For further information on the various schemes, procedures, application forms and those persons who can expect to be granted a residence and work permit, please consult the website of the Danish Immigration Service at www.newtodenmark.dk

Step 2

Citizens' Service office – Civil Registration (CPR) Number and Health Insurance Card

Once you have been granted a residence and work permit, you must be registered with the national registration office at the Citizens' Service office in your municipality. You need to be registered to obtain a civil registration (CPR) number and a health insurance card. You will also be asked at the Citizens' Service office to choose a personal general practitioner (GP). You will be able to choose from a list at the office.



Remember to bring:

- Passport or ID with photo
- Work and residence permit
- Marriage certificate and children's birth certificates if applicable (original documents)

When you have been registered, you will be issued with a Danish CPR number, and a yellow health insurance card will be sent to your registered address. You will need your yellow health insurance card when contacting your GP, hospitals and dentist. You are entitled to the same health services as a Dane. (See more on procedures and rights in the section on Health Care.)

Find the address of your nearest Citizens' Service office in your municipality in the section on Citizens' Service.

The Danish word for Citizens' Service is **Borgerservice**.

Step 3

Income Tax – Tax Card

When you work in Denmark, you must also pay income tax in Denmark, and you will therefore need a tax card. SKAT is the Danish Tax Authority which issues tax cards.



We recommend that you consult SKAT's website in order to learn more about how to contact SKAT and how to obtain a tax card at www.skat.dk/english.

Citizens

from other (non-EU/EEA) countries



We recommend that you bring the following documents if you are to meet with SKAT in person:

- Passport or ID with photo
- Marriage certificate if applicable (original document)
- Supporting documentation for address in Denmark (such as a rental contract for your accommodation)
- The latest income tax return from your former country of residence
- Employment contract
- Bank details from your home country



Please note that if your income changes, if you purchase a property, if you take out a loan etc. you must contact SKAT. A new tax card will then be issued.

For Horsens, Hedensted and district the tax centre is located at:

Skattecenter Horsens
Løvenørnsgade 25
DK-8700 Horsens



The Danish word for tax is skat.

Step 4 Bank Account

You must have a bank account in order to receive your salary. You will only be able to open a bank account after you have been issued with a CPR number (see above).



Remember to bring:

- Employment contract (If you are a student you should bring your letter of enrolment from the Danish educational institution you attend)
- Passport or ID with photo
- Proof of address in Denmark (such as a rental contract for your accommodation)
- CPR number
- Ask the Bank to make the account a "NemKonto".



The Danish word for bank is bank.



For more information

- www.workindenmark.dk
- www.newtodenmark.dk
- www.skat.dk/english



Cross-border workers

Cross-border workers

Cross-border workers do not have to apply for a registration certificate or a residence and work permit. However, as soon as you start work in Denmark, you must register at the Citizens' Service office in the municipality of your employer.



You may be considered a cross-border worker if you are an EU/EEA citizen and you:

- Work in Denmark and
- Have a permanent address in your home country and
- Regularly return to your country of residence

Step 1

Citizens' Service

– Special Health Insurance Card

You must register at the Citizens' Service office in the municipality of your employer to obtain a special health insurance card. The office will issue a special health insurance card for cross-border workers: ask for the E106 application form. Cross-border workers will not receive a CPR number.



In order to obtain a special health insurance card, it is a precondition that you:

- Work a minimum of nine hours a week, 18 hours per 14 days, or 39 hours a month
- Contribute to the ATP (Danish Labour Market Supplementary Pension Scheme)
- Do not work in your country of residence.



Remember to bring:

- Passport or ID with photo
- Supporting documentation for marital status (original documents)
- Employment contract

Find the address of the Citizens' Service office in the municipality of your employer in the section on Citizens' Service.



The Danish word for Citizens' Service is Borgerservice.

Cross-border workers

Step 2 Income Tax – Tax Card

You must have a tax card when you work in Denmark. SKAT is the Danish tax authority which issues tax cards. As a cross-border worker you will receive a personal tax number and a tax card as a cross-border commuter at the tax centre.



We recommend that you consult SKAT's website in order to learn more about how to contact SKAT and how to obtain a tax card at www.skat.dk/english.



We recommend that you bring the following documents if you are to meet with SKAT in person:

- Passport or ID with photo
- Supporting documentation for marital status (marriage certificate if applicable)
- Supporting documentation for your address in your country of residence
- Latest income tax return from your country of residence
- Employment contract
- Bank details from your country of residence

For Horsens, Hedensted and district the tax centre is located at:

Skattecenter Horsens
Løvenørnsgade 25
DK-8700 Horsens

The Danish word for tax is skat.

Step 3 Bank Account

You must have a bank account in order to receive your salary. As a cross-border worker you can only open a bank account after you have obtained a tax card.



Remember to bring:

- Employment contract
- Passport or ID with photo
- Personal tax number/tax card
- Ask the Bank to make the account a "NemKonto".

The Danish word for bank is bank.



For more information

- www.workindenmark.dk
- www.newtodenmark.dk
- www.skat.dk/english



Citizens' Service

Your point of entry to the authorities

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Citizens' Service

Your point of entry to the authorities

The Citizens' Service office is your point of entry for contact with the authorities in Denmark, where you can ask any question you may have. You can obtain help and guidance on everything from health insurance, passports and driver's licences to housing benefit, day care placements and other services provided by the public authorities.

As a newcomer to Denmark, the Citizens' Service office is where you must register to obtain a CPR number and a health insurance card. (See the section on Arriving to Denmark – a step by step guide).

The Citizens' Service Centres in Horsens, Hedensted and district are at:

Horsens

BorgerService Horsens
Rådhusstorvet 4
DK-8700 Horsens
Phone: 7629 2929

Opening hours

Monday-Wednesday: 10.00 - 15.00
Thursday: 10.00 - 17.00
Friday: 10.00 - 13.00

Hedensted

BorgerService Hedensted
Niels Espes Vej 8
DK-8722 Hedensted
Phone: 7975 5000

Opening hours

Monday-Wednesday: 9.00 - 15.00
Thursday: 9.00 - 17.00
Friday: 9.00 - 13.00

The Danish word for Citizens' Service is **Borgerservice**.







Health care

How it works in Denmark

Health care

How it works in Denmark



Denmark has a public health insurance system. The Danish public healthcare system is tax-financed, and the majority of health services, such as hospital services and visits to doctors, are free of charge. If you have a Danish residence permit and a civil registration (CPR) number, you are entitled to public health insurance in Denmark.

As explained in the section "Arriving in Denmark", you must be registered and issued with a CPR number to qualify for public health insurance. This should be done at the Service Centre where you live. When you have registered you will receive a health insurance card by mail. (See the section "Arriving in Denmark: a step-by-step guide").

Health insurance card – your entitlement documentation

The health insurance card is your documentation that you are entitled to treatment and services under the public health insurance scheme. This card is often referred to as the "yellow" health insurance card.



You must bring your health insurance card with you when you need health services. The card carries your name, address, civil registration (CPR) number and the name, address and telephone number of your general practitioner.



Nice-to-know:

- The civil registration (CPR) number is the Danish version of a social security number
- We recommend that you keep your health insurance card with you at all times in case you need to contact your GP, dentist or a hospital.
- If you move to another address, you must report your change of address to the Citizens' Service office. A health insurance card with your new address will then be issued.

Health care

How it works in Denmark



- 1 The phone number and address of your GP are here
- 2 Your CPR number is here

The Danish word for health insurance card is sundhedskort.

How to contact your general practitioner

As also explained in the section "Arriving in Denmark", you are allocated a personal doctor (general practitioner or GP). You must select a GP when you register with the Civil Registration Office (see "Arriving in Denmark: a step-by-step guide"). You will be provided with a list of doctors at the Citizens' Service Centre from which you must choose your personal GP.

