

Kliebergasse 1A, 1050 Vienna  
AUSTRIA  
www.buak.at, DVR: 0067032  
Telephone: +43 (0) 579 579 5000  
Fax: +43 (0) 579 579 95099

Max Mustermann  
Musterstrasse 120  
1010 Vienna  
AUSTRIA

Vienna, 07.08.2016

**EMPLOYEE INFORMATION****Q2 2016**

BUAK would like to point out that employee information (ANI) is only provided quarterly for you. No direct claims can be derived from this against BUAK as BUAK inquiries could lead to a change in the employment times recorded for you, which, simultaneously, results in a change in claims and entitlements.

**Personal Information**

Social security number (SVNR)	Date of birth	Gender	Nationality	Employee number (AKZ)
1580240556	24.05.1956	Male	Austria	4875585135

Foreign social security number  
11111115454DR454545454

IBAN	BIC
AT001111100002222222	WREOOOSIJB

**Please check the accuracy of your account details and tell us of any change!**

**Periods of employment since 01.01.2016**

01.01.2016 – 12.02.2016 BUILDING COMPANY AG Ended due to termination by employer	employed as labourer Collective agreement for construction and construction industry	CA wage € 11,45
----------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------	-----------------

Employment in the non-BUAG-compulsory part reported for following days: 22.01  
No surcharge paid to BUAK for following days: 26.01

16.02.2016 – 03.03.2016 POSTING COMPANY Employment time at posting company	employed as labourer Collective agreement for construction and construction industry	CA wage € 11,45
----------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------	-----------------

07.03.2016 – 30.06.2016 MUSTERBAU GmbH ongoing employment	employed as labourer Collective agreement for construction and construction industry	CA wage € 11,61
-----------------------------------------------------------------	--------------------------------------------------------------------------------------------	-----------------

Piecework employment reported for the following days: 16.06.

**Leave entitlement as of >creation date<**

Your eligible weeks for calculating your holiday entitlement currently total	1.221,4 weeks
Of which military service	0 weeks

Holiday year	Leave taken, settled		Leave taken, not settled		Leave not taken, settled		Leave not taken, not settled	
	Days	Amount	Days	Amount	Days	Amount	Days	Amount
Older leave years (4.8 weeks)	Not shown		2	253,22 €	5	633,05 €	8	1.594,97 €
Shift holiday (2.8)								
01.01.2015 - 31.12.2015 (52,2 weeks)	-	-	-	-	-	-	25	5.054,26 €
01.01.2016 – 30.06.2016 (25,8 weeks)	-	-	-	-	-	-	12	2.658,92 €
<b>Entitlements as of &gt;first date&lt;*</b>	-	-	-	<b>253,22 €</b>	<b>5</b>	-	<b>45</b>	<b>9.308,15 €</b>

\*immediate payment only in the case of leave submitted by the company and ongoing employment

#### Situation according to §7 (6) BUAG - Expiry

Leave entitlement from	Number of days*	Amount** in €	Expires on
2014	5	253,22	<b>31.03.2017</b>
2015	25	5.054,26	<b>31.03.2018</b>
2016	12	2.658,92	<b>31.03.2019</b>

\*Please note that the number of days specified refers to leave not yet taken but already settled, as of the creation date.

\*\*Please note that the number of days specified refers to leave already taken but not yet settled, as of the creation date.

You must bear in mind that both the leave submission and the used holiday must be before the expiry date.

#### Severance according to BUAG/BMSVG

Your employment relationships (excluding employment times at posting companies) at construction companies are subject to the provisions of the **old severance law (BUAG)**:

Weeks for which there is a severance entitlement: 803,0 weeks

Additional weeks from ongoing employment relationship: 16,8 weeks

They are credited if the employment relationship is terminated with severance pay.

Some of the weeks eligible for severance are subject to the mixed operation regulation.

Optional:

Severance of X months' remuneration was already paid out on XXXXX.

X remaining weeks are currently saved.

Optional:

Your employment relationships (excluding employment times at posting companies) at construction companies from >entry date into business pension insurance fund< are subject to the provisions of the "Corporate Employee and Self-Employed Pension Act" (new severance). BUAK calculates the statutory contribution based on the CA wage reported by your company and transfers this monthly to the BUAK business pension insurance fund that assesses and manages your severance claims according to statutory provisions. You shall be informed separately of the entire amount at the end of every employment relationship, but at least once every year on the balance sheet day of BUAK Betriebliche Vorsorgekasse GesmbH.

