

## EXPLANATION AID - Application for severance pay according to BUAG § 10 (1):

### Explanation:

You are only entitled to the saved vacation pay (=severance pay) if you have not worked in construction for at least six months. You can submit your application to BUAK approximately five months later.

### 1. ELIGIBLE PERSON

SAMPLE Franz

Surname, first name

14.10.1987

Date of birth (DD.MM.YYYY)

1111111111

Employee identification number (AKZ)

1520141087

insurance number

2500 Baden, Hauptstraße 14/12

Address (postal code, city, street) Telephone number in international format +43...

+43 660 1111111

### Explanation:

The employee identification number can only be found on BUAK documents.

If you don't know your employee identification number, be sure to provide your insurance number. This is the only way we can clearly identify your application.

### 2. NOTIFICATION OF LAST BUAG-REQUIRED EMPLOYMENT RELATIONSHIP

Musterbaubetrieb GmbH

Name of last BUAG-obliged company

1 2.01.2024-27.03.2024

Period (date from-to)

### Explanation:

What was the name of the last construction company you worked for? If you don't remember, you can obtain an insurance data extract from the Social Security Office ( [www.sozialversicherung.at](http://www.sozialversicherung.at) ).

### 3. NOTIFICATION OF EMPLOYMENT AFTER THE LAST BUAG-REQUIRED EMPLOYMENT RELATIONSHIP (including minor employment)

Please also state the relevant periods of possible unemployment after the last employment relationship subject to BUAG:

Name of company – Where did you work?	Period – When did you work there?	Task – What did you do (there) or were you unemployed?
AMS	March 28, 2024 - May 15, 2024	unemployed
McBurger	20.05.2024-13.06.2024	Kitchen
AMS	14.06.2024-30.06.2024	unemployed
Delivery service	01.07.2024-30.08.2024	Food delivery

### Explanation:

Where have you worked since/after your last construction company ( Musterbaubetrieb GmbH ) ? Were you unemployed? Please write down where you worked, what you did, and when you were with the company. An employment relationship subject to buag is employment with a construction company.

#### 4. TRANSFER TO YOUR DECLARED ACCOUNT

The payout amount will be transferred to the most recent account notified to the Construction Workers' Vacation and Severance Pay Fund (BUAK) via bank confirmation. An instruction for the payout amount is only possible if you have provided BUAK with your account details via bank confirmation.

##### **Explanation**

Has BUAK saved your account number? You can find this on your employee information sheet (ANI), or you can ask BUAK. If you have a new or different account, please bring us the bank confirmation. We will only transfer money to an account for which we have a bank confirmation saved.

#### 5. DESIRED PAYMENT

Partial payment for ..... year(s)

Total payout

##### **Explanation**

Do you want only a part (=partial payout) or all of your money (=total payout)?

#### 6. REQUIRED ENCLOSURES (Please enclose!)

- Pension certificate (only if application is submitted before the 6-month deadline)
- Bank confirmation (only for new or changed account details)
- ID

##### **Explanation**

We need some documents so you can get your money:

1. Pension certificate: if you have a pension certificate from the PVA (=Pension Insurance Institution) and would like to receive your holiday pay immediately, please enclose it.
2. Bank confirmation: only if you have new or different account details than those stored by BUAK
3. ID: please always enclose an ID with a photo (passport, driver's license, etc.).

#### 7. CONFIRMATION

With my signature below, I confirm the accuracy of the above information. Furthermore, I am aware of the legal requirements for severance payment, as stated in the accompanying letter. Should I enter into a new employment relationship in the construction industry before the severance payment is due on XX.XX.XXXX, I undertake to immediately notify the Construction Workers' Vacation and Severance Pay Fund.

By signing, you confirm that the information is correct.

You understand that you must inform BUAK if you return to work on construction sites before receiving your payment.

.....  
Place, Date

.....  
Employee's Signature

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