You must book an appointment with your GP before visiting the surgery. You can consult your GP when you are sick or otherwise require a consultation. The GP also provides prescriptions, vaccinations, advice on birth control and pregnancy, gynaecological examinations, advice on stopping smoking, and referrals to specialists or for hospital treatment when needed.

Nice-to-know:

- Your GP's name and phone number are on your health insurance card.
- Your GP's typical opening hours are similar to most official office hours.

The Danish word for GP is læge.

What to do when your GP's surgery is closed – out-of-hours medical service

You can contact the out-of-hours medical service outside your personal GP's hours. The out-of-hours service can only be contacted by phone and should only be contacted if you cannot wait for a consultation with your own GP. Contact the out-of-hours medical service if you need immediate medical attention.

The opening hours for the out-of-hours medical service are:

Weekdays:	16.00-08.00
Weekends/holidays:	24-hour service

Call the out-of-hours medical service at **7011 3131**

What to do

An emergency doctor will determine over the phone whether a telephone consultation is sufficient by asking you a couple of questions about your symptoms, temperature etc. If the doctor determines that you need a physical examination, he or she will refer you to the nearest venue for after-hours consultation. Please note that you cannot arrive for a consultation without a referral from the emergency doctor.

Health care

How it works in Denmark

The venue for consultations is:

Regionshospitalet Horsens
Sundvej 30, DK-8700 Horsens
(entrance F from Sundvej)

Nice-to-know:

- When calling the out-of-hours medical service, you should have your health insurance card in front of you as you will be asked for your civil registration (CPR) number.
- If the person needing medical attention is your child, you will need to have your child's health insurance card in front of you.

In Danish, the out-of-hours medical service/emergency doctor is called Lægevagten.

Where to buy your medicine – prescriptions and pharmacies

You must pay for your own medication, which can be bought at pharmacies.

Some types of medicine are prescription only, and you will therefore need a prescription from your GP before you can obtain the medicine from the pharmacy.

Find it here

You can find the nearest pharmacy in the yellow pages. Go to www.degulesider.dk, choose English, and search for "pharmacy" in your postal code.

Nice-to-know:

- If you need to purchase medication outside the pharmacies' opening hours, you can call your local pharmacy for details of their out-of-hours service.

The Danish word for pharmacy is apotek.

Emergency number – Alarm 112

If somebody suddenly collapses, cannot breathe, suffers an accident or is attacked, you should call the emergency centre immediately on 112. The centre will send an ambulance, police or other form of help immediately.

In case of an emergency please dial 112

Nice-to-know:

- The emergency centre will ask for your name, address and the phone number from which you are calling.
- Calls to 112 are free from both landline and mobile phones.

Going to an accident and emergency ward or the hospital

Accident and emergency (A&E) wards treat serious injuries such as a broken finger which cannot be treated by your own GP.

Health care

How it works in Denmark

You will need a referral from your own or the out-of-hours doctor for treatment by the A&E ward. If you require an examination or treatment at the hospital, you will need a referral from your GP, a specialist or the out-of-hours medical service.

Address of A&E ward:
Regionshospitalet Horsens
Sundvej 30
DK-8700 Horsens
(entrance F from Sundvej)



In the event of acute emergencies requiring treatment at the A&E department, call **7927 4520**.

The Danish word for A&E ward is skadestuen.

The Danish word for hospital is sygehus.

Taking care of your teeth – the dentist

Universal dental treatment is not included under the Danish public health insurance system and is therefore not free. Adults must find a private dentist. Children under the age of 18 are entitled to free dental treatment.



Find it here

There is a list of dentists in your area in the yellow pages. Go to www.degulesider.dk, choose English, and search under "dentist" in your postal code.

The Danish word for dentist is tandlæge.

Bringing a child into the world – pregnancy and birth

If you become pregnant, you should contact your GP, who will examine you and advise you further on the various examinations, scanning, birth, midwife etc. After the birth you will be contacted by a health visitor, who will offer to visit you in your home and provide advice and guidance on your baby's health. This is normal procedure in Denmark.

The Danish word for midwife is jordemoder.

The Danish word for health visitor is sundhedsplejerske.



More information

- www.newtodenmark.dk:
Go to the heading Citizen in Denmark.
- www.sundhed.dk
(choose English at the bottom of the page).
- www.regionshospitalet-horsens.dk
(information in English on the hospital in Horsens can also be found.)





Dealing with finances

taxes and insurance

Dealing with finances

taxes and insurance



Knowing what bank to choose, what insurances are needed and what to do about taxes can involve a jungle of information. You will find helpful information on a number of practical issues to help and guide you in matters such as banking, insurance, tax, and vehicle registration below.

Paying taxes

Various services such as libraries, roads, children's schools and the health sector are partially financed in Denmark through taxes. These taxes are collected by the Danish tax authority SKAT. If you have an income in Denmark, you are required to pay tax.

As a newcomer to Denmark, it may be difficult to understand the different regulations and laws, and we advise you to consult SKAT's website in order to learn more about how to contact SKAT and how to obtain your obligatory tax card. You can also get more information on the Danish tax system (See also the section "Arriving in Denmark: a step-by-step guide").

For Horsens, Hedensted and district the tax centre is located at:

Skattecenter Horsens
Løvenørnsgade 25
DK-8700 Horsens



www.skat.dk/english



You can also contact SKAT at their main number
7722 1818.



Nice-to-know:

- The brochure "Tax in Denmark – an introduction for new citizens" is available on SKAT's official website at www.skat.dk/english.

Dealing with finances

taxes and insurance

The Danish word for tax is skat.

Managing personal finance

When working in Denmark it is necessary to have a Danish bank account, as payments are increasingly being made electronically to payee bank accounts. This is the case for salaries, but also for other payments such as cash benefits, child maintenance payments and pensions, to mention a few.

Choosing a bank

You need a bank account for payment of your wages. Ask your employer or colleagues about which banks they recommend. All banks are private. Opening an account is free. Remember to give your account number to your employer.

Go to the section "Arriving in Denmark: a step-by-step guide" in this folder for information on how to open a Danish bank account and what documents you will need to bring.

Find it here

To find a Danish bank, go to the yellow pages at www.degulesider.dk and choose English. You can then search for banks within your postal code.

Nice-to-know:

- It is possible at www.mybanker.dk to compare prices for the services offered by the different banks. The website is in Danish only.

The Danish word for bank is bank.

NemKonto

In Denmark we operate with a so-called "NemKonto", which was introduced in 2005. All citizens are asked to specify one account, usually a salary account, to which all public sector institutions can make payments, such as tax refunds, family allowances etc. The idea is that the public sector institutions can make payments cheaply and simply. All banks can register a salary account as a NemKonto.

Find it here

Find out more about NemKonto at www.nemkonto.dk, which has a Frequently Asked Questions section in English that may be able to answer some of your questions.

NemKonto translates to Easy Account.

Dealing with finances

taxes and insurance

Bank cards in Denmark

The cards typically used in Denmark are cash cards, debit cards and credit cards. Below is a description of the different types of cards:

TYPE OF CARD	DESCRIPTION	PRICE
Cash card	Normally this can only be used to withdraw cash from a cash point machine at your own bank. You cannot make payments with it.	Free
Debit card	Can be used to withdraw cash from cash points at different banks. Can also be used to make payments in stores etc. The amount is immediately deducted from your account. The most commonly issued debit card is Dankort, which can only be used in Denmark and in selected stores in the border area in Germany. We recommend a combined VISA/Dankort, VISA Electron or Maestro if you want a debit card for use outside Denmark.	Usually no charge Up to DKK 150 for VISA and similar cards
Credit Cards	Can usually be overdrawn. The holder receives a monthly statement. You must have a good credit rating, which means you need to document that regular deposits will be credited to your account. The credit cards used most often in Denmark are MasterCard and VISA.	Ask your bank or credit card issuer.