#### Winter leave entitlement as of >creation date<

Your entitlement to refunds of winter leave remuneration from past years is:

Year	days not settled	Eligible weeks	Gross amount
2016/2017	Data only fully available in March	25,8	Data only fully available in March

Existing entitlements are paid automatically in March 2016, provided that BUAK has your account details saved. A separate application is not required. Please note that winter leave entitlements expire three years after the payment date if no bank account is registered with BUAK.

#### **Bad weather compensation (company dependent) since 01.01.2016**

---

In total, five hours of bad weather compensation were settled:

10.03.2016                                                  8,0 hours                          MUSTERBAU GmbH

#### **Complaints regarding underpay**

---

Pursuant to § 24 Z 3 BUAG, BUAK informs you of the suspicion of under-payment based on investigations. A complaint was submitted to the district administrative authority responsible:

<b>Control date</b>	<b>Company</b>	<b>Period</b>	<b>Calculated wage*</b>	<b>CA wage*</b>	<b>Complaint date</b>
17.02.2016	POSTING COMPANY	16.02.2016-18.02.2016	9,23	11,45	31.03.2016

BUAK presented the facts to the authority responsible for further inspection and a final assessment of the under-payment. Only the court can make decisions regarding the existence or non-existence of claims concerning labour law, but you must assert the claims yourself.

\* The calculated wage is the gross hourly wage paid out in euros that BUAK established as part of building site and wage checks. The CA wage is the gross hourly wage according to the collective agreement in euros.

#### **Bridging allowance as of >creation date<**

---

Every employee who meets the application requirements may apply to receive a monthly bridging allowance for up to 18 months during their spell of unemployment until they start receiving their pension (old-age pension, corridor pension or heavy labour pension).

Pursuant to § 13I (1) BUAG, and for the calculation of the bridging allowance, only employment weeks subject to BUAG from your 40th birthday that are also subject to Austrian social security are considered.

Born in 1957 or after:

If, despite fulfilling all the requirements, an employee does not (fully) make use of the bridging allowance, and remains in an employment relationship subject to BUAG, when entering retirement they are entitled to apply for a bonus in the form of a bridging settlement.

Born in 1956 or before:

Since your 40th birthday, you have gained XX employment weeks subject to BUAG that are considered for the entitlement calculation relating to the bridging allowance.

When receiving a bridging allowance:

You will receive a bridging allowance from DD.MM.YYYY to DD.MM.YYYY

#### **Inspection of your data from 01.01.2016 to >creation date<**

---

The following dates were queried in your assignment of employees from Gewerkschaft Bau-Holz (GBH):

04. March 2016                                                  Severance claims, employment times, BUAK entitlements, master data

Outstanding employee entitlements will be issued as gross amounts.

The Construction Workers Leave and Severance Pay Fund (BUAK) is a public-law corporation, which is administered by the construction industry's social partners themselves. Payments under BUAG are financed by contributions from establishments subject to BUAG, which have to pay monthly wage supplements for their employees' periods of employment. Employer and employee contributions finance bad weather compensation.

Please do not hesitate to contact us on **+43 (0) 579579 5000** if you have any questions or wish to amend your personal details.

You can also visit our website at [www.buak.at](http://www.buak.at)!

This website contains a specimen employee information form (EI) and the related guide on how to complete it in English.

Eine Muster Arbeitnehmerinformation (ANI) sowie die dazugehörige Erklärungshilfe in Deutsch finden Sie auf der oben angegebenen Homepage!

Wzór „Informacji dla pracownika” (ANI) oraz należne do tego „Pomocne objaśnienia” w języku polskim, znajdzie Pan na wyżej wymienionej stronie internetowej.

Primjer „Radnicke informacije” (ANI), kao i pomocno objasnjenje iste, na vasem maternjem jeziku (Bosanski, Hrvatski, Srpski), naci ce te na gore navedenoj internet stranici.

„Bir örnek İsci informasyon bilgileri (ANI) vede Aciklamalar Türkce olarak yukaridaki Internet Ana Sayfamizda bulabilirsiniz”.

Vzor „Informace pro zaměstnance“ (ANI) včetně vysvětlivek v češtině najdete na výše uvedené internetové stránce!

Vzor Informácií pre zamestnancov (ANI) ako aj príslušné vysvetlivky k nim nájdete v slovenskom jazyku na vyššie uvedenej domovskej stránke!

Egy magyar nyelvű minta a Munkavállalói információhoz (ANI) valamint a kapcsolódó értelmezési segédlet.