Nice-to-know:

- In some stores in Denmark it is still not possible to pay with international credit cards, and we therefore recommend that you obtain a Dankort, which is a nationally accepted debit card, or a combined VISA/Dankort, which you will then be able to use both nationally and internationally.

What insurances do I need?

It can be beneficial to take out private insurance to avoid unnecessary financial surprises in the event of burglary, accidents etc.

Some types of insurance are compulsory by law in Denmark while others are optional. You will need to contact an insurance company to take out a policy. All insurance companies are private and there are large variations in prices, so it may be a good idea to shop around. The most common types of policies are discussed below.



Dealing with finances

taxes and insurance

Home insurance

Whatever your choice of accommodation – rented or home owner – you are advised to take out a home insurance policy which provides cover for nearly all your belongings which could be damaged or lost due to fire, theft or water damage. Any theft must be reported immediately to the police to be covered by insurance.

The Danish word for home insurance is *indboforsikring*.

Accident insurance

If you take out an accident insurance policy you can receive compensation for any loss or injury you may experience in an accident.

In Denmark we distinguish between an accident happening at work and accidents happening outside work:

- **Accidents happening outside work:**
If you have an accident outside work you will be covered if you have taken out private accident insurance.
- **Accidents at work:**
If the accident happens at work, your employer is obliged to carry insurance which can provide compensation for your injury.

The Danish word for accident insurance is *ulykkesforsikring*.

Liability insurance

Liability insurance provides cover if you as a private person carry the liability to pay compensation if you or a member of your household cause injury/damage to a third person or persons or their belongings. In some cases you are obliged by law to take out a liability insurance policy (see above).



It is compulsory to take out an insurance policy:

- **If you are a home owner**
Compulsory fire insurance
- **If you are a dog owner**
Compulsory liability insurance
- **If you own a motorised vehicle**
Compulsory liability insurance

The Danish word for liability insurance is *ansvarsforsikring*.



Find it here

You can compare prices and terms and conditions on the website www.forsikringsguiden.dk (Danish only).



Nice-to-know:

- Be aware that you may be able to obtain a good offer through your trade union if you choose to become a member. (See more in the section Working in Denmark.)

The Danish word for insurance company is *forsikringselskab*.





Working

in Denmark

Working in Denmark



Below is an introduction to the Danish labour market, your rights and opportunities as an employee, and what to do if you lose your job.

How the Danish labour market works

We do not have a tradition of legislating in the area of the labour market in Denmark. The labour market is regulated primarily through agreements on wages and working conditions decided by employee labour unions and employer associations in so-called collective agreements.

Collective agreements contain rules regarding your salary, working hours, training, pension, salary during illness, and terms of notice. The above parties are responsible for ensuring compliance with these agreements.

Only in exceptional cases are labour market conditions regulated by law, and in some areas minimum requirements are set by law. For example, the law stipulates that all employees have the right to five weeks of vacation a year, both men and women have the right to parental leave, and as an employee you have the right to an employment contract.

Trade unions

The way the Danish labour market functions is underpinned by the fact that around 80% of Danish workers are members of a trade union. As a foreign national working in Denmark, you are also free to join a trade union. If you choose to join a trade union, your choice of union depends on your training/position and your workplace.

Working in Denmark

Nice-to-know:

- The way in which the Danish labour market is governed through collective agreements is often referred to as the "Danish labour market model".
- If you as an employee are not a member of a trade union or if you are not covered by a collective agreement, the terms of employment are regulated by the contract agreed between the employer and the employee and the legally stipulated minimum standards.
- Membership of a trade union is a way of ensuring that your contract is in accordance with legal requirements and Danish labour market standards.

The Danish word for collective agreement is **overenskomst**.

Employment contract – a legal right

As a foreign employee, you are covered by the same rules as Danish employees, and the law stipulates that you must have an employment contract which specifies the most important terms and conditions of your employment. If you are covered by a collective agreement, your contract will typically include references to the agreement in question.

An employment contract should at a minimum include:

- Names and addresses of employer and employee
- The location of the workplace or where the work is primarily to be performed
- Job specification, job title or category
- The commencement date and the duration of the employment if it is not permanent

- The employee's rights in relation to holidays and whether holidays are paid
- Terms of resignation for both employer and employee
- Terms of an agreed salary and allowances or other types of remuneration and the frequency of salary payment
- The normal daily and weekly hours of work

Hours of work and breaks

The standard working week in Denmark is 37 hours over five days. Your standard hours of work will be stipulated in your contract.

Lunch breaks are typically half an hour. Lunch breaks are paid as regular working hours in the public sector, but they are not normally included in the employee's hours of work in the private sector, although this varies from workplace to workplace and will be specified in your employment contract.

Nice-to-know:

- Lunch in Denmark is usually eaten in the company canteen or a small lunch room. Danes rarely go out to eat during their lunch break. Many Danes also bring their own lunch, depending on the arrangements at work.

The Danish word for lunch break is **frokostpause**.

Working in Denmark

Notice of resignation

As noted above, the notice of resignation for both employer and employee must also be stipulated in the employment contract. If you as an employee are covered by a collective agreement, the terms of notice are typically stipulated in this agreement.

As a salaried employee, your notice of resignation under the Salaried Employees' Act is as follows for employers and employees:



For employees:

- One month unless otherwise stipulated in your employment contract.



For employers:

- Up to six months of employment, the employer must give one month's notice of termination
- After six months and up to three years of employment, the employer must give three months' notice of termination
- After three years of employment, the employer must give four months notice of termination. The term of notice is then extended by one month for every three years of employment to a maximum of six months.

The Danish word for the Salaried Employees Act is **Funktionærloven**.

If you lose your job

You are not automatically insured against unemployment in Denmark, as is the case in many other European countries.

Unemployment insurance in Denmark is voluntary, and you must therefore take out an unemployment insurance policy yourself. As you must have been a member of an unemployment insurance fund for at least a year to obtain cover, it is recommended that you take out an insurance policy as soon as possible.

Unemployment insurance fund

An unemployment insurance fund is a private fund where you can take out an insurance policy that will cover you if you lose your job. Most unemployment insurance funds work together with specific labour unions, but membership of both a union and an unemployment insurance fund is not compulsory.



Becoming a member

If you are between the ages of 18 and 63 and reside in Denmark, you can become a member of an unemployment insurance fund.

This is also the case if you are from another EU/EEA country and work in Denmark

You can be insured for full-time or part-time work.

The Danish word for unemployment insurance fund is **A-kasse**.



Find it here

The National Directorate of Labour (Arbejdsdirektoratet) can advise you regarding which unemployment insurance fund to choose. The Directorate's website has a list of the various unemployment insurance funds at www.adir.dk (Danish only).

Working in Denmark

Unemployment benefits

If you become unemployed, you must register as a job-seeker with the local job centre on the first day of unemployment in order to be able to claim unemployment benefits.

You will only be able to receive unemployment benefits if you are member of an unemployment insurance fund.



Nice-to-know:

- If you are not a member of an unemployment fund, you may qualify for cash benefit or start aid.
- You are entitled to cash benefit if you have resided in Denmark in seven of the last eight years. If this is not the case, or you are unable to provide for yourself, you will receive start aid. Start aid is less than cash benefit.

In Horsens and Hedensted the local job centres are at:

Jobcenter Horsens

Samsøgade 3
DK- 8700 Horsens
Phone: 7629 4700
jobcenter@horsens.dk

Opening hours

Monday-Wednesday: 9.00 - 15.00
Thursday: 9.00 - 17.00
Friday: 9.00 - 13.00

Jobcenter Hedensted

Niels Espes Vej 8
DK- 8722 Hedensted
Phone: 7975 5400
jobcenter@hedensted.dk

Opening hours

Monday-Wednesday: 9.00 - 15.00
Thursday: 9.00 - 17.00
Friday: 9.00 - 13.00



Find it here

You can also visit www.jobnet.dk to learn more about the rules and regulations regarding unemployment and unemployment benefits. (Part of the website is also in English.)



The Danish word for unemployment benefit is dagpenge.



For more information

- www.workindenmark.dk
- www.newtodenmark.dk







Getting around

in Horsens and Hedensted – transport

Getting around

in Horsens and Hedensted – transport



By car

If your transportation involves a car, there are a number of issues you need to be aware of as a foreign national living in Denmark. These are mainly concerned with vehicle registration, driver's licence and parking.



Special - attention:

- In Denmark, you are required by law to have liability insurance if you own a motorised vehicle. This insurance covers damage that may be caused to other people and their property. (See more in the section on insurance.)

The Danish word for car is bil.

Bringing and using a car registered abroad

If you have brought your own car to Denmark, you should make sure that you are aware of what this entails as the rules for driving a motor vehicle registered abroad are complex. The Danish Tax Authority (SKAT) is responsible for the administration of these rules and offers advice and information on the matter.

If you use a car registered abroad, you will be required to pay a special registration fee. You are advised to contact SKAT as soon as possible after you arrive in Denmark to familiarise yourself with the regulations.



Go to SKAT's website in order to learn more about how to contact SKAT on this matter at www.skat.dk/english.

Getting around

in Horsens and Hedensted – transport



Special-attention:

- If you have a permanent address in Denmark, you must register for Danish licence plates and pay a registration tax no later than 14 days after you have taken up residence in Denmark.
- If you do not have a permanent address but you are here as e.g. a student or working for a company in Denmark, you must apply for a special permit to drive a foreign-registered car.
- You can download the application form from www.skat.dk/english, where you can also find more information.

Converting a foreign driver's licence when taking up residence in Denmark

Whether or not you need to convert your foreign driver's licence to a Danish licence depends on where your foreign licence was issued. You only need to convert your licence if you have taken up residence in Denmark.



Driver's licence issued by an EU/EEA country and Switzerland:

- Your licence is valid and does not have to be converted to a Danish licence.



Driver's licence issued by a non-EU/EEA country:

- Your licence must be converted to a Danish licence.
- You need to convert your foreign driver's licence no later than 14 days after you register your address in Denmark. You must go in person to the Citizens' Service office in your municipality, where you will be given a form to fill out.

Find the address of your nearest Citizens' Service office in the section on Citizens' Service.



You need to bring the following with you:

- Your valid foreign driver's licence
If you are not a Danish or Scandinavian citizen, you must bring a valid residence permit (or certificate of residence if you are an EU citizen)
- A valid passport
- A doctor's certificate issued by your personal general practitioner
- A photograph (colour or black and white)



Nice-to-know:

- The photo must meet applicable driver's licence requirements – talk to a passport photo photographer, who will know the details.
- If your foreign driver's licence has not been issued in Latin characters and is not available in German, English or French, you must bring a translation by an authorised translator.



The Danish word for driver's licence is kørekort.

Getting around

in Horsens and Hedensted – transport

Driving Test

In order to convert your foreign driver's licence to a Danish licence, you must pass a driving test (theory and practical).

Nice-to-know:

- From 1 July 2009, it is not necessary to pass a driving test when exchanging a driver's licence issued in the Australian Capital Territory, Japan, Taiwan, South Korea, Russia or Switzerland.

Parking

Denmark has a range of rules regarding parking. In many parking spaces you can park free, but with a time limit (usually 1-3 hours). You will need a parking disc (see below) for this.

In other parking spaces you may need to buy a ticket or set a parking meter. If you fail to set your parking disc or you do not set a parking meter or buy a ticket, you risk a fine issued by a parking attendant.

- The fine is currently (2010) DKK 510-590 depending on whether the parking is public or private.

Parking disc

A parking disc is a small clock-like disc placed at the bottom right-hand (passenger's) side of the windscreen. When parking, you must set the current time. Important: you may receive a ticket if you forget to set the parking disc.

Nice-to-know:

- You are advised to buy a parking disc as soon as possible as this is generally required for many parking spaces, especially near supermarkets.
- Parking discs can be bought at petrol stations, post offices, larger supermarkets, car dealerships and other venues.

The Danish word for parking disc is *p-skive/parkeringskive*.

Public parking

Public parking is parking in public spaces and on public roads. You must follow standard traffic rules for parking on public roads. A municipal parking officer or the police check compliance with the rules. Public parking signs indicate which days of the week and within which time periods you will need to buy a parking permit or set the parking disc. Outside the indicated period you do not need to set your parking disc or buy a permit.

You can see how many hours you can park free here. Remember to set the parking disc. **1**

You can see the period within which you need set your parking disc here. **2**

A period in parentheses refers to the rules applicable on Saturdays. **3**

- If it says P-billet on the sign, you need to buy a parking permit.

Getting around

in Horsens and Hedensted – transport

Private parking

Parking spaces are increasingly being run by private companies. Private companies are required by law to clearly indicate that it is a privately run parking lot and to display the applicable rules. Private parking signs will indicate whether you need to set your parking disc, for how long you can park, or if you need to buy a parking permit.

Nice-to-know:

- Look for signs that state how long you can park for or if a parking permit is needed. Do not hesitate to ask if you are in doubt about what the signs mean.

The Danish word for a parking permit is **P-billet**.

By Bus

You can make your way around Horsens on the city buses. Most buses start at the railway station, where you will also find the regional buses which travel beyond Horsens.

Public transport within the Central Denmark Region is managed by Midttrafik.

Find it here

The timetables for city buses in Horsens and within Horsens, Hedensted and district can be found at www.midttrafik.dk.

Nice-to-know:

- You can buy single tickets in the bus. Buses in Denmark do not necessarily stop at every bus stop, so it can be a good idea to signal the driver if you want to board the bus.

The Danish word for bus is **bus**.

By train

You can travel to most parts of Denmark by train. Tickets can be bought at the station at a vending machine, or online. Some stations have shops where you can also buy tickets and receive guidance within the shop's opening hours.

Find it here

Schedules and tickets can be viewed and bought on DSB's (the Danish State Railways') official website at www.dsb.dk. If you need to plan a trip or find information on schedules for trains and buses, go to www.rejseplanen.dk (journey planner), which has both English and German versions.

There are train stations in Horsens and Hedensted at the following addresses:

Horsens Banegård
Andreas Steenbergs Plads 1
DK-8700 Horsens

Hedensted Station
Stationsvej
DK-8722 Hedensted



Getting around

in Horsens and Hedensted – transport



Nice-to-know:

- You will need to buy a ticket before boarding the train or you risk a fine.
- For both buses and trains you can buy single tickets, multi-ride tickets or a monthly travel card.
- If you are going on a longer trip, it can be a good idea to make a seat reservation as trains can often be crowded, especially on weekends.
- DSB has a number of discount schemes such as DSB Orange (for everyone) and DSB Wildcard (for students). More information is available on DSB's website at www.dsb.dk.



The Danish word for railway station is **banegård** and the word for train is **tog**.

By bicycle

Many people in Denmark use their bicycle as a regular means of transport, and the infrastructure is therefore also adapted to take account of the many people travelling by bicycle. If you need a bicycle at a reasonable price, we suggest that you check local newspapers as there are often used bicycles for sale. You can also check for cheap bicycles on the internet (see next page).



Find it here

You can look for used bicycles on www.dba.dk, where you can buy and sell new and used items. The website is in Danish, but look under the heading "Cykler".



Nice-to-know:

- Some intersections have separate small traffic lights for cyclists, which must be obeyed.
- When travelling in darkness, your bicycle is required by law to have both a front and a rear light.



The Danish word for bicycle is **cykel**.



For more information

For more information on cycling in Denmark, visit the website of the Danish Cyclists Federation at www.dcf.dk, where you will also find a helpful guide on cycling and Danish cycling culture in English.



Finding a place to live

Finding a place to live



Settling down in our beautiful area, you can rent or buy a place to live. Some useful advice and practical information on the different forms of accommodation is provided below to help you to make the choice that best fits your needs. We have also provided you with a couple of tips and links to where you can buy cheap furniture if you are only here for a limited period.

Renting

If you choose to rent a room, an apartment or a house, it is advisable to ask for a rental contract, which establishes the rights and obligations of both landlord and tenant.



This contract should specify:

- The monthly rent
- The size of the accommodation
- The condition of the accommodation when you enter or leave the rented property.

If you rent via a housing association, a written agreement must be provided by law. Private landlords are not required by law to do so, but we advise that you ask for one. The tenant is normally asked to pay a deposit or three months' rent in advance.



Find it here

You can search for rental accommodation at www.lejebolig.dk and www.boligportal.dk. Both websites have English versions. Private landlords usually have ads in the local newspaper. You can also contact a number of housing associations in Horsens, Hedensted and district. To find their contact details go to:

Horsens:

www.horsenskom.dk/Boligforeninger

Hedensted:

www.hedensted.dk
(use the search function and enter boligforening).



Finding a place to live

 If you have any questions about your written rental agreement or you have a disagreement with your landlord, you can contact the Tenants' Union in Denmark. The website in Danish is at www.lejerneslo.dk.

Nice-to-know:

- If you rent accommodation, we advise you to take pictures of any faults and broken items to document the state of your new accommodation on arrival.
- In Denmark the size of your accommodation is given in square metres. This includes the staircase and other communal areas outside the actual accommodation. All areas to which you have access are thus included in the total size of the accommodation.

 The Danish word for rental accommodation is **lejemål**.

 The Danish word for housing association is **boligforening**.

Housing benefit

If you live in rented accommodation, you may be eligible for housing benefit. You can find out more about housing benefit and obtain an application form at Citizens' Service offices. The benefit depends on the size of your household, your income and the rent you pay. Not everyone is eligible for housing benefit as their income may exceed the maximum.

 The Danish word for housing benefit is **boligstøtte**.

Buying a property

If you are interested in buying a property, you can contact a real estate agent who can provide guidance on how to buy a house or property. Note that some foreign nationals living in Denmark require special permission from the Ministry of Justice to buy a property.

 When buying a property in Denmark, you are obliged to pay tax on the value of your home, and you will therefore need to contact the Danish Tax authorities (SKAT), who will issue you with a new tax card.

Find it here

 You can also visit www.newtodenmark.dk to learn more about buying a property in Denmark. You can find properties at www.boligsiden.dk and www.boliga.dk, both websites which display properties for sale and connect you with the relevant estate agent.

Decorating your new home

If you are only here for a limited period and you have not been able to rent furnished accommodation, there are lots of ways to furnish your place relatively cheaply.

Local second-hand store

There are many local second-hand stores where you can buy furniture at reasonable prices.

The furniture is used, but you will usually be able to find items in good shape.



Finding a place to live



Find it here

Go to www.degulesider.dk and type "genbrugsforretning" and the local postal code for a list of second-hand stores in the area.

The Danish word for second hand store is **genbrugsforretning**.

Online sales

Online sales are an increasingly popular way of finding used furniture, and usually a good way of finding a bargain. Used furniture is sold mostly by private persons, but some companies also use these channels to sell their products. In most cases you will need to pick up the furniture yourself.



Find it here

Many people sell furniture at reasonable prices at www.dba.dk, which is similar to eBay. You can submit an offer on any item for auction at www.qxl.dk. Both websites are in Danish only.

Television and media licence

If you have a TV, radio, mobile phone or computer, you must pay a media licence fee. This charge is payable if you can receive radio and TV programmes through these media.

In Denmark, Danmarks Radio and TV2 are public service stations which are required to provide a wide range of radio and TV programmes of interest to all segments of the Danish population. A media licence fee is paid twice a year, and the fee is set by the Danish national parliament.



Find it here

You can register for a media licence at www.dr.dk/licens. You can choose "other languages" in the side bar.

The Danish word for media licence is **medielicens**.







Childcare and schooling

What are the options?

Childcare and schooling

What are the options?



Childcare

All infants and small children in Denmark are guaranteed accommodation at a childcare centre during the day. The day care service covers all children from 26 weeks to and including third grade.

Every child is guaranteed childcare placement within three months of application in accordance with the national childcare guarantee scheme. This also applies to newcomers.



Nice-to-know:

- It is very common in Denmark to have children placed in childcare during the day.
- If you have more than one child who needs childcare, you can receive a discount for siblings.



Nice-to-know:

- It is common in Denmark for parents to maintain an open dialogue with the staff at the childcare centre to learn how the child is doing, or to inform the staff of who will pick up the child at the end of the day.

The first three years

You can place your child up to the age of three in childcare. You can place your child in a day nursery with trained staff, but you can also place your child with a municipal childminding service where the child is cared for in the childminder's private home.



The Danish word for day nursery is vuggestue.

Childcare and schooling

What are the options?

The Danish word for childminder is dagplejer/
dagplejemor.

Age three until school starts

From the age of three until your child starts school, you can place the child in a kindergarten, which employs qualified staff. Your child will participate in many different activities and experiences in preparation for the challenges at school.

The Danish word for kindergarten is børnehave.

From school start until third grade

When your child starts school, you can have the child cared for before and after school hours. This is called after-school care, and the children can play, do their homework and participate in a number of leisure activities under the supervision of trained staff.

The Danish word for after-school care is skolefritidsordning, also called SFO in everyday language.



Find it here

To sign up for childcare or for more information, you can contact the childcare administration at the municipality you live in:

Horsens

Phone: 7629 2929

(Ask for the department of children and adolescents)

www.horsenskom.dk (Danish only)

Hedensted

Phone: 7975 5000

(Ask for the department of children and adolescents)

www.hedensted.dk (Danish only)

Schooling in Denmark

In Denmark, children must be given ten years of schooling between the ages of six and 16. Children start school in August in the year in which they turn six, commencing in pre-school. This is followed by nine years of schooling with an optional year in tenth grade. Parents have different options for schooling.



Childcare and schooling

What are the options?

The Danish word for municipal primary and lower secondary school is folkeskole.

The Danish word for pre-school class is børnehaveklasse.

Municipal primary and lower secondary school

Education in Denmark is free if your child attends the municipal primary and lower secondary school. Your child will automatically be enrolled at a school in the district to which you belong. You will receive a letter from the school informing you of the further process when your child approaches school age.

If you arrive in Denmark with your family and school-age children, you will need to contact the school in your district about enrolling your child.



Find it here

For more information on schooling you can contact the municipal department of children and adolescents by phone:

Horsens
Phone: 7629 2929
www.horsenskom.dk
(Danish only)

Hedensted:
Phone: 7975 5000
www.hedensted.dk
(Danish only)

Private schools

If you decide not to have your child enrolled in a municipal primary and lower secondary school, you can choose a private independent school. However, you must pay fees. You will need to contact the school yourself.



Find it here

You can find more information on private schools in Denmark at www.friskoler.dk. Also available in English.

You can search the English version for private schools within your postal code at www.degulesider.dk.

The Danish word for private school is friskole or privatskole.



Nice-to-know:

- It is common in Denmark for children to bring their own lunch to school.
- A parents' meeting is usually held at the school once or twice a year, where parents are informed of their children's progress.
- It is customary in Denmark to invite your child's classmates home after school when it is his or her birthday.



Childcare and schooling

What are the options?

International schools

In Denmark, it is also possible to enrol your child in an international school, where teaching is carried out in a language other than Danish. Most international schools operate according to the rules for private schools and you must therefore pay fees.

Students in international schools include both Danish students who wish to be taught in a language other than Danish, and foreign students who do not speak Danish. You must contact the individual school regarding its enrolment procedure.

There are no international schools in Horsens, Hedensted and district. The two closest international schools are in Viby J (southwest Aarhus) and Kolding.

International School of Aarhus /Interskolen

Engtoften 22
DK- 8260 Viby J, Denmark
Phone: 8611 4560
info@isaa.dk
www.isaa.dk

The Cosmo

Vesterbrogade 6
DK- 6000 Kolding, Denmark
Phone: 7630 1747
info@thecosmo.dk
www.thecosmo.dk

Youth education programmes

After ten years of mandatory schooling, many young people choose to enrol in a youth education programme. There is a wide variety of youth education programmes in Denmark, but they can basically be divided into two categories:

Vocational training programmes focus on developing practical skills aimed at the labour market.

Upper secondary schools focus on general and theoretical studies and are a pathway to higher education.



Find it here

If you want to know more specifically about these two types of programmes and what they have to offer, you can go to www.uuhorsenshedensted.dk and www.ug.dk. Both websites are in Danish only.



For more information

You can also find a lot more, and obtain more detailed information on the day care services, schooling and education system in Denmark, at www.newtodenmark.dk. The website is in English.







Conversing

with Danes

Conversing

with Danes

The official language in Denmark is Danish. However, many Danes are also competent in second and third languages. The second language in most cases is English as this is compulsory in primary and lower secondary schools. Taking additional language courses at school is optional. It is recommended that you take advantage of the opportunity to learn Danish as this will generally make communication easier.

Learning Danish

In Denmark, all foreign nationals over the age of 18 who have been granted residence and have been issued with a Danish CPR number are entitled to a publicly-financed language course. This also applies to all EU citizens employed in Denmark.



Find it here

Contact your local job centre for more information on applying for a Danish language course.

In Horsens, Hedensted and district these are at the following addresses:

Jobcenter Horsens

Samsøgade 3
DK-8700 Horsens
Phone: 7629 4700
jobcenter@horsens.dk

Jobcenter Hedensted

Niels Espes Vej 8
DK-8722 Hedensted
Phone: 7975 5400
jobcenter@hedensted.dk

Sprogcenter Midt in Horsens can also provide you with more information on the different free language courses. Information is available in English, German and Polish. Go to www.sprogcentermidt.dk for further details.

Tørring Daghøjskole also provides information on Danish language courses, but their website www.torringdaghojskole.dk is in Danish only.

What if I do not speak Danish or any language other than my mother tongue?

If you cannot yet speak Danish when you arrive, and you need to contact and communicate with your municipal or other civil authority, you may be able to obtain the services of an interpreter, if you cannot find a common platform for communication. The public authorities assess whether an interpreter is needed. They are also responsible for procuring the services of the interpreter.



Nice-to-know:

- When using an interpreter, he/she has a duty of confidentiality and must be neutral and unbiased.
- The interpreter is responsible for translating everything that is said as accurately as possible and may not deliberately omit anything.



The Danish word for interpreter is *tolk*.









Social life

What to do in Horsens and Hedensted

Social life

What to do in Horsens and Hedensted



Many foreign nationals living in Denmark can feel frustrated at first as they find that Danes can be hard to get to know. One reason for this perception is that Danes socialise in ways that are different in some ways from those of other countries. We have tried in this section to gather information on different ways of socialising in Denmark and to provide you with information on leisure activities and cultural opportunities in Horsens, Hedensted and district.

Leisure activities

A lot of focus is placed on leisure in Denmark, and a wealth of leisure opportunities therefore exists. A number of activities available in the local area are discussed below.

Associations and sports

Denmark is often referred to as a nation of associations. We have a strong tradition of belonging to an association where we can meet other people who share our particular interest. These associations include everything from friendship associations, cultural associations, associations for ethnic groups, athletic associations, patient associations, political associations,

religious associations, to associations for a variety of hobbies and interests.

Besides joining an association, there are many other sporting activities in Horsens, Hedensted and district, as well as many nature tracks in which you can run, walk, or go mountain biking. The opportunities are many.



Find it here

You can contact the cultural department in your municipality to learn more about the different associations in your area or visit www.kulturnaut.dk (including English version).

Horsens

Phone: 7629 2929

(ask for adviser on leisure activities (in Danish fritidskonsulent) in the cultural department)

kultur@horsens.dk

www.horsenskom.dk/kulturogfrigid (Danish only)

Social life

What to do in Horsens and Hedensted

Hedensted

Phone: 7975 5000

(ask for adviser on leisure activities (in Danish fritidskonsulent) in the cultural department)

mail@hedensted.dk (address it to the cultural department)

www.hedensted.dk/page25004.aspx (Danish only)



You can go swimming at:

- **Aqua Forum v. Forum Horsens**
www.forumhorsens.dk
- **Hedensted Svømmehal v. Hedensted Centret**
www.svom.dk
- **Hornsyld Svømmehal v. Hornsyld Idrætscenter**
www.bhs-hal.dk

Upgrading your skills – Evening classes

Many people in Denmark also use their leisure time to attend evening classes. These can be creative classes, language courses, science classes, or lectures.



Find it here

There are numerous possibilities in Horsens and Hedensted. You can find out more about these opportunities at:

AOF Horsens/Hedensted

www.horsens.aof.dk (Danish only)

FOF Rosing Ræderske

www.fof.dk (Danish only)

You can find the local division on the websites.

LOF

www.lof.dk (Danish only)

You can find the local division on the websites.

Enjoying nature

There are beautiful surroundings and great possibilities for wonderful experiences of nature in the area around Horsens and Hedensted and in eastern Jutland in general. There is the coastline with its lovely sandy beaches, a landscape of hills and river valleys, and Gudenå, a 160 km-long river which can be experienced in a canoe.



Find it here

For more inspiration on experiencing nature in Horsens, Hedensted and district, we recommend that you visit the tourist offices of the two municipalities:

Horsens

www.visithorsens.dk (English version)

Hedensted

www.visitjuelsminde.dk (English version)



Nice-to-know:

- Joining associations, sports clubs or evening classes is considered a common way of socialising in Denmark and it is a really good way of getting to know other people and bridging cultural, social and political differences as these associations normally emphasise the social aspect of their activities.
- When you join an association or sports club, you usually meet the same group of people once or twice a week.



The Danish word for association is forening.

The Danish word for adviser on leisure activities is fritidskonsulent.

Social life

What to do in Horsens and Hedensted

Shopping

There are plenty of shopping opportunities in Horsens, Hedensted and district.

Most retail stores close at 17.30 on weekdays and at 19.00 on Fridays. Most shops close early on weekends and remain closed on Sundays, although they may open for occasional special events, and around Christmas.

Supermarkets and discount stores usually close around 20.00 or 21.00 on weekdays and 17.00 or 18.00 on Saturdays. Some stores are open on Sundays. Consult the stores' websites for further details.

What's happening – Cultural activities in Horsens and Hedensted

There are numerous cultural offers in Horsens, Hedensted and district and there are also many annual events.

Horsens is widely known for its annual European Medieval Festival in the last weekend of August.



Find it here

For an overview of the many cultural offers and activities in the area, see www.kulturnaut.dk, where you can search for activities in your local area as well as in the rest of Denmark. The website is also in English.

VisitHorsens has also developed an online cultural calendar for events in the local area. See www.detskerihorsens.dk (in Danish).

Library

Public libraries play a central role in cultural life in Denmark. Many libraries arrange exhibitions, screen films, organise children's theatre performances and invite guest speakers.

The library is a good place to start if you want to know more about Danish society or find out what is happening in the municipality in which you live.



Find it here

See www.horsensbibliotek.dk for information on and addresses of all public libraries in the municipality of Horsens.

See www.hedenstedbib.dk for information on and addresses of all public libraries in the municipality of Hedensted.

See also www.finno.dk, an electronic library service for people speaking foreign languages in Denmark, providing an introduction to Danish society, cultural arrangements etc.



Nice-to-know:

- The services provided by the libraries are free. You will have access to the internet, photocopiers, newspapers and magazines, and you can borrow books, films, playstation games and music free – also in languages other than Danish.
- When borrowing materials from the library you will need your health insurance card. Ask how to borrow books at the library.

The Danish word for library is bibliotek.

Social life

What to do in Horsens and Hedensted

Museums

There are many opportunities for visiting a wide range of different museums and art galleries in the area. Whether you like modern art, Vikings, farming society or modern history, the possibilities are many.



Find it here

For Horsens:

www.visithorsens.dk (English version)

For Hedensted:

www.visitjuelsminde.dk (English version)

Theatre and Cinema

Horsens, Hedensted and district also has lots to offer in theatre and cinema.

Cinema

In Denmark, films are normally shown in their original language with Danish subtitles, but most foreign children's films are dubbed.

Horsens has the Cinema Megascope, a modern cinema with 3D technology which screens all the latest films. See www.megascope.dk (in Danish).

In Klovborg you will also find a modern cinema with 3D technology. See www.klovborgkino.dk (in Danish).

There is also a cinema in Vejle called Lido. See www.lido.dk (in Danish).

Theatre

There are also plenty of opportunities to visit theatres in and around the area.

Horsens has the Ny Teater, which offers a variety of performances and shows. Most are in Danish. See www.hnt.dk (in Danish).

Horsens is also well known for its annual Children's Theatre Festival, which takes place every year on the third weekend in September: an event where some of the best children's theatre productions are staged, and very popular among families with children.

See www.boerneteteaterfestival.dk (in Danish).

In Juelsminde there is a popular open air theatre every August at Palsgaard Manor, called Palsgaard Sommerspil – an amateur theatre, but well-known for high quality performances.

Palsgaard Sommerspil attracts visitors from a wide area every year. (in Danish).

Other possibilities include Musikhuset in Aarhus and Musikteateret in Vejle, where operas, musicals and other national and international performances can be enjoyed.



See more at

Musikhuset Aarhus

www.musikhusetaarhus.dk (in Danish)

Vejle Musikteater

www.vejlemusikteater.dk (in Danish)



Social life

What to do in Horsens and Hedensted

Music and concerts

Horsens has become well-known for its ability to attract world-renowned artists and bands such as U2, AC/DC and Rolling Stones, which have visited Horsens on their tours.

Forum Horsens hosts the majority of major concert events. Horsens Ny Teater also hosts little concerts, and many established and upcoming Danish and international artists give concerts at Kulisselageret, which is at the same address as Horsens Ny Teater. Kulisselageret accommodates 150 people.



Find it here

Horsens Ny Teater

www.hnt.dk (in Danish).

Kulisselageret

www.kulisselageret.dk (in Danish).

Forum Horsens

www.forumhorsens.dk (in Danish).

Many of the cafés and bars in the area also have live music during the weekend. Consult their websites to learn about the live music programme, or go to www.kultunaut.dk.



Find it here

More information can be found at the links below or in the newspaper Horsens Posten, which is published every Wednesday, or in the newspapers Tørring Folkeblad and Hedensted Avis.

- www.horsensposten.dk (in Danish)
- www.hedenstedavis.dk (in Danish)
- www.torring-folkeblad.dk (in Danish)

Music Festivals

In the surrounding area, in Skanderborg and Jelling, there are large music festivals where both national and international bands perform.



Find it here

Skanderborg Festival:

www.smukfest.dk (in Danish).

Jelling Musikfestival:

www.jellingmusikfestival.dk (in Danish).



Social life

What to do in Horsens and Hedensted

Religion

The Danish National Church is the Evangelical Lutheran Church, which is officially supported by the government, but everyone in Denmark is free to practise their religion or pursue their outlook on life as long as they respect the law.

If you want to go to church, you can usually attend a morning service on Sundays at ten o'clock. Apart from the Evangelical Lutheran Church, there are many other religious establishments in Horsens and Hedensted.



Find it here

You can find out more about the Evangelical Lutheran Church in Denmark at www.folkekirken.dk (also in English).

We suggest that you use www.google.dk to find the local branches of the different religious affiliations and churches in Denmark.



Nice-to-know:

- The majority of Danes are members of the church but they do not attend church regularly.
- The church is, however, often considered a gathering point for events such as christenings, confirmation, marriage and funerals.



Holidays

and traditions



In Denmark, people celebrate a number of public holidays, red-letter days and customs throughout the year. On some of these days children are given the day off school and adults the day off work.

Shrovetide

49 days before Easter

Shrovetide is called Fastelavn in Danish. Today it is mostly a celebration for children, where they dress up and beat a barrel filled with sweets.

Easter

Easter falls each year between March and April.

Easter is called Páske in Danish. Easter is often a time of family celebration in Denmark. 🇩🇰 Flag days.

9. April

The Occupation of Denmark in 1940, World War II

The ninth of April is the anniversary of the German Occupation of Denmark in World War II. The flag is flown at half mast.

16. April

Queen Margrethe II's birthday

Thousands of people usually gather in front of the Queen's castle in Copenhagen (Amalienborg) to greet the Queen with flags. 🇩🇰 Flag day. (flags are flown throughout Denmark).

General Prayer Day

The fourth Friday after Easter Day

General Prayer Day is called St. Bededag in Danish. Danes traditionally eat hot wheat buns the night before General Prayer Day. 🇩🇰 Flag day.

Ascension Day

40 days after Easter

Ascension Day is called Kristi Himmelfart in Danish and is a holiday. Religious 🇩🇰 Flag day.

Holidays

and traditions

5. May	The Liberation of Denmark 1945, World War II Marks the day on which Denmark was liberated from German occupation. 🇩🇰 Flag day.
Whitsun	50 days after Easter Whitsun is called Pinse in Danish. Many Danes have a tradition of eating a Whitsun picnic in the forest. 🇩🇰 Flag day.
5 June	Constitution Day Meetings are held and speeches are given on Constitution Day to commemorate Denmark's democratic constitution, the 1849 constitution of the Kingdom of Denmark. 🇩🇰 Flag day.
23 June	Midsummer Day Midsummer Day is called Skt. Hans in Danish. Large bonfires will be seen throughout the country in the evening, and people gather to watch the bonfires.
Advent	The four Sundays before Christmas An Advent wreath with four candles is made, and a new candle is lit every Sunday.
24 December	Christmas Eve (holiday) Christmas is celebrated in Denmark on the evening of 24 December, called Juleaften in Danish. It is a tradition in many families to dance around the Christmas tree.
25 December	Christmas Day Christmas Day is called 1. juledag in Danish. Many families gather for a traditional Danish Christmas lunch. 🇩🇰 Flag day.

26 December	Boxing Day Boxing day is called 2. juledag in Danish. Many families gather for a traditional Danish Christmas lunch. 🇩🇰 Flag day.
31 December	New Year's Eve New Year's Eve is called nytårsaften in Danish. The Queen gives her speech to the nation on New Year's Eve at 18.00. The Queen's speech is watched on TV by most Danes.



When you leave Denmark

When you leave Denmark

If you decide to return to your home country, there are several issues you need to be aware of. It is important that you notify the Citizens' Service office in your municipality and the Danish tax authorities SKAT.



Notifying Citizens' Service:

- If you leave Denmark to move abroad, you need to remove yourself from the national register.
- If you are moving abroad for less than six months, you can retain your registered address UNLESS you rent out or lend your house or flat.
- If staying abroad for longer than six months, you must always deregister or submit a written notification.

All of this can be done by visiting the Citizens' Service office in person. The address of the nearest Citizens' Service office is in the Citizens' Service section.



Notifying SKAT:

- You must also notify SKAT that you are returning to your home country so you can conclude your tax affairs.



Please consult SKAT's website www.skat.dk/english.



Practical information

Important addresses and contact details

Fire, accidents, danger, emergencies



Call 112

Calls to 112 are free from landline phones, public payphones and mobile phones with and without a SIM card.

In Danish: Alarm 112

For non-emergencies call your local police station



Call 114

Calls to 114 are routed to your nearest police station. This number should be used when reporting a crime, if you need help and information about permits, or if you have a tip for the police etc.

In Danish: Politi

Out-of-hours medical service



Call 7011 3131

All contact with the out-of-hours medical service is by phone. The doctor in charge will assess over the phone whether you should be examined by a doctor. See more on the procedure in the section on Out-of-hours medical service.

In Danish: Lægevagt

Accident and emergency ward

Before contacting the A&E ward or the hospital, you will need a referral from your doctor or the out-of-hours medical service.

In acute situations you can call ahead:



Call 7927 4520

Address of the A&E ward

Regionshospitalet Horsens
Sundvej 30
DK-8700 Horsens
(entrance F from Sundvej)



Note: you may not simply appear without a referral or prior notification.

In Danish: Skadestue

Checklist

Here is a list of the matters mentioned in the folder which you as a newcomer need to attend to.

We suggest that you go through the list to make sure that you have registered and applied for the required documents etc.



NB: Please note the highlighted issues as these may involve an important deadline, or are things that you need to do upon arrival in Denmark.

NB	ITEM	SECTION	DONE
	Certificate of Registration EU/EEA-citizens/Switzerland: certificate of registration obtained	Step-by-step guide	<input type="checkbox"/>
	Residence and work permit Non-EU citizens: residence and work permit obtained prior to arrival in Denmark	Step-by-step guide	<input type="checkbox"/>
	CPR number and Health Insurance Card I have applied for and been issued with a CPR number and a health insurance card	Step-by-step guide	<input type="checkbox"/>
	Tax card I have contacted SKAT and been issued with a tax card	Step-by-step guide	<input type="checkbox"/>
	Bank account I have opened a Bank Account and made it a NemKonto	Step-by-step guide Dealing with finances, taxes and insurance	<input type="checkbox"/>
	General practitioner I have chosen a personal doctor (GP) from a list at the Citizens' Service office	Step-by-step guide Health Care	<input type="checkbox"/>
	Dentist I have chosen a private dentist	Health Care	<input type="checkbox"/>
	Health procedures I have familiarised myself with procedures regarding contacting my GP, out-of-hours medical services, hospitals and accident & emergency wards	Health Care	<input type="checkbox"/>
	Emergencies I know the emergency number	Health Care	<input type="checkbox"/>

Checklist

NB	ITEM	SECTION	DONE
	Health insurance card I know when I need my health insurance card	Health Care	<input type="checkbox"/>
!	Insurances I have taken out the mandatory and other insurances I find necessary	Home economics, taxes and insurances	<input type="checkbox"/>
	Labour market I know how the Danish Labour market works	Working in Denmark	<input type="checkbox"/>
!	Employment contract I have received an employment contract as required by law	Working in Denmark	<input type="checkbox"/>
	Notice of resignation I know the conditions for resigning	Working in Denmark	<input type="checkbox"/>
!	Unemployment insurance I have taken out an unemployment insurance policy with a Danish A-kasse	Working in Denmark	<input type="checkbox"/>
!	Car registration If I have brought a car with me from my home country, I have registered for Danish licence plates no later than 14 days after taking up residence in Denmark	Getting around in Horsens and Hedensted	<input type="checkbox"/>
!	Driver's licence As a non-EU/EEA citizen I have converted my foreign driver's licence within 14 days of registering my address in Denmark	Getting around in Horsens and Hedensted	<input type="checkbox"/>
!	Parking disc I have obtained a parking disc	Getting around in Horsens and Hedensted	<input type="checkbox"/>
!	Media licence If I have a TV, computer, cellphone or radio, I have registered to pay the media licence	Finding a place to live	<input type="checkbox"/>
	Housing benefit I have checked to see if I am eligible for housing benefit	Finding a place to live	<input type="checkbox"/>



Checklist

NB	ITEM	SECTION	DONE
	Rented accommodation If I have chosen to rent a place, I have made a rental contract with my landlord (recommended)	Finding a place to live	<input type="checkbox"/>
	Childcare If I have children under the age of third grade, I am familiar with childcare options	Childcare and Schooling	<input type="checkbox"/>
	Schooling If I have children from the age of 5 or 6, I have enrolled my child in a school	Childcare and Schooling	<input type="checkbox"/>
	Language Course I am aware of the possibility of taking a free Danish course	Conversing with Danes	<input type="checkbox"/>
	Social Life I am aware of the many activities and offers in Horsens and Hedensted	Social life	<input type="checkbox"/>
	Leaving Denmark I know what to do if I leave Denmark to return to my home country	Leaving Denmark	<input type="checkbox"/>

Vocabulary

ENGLISH	DANISH
Accident & Emergency ward (A&E)	Skadestue
Accident insurance	Ulykkesforsikring
Adviser on leisure activities	Fritidskonsulent
After-school care	Skolefritidsordning/SFO
Association	Forening
Bank	Bank
Bicycle	Cykel
Bus	Bus
Car	Bil
Childminder	Dagplejemor
Citizens' Service	Borgerservice
Collective agreement	Overenskomst
Day nursery	Vuggestue
Dentist	Tandlæge

ENGLISH	DANISH
Driver's licence	Kørekort
"Easy Account"	NemKonto
General practitioner (GP)	Læge
Government administration	Statsforvaltningen
Health Insurance Card	Sundhedskort
Health visitor	Sundhedsplejerske
Home insurance	Indboforsikring
Hospital	Sygehus
Housing association	Boligforening
Housing benefit	Boligstøtte
Insurance company	Forsikringssselskab
Interpreter	Tolk
Kindergarten	Børnehave
Liability insurance	Ansvarsforsikring



Vocabulary



ENGLISH	DANISH
Library	Bibliotek
Lunch break	Frokostpause
Media licence	Medielicens
Midwife	Jordemoder
Municipal primary and lower secondary school	Folkeskolen
Out-of-hours medical service	Lægevagten
Parking disc	P-skive/Parkeringskive
Pharmacy	Apotek
Pre-school class	Børnehaveklasse

ENGLISH	DANISH
Private school	Friskole or Privatskole
Rented accommodation	Lejebolig
Salaried Employees Act	Funktionærloven
Second-hand store	Genbrugsforretning
Tax	Skat
Train	Tog
Train/railway station	Banegård
Unemployment benefits	Dagpenge
Unemployment insurance fund	A-kasse



Niniejszy folder opracowano w ramach projektu „Welcome” – jest to wspólny projekt Horsens i Hedensted, Horsens Erhvervsråd i Hedensted Erhverv. Celem projektu jest ułatwienie osiedlenia się obcokrajowcom mieszkającym i pracującym w Horsens, Hedensted i okolicy.

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DEN EUROPÆISKE UNION



Den Europæiske Socialfond

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HORSENS KOMMUNE



Welcome

Working · Living · Horsens & Hedensted