



International Organization for Migration (IOM)

The UN Migration Agency



Employment toolkit

for asylum seekers and persons granted
international protection in Slovenia

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ABOUT THE

INTERNATIONAL ORGANIZATION FOR MIGRATION



IOM is committed to the principle that humane and orderly migration benefits migrants and society. As an intergovernmental organization, IOM acts with its partners in the international community to: assist in meeting the operational challenges of migration; advance understanding of migration issues; encourage social and economic development through migration; and uphold the human dignity and well-being of migrants.

The opinions expressed in the toolkit are those of the authors and do not necessarily reflect the views of the International Organization for Migration (IOM). The designations employed and the presentation of material throughout the toolkit do not imply the expression of any opinion whatsoever on the part of IOM concerning the legal status of any country, territory, city or area, or of its authorities, or concerning its frontiers or boundaries.

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INTRODUCTION

This toolkit has been developed for persons who have applied for asylum in the Republic of Slovenia and have been granted refugee status or subsidiary protection.

The information provided in this toolkit has been designed to answer the most common questions related to the employment of persons with international protection in Slovenia, however should you need any further guidance, please contact the relevant institutions / organizations listed in the different sections of this toolkit.

The data and information featured in this toolkit have been updated as of November 2017 and may be subject to change at a later date. It is advised that you check the most relevant information directly from the contacts provided.

For additional information on the recognition of skills and integration into the labour market, please visit the multilingual Skills2Work website at www.fromskills2work.eu.

THE TOOLKIT ANSWERS THE FOLLOWING QUESTIONS:

- ✓ How do I register as a job seeker?
- ✓ What is the EU Skills Profile tool?
- ✓ How can I have my educational qualifications recognized?
- ✓ What is a national vocational qualification?
- ✓ Do I have other educational possibilities?
- ✓ I am interested in volunteering. How can I start?
- ✓ Where can I search for job vacancies?
- ✓ How do I apply for a job?
- ✓ Where can I get assistance with writing a CV and cover letter?
- ✓ How does an employment relationship start?
- ✓ What other types of contracts exist in Slovenia?
- ✓ What types of businesses exist in Slovenia?
- ✓ How do I open a company in Slovenia?
- ✓ How does the taxation and social security contributions system work?
- ✓ What are my rights as a worker?
- ✓ What can I do if I am experiencing discrimination or other violations at work?



HOW DO I REGISTER AS A JOB SEEKER?

As an asylum seeker you have free access to the labour market in Slovenia **9 months** after lodging your asylum application, if you have not yet received a decision in this time and the delay cannot be attributed to you. Once you have been granted refugee or subsidiary protection status in Slovenia, you also have free access to the Slovenian labour market. This means that you can take up employment and/or work in Slovenia without needing a work permit.

As a job seeker you can register with your nearest office of the Employment Service of Slovenia (in Slovene language "Zavod Republike Slovenije za zaposlovanje" or ZRSZ for short). There are regional offices in Ljubljana, Maribor, Celje, Kranj, Koper, Nova Gorica, Novo mesto, Velenje, Murska Sobota, Sevnica, Ptuj and Trbovlje. Within each regional office there are local offices located in smaller towns in Slovenia.



Two qualified consultants, who provide support to asylum seekers and persons with international protection, are employed at the ZRSZ.

You may find the contacts and check the opening hours of each of the offices at the following website:

http://english.ess.gov.si/about_ess/addresses_and_working_hours

At the registration desk you will need to provide your identity card and the confirmation of your granted refugee or subsidiary protection status in Slovenia. The clerk at the registration service will help you fill in the registration form and you will obtain a receipt of registration.



You can also register via eServices at www.poiscidelo.si

(please note the website is currently only available in the Slovene language).

At the registration, you will receive an invitation and the date of your first interview with your employment adviser which you are required to attend. At the first meeting, the adviser will ask you about your acquired education, your past work experience and other information relevant in connection with job seeking. You will discuss your wishes regarding employment in Slovenia and, accordingly, prepare a job-seeking plan with the adviser. The plan includes employment goals, planned future activities and the possibility of education and training.

NOTE: In case of any changes during your unemployment status, you have to inform your employment adviser about the change. You need to inform your adviser also about a departure abroad.

Contact information:

ZRSZ contact centre helpline | Telephone: 080 20 55 (free of charge)

E-mail: kontaktni.center@ess.gov.si

Office hours: Mondays, Tuesdays and Thursdays between 8 AM and 3 PM;

Wednesdays between 8 AM and 5 PM and Fridays between 8 AM and 1 PM.

WHAT IS THE EU SKILLS PROFILE TOOL?

The European Commission has developed a **Skills Profile Tool** to support early profiling of the skills of refugees, migrants and nationals of non-EU countries.

The Skills Profile Tool is designed to help you create a profile of your qualifications, skills and experiences. Once you are granted integration protection, you will fill out your profile with your employment counselor at the Employment Service of Slovenia. By creating your profile, your employment counselor or integration officer will be able to give you **recommendations and advise on your next career steps**.

You can also fill it out by yourself at the website ec.europa.eu/migrantskills. Once you complete your profile, you can export and save it as PDF or XML files. The files can later be uploaded in the system and updated. You can also share the files with your integration counselor or NGO representative that assists you with your job search.

The Skills Profile Tool features questions, such as:

- ✓ What is your past work experience?
- ✓ What is your educational background?
- ✓ What languages do you speak?
- ✓ Do you have any volunteering experience?
- ✓ And other questions that might help you find your next career and/or educational step.

Can I fill it out in my language?

The tool is multilingual, and it is also available in Arabic, Farsi, Pashto and Tigrinya. The advantage of the tool is that it gives the possibility to see two languages at the same time on one screen. This means that you and your adviser can work on it together.

The tool is available as a web-tool to be used on a voluntary basis and free of charge.

Where can I find more instructions about the tool usage?

We invite you to watch the video:

ec.europa.eu/avservices/video/player.cfm?sitelang=en&ref=I145869

or read the booklet

ec.europa.eu/social/BlobServlet?docId=18396&langId=en

HOW CAN I HAVE MY EDUCATIONAL QUALIFICATIONS RECOGNIZED?

Your educational qualifications can be assessed by the ENIC NARIC office in Ljubljana. ENIC stands for European Network of Information Centres in the European Region office and NARIC stands for National Academic Recognition Information Centres in the European Union. The ENIC NARIC office provides information on:

- ✓ the recognition of foreign diplomas, educational degrees and other qualifications,
- ✓ education systems in foreign countries and Slovenia,
- ✓ opportunities for studying abroad.

NOTE: Once granted international protection, you will be assigned an integration counsellor at the Ministry of the Interior. He/she can help you with the diploma recognition procedure and inform you which documents are needed for this process.

Qualification recognition is free of charge for persons with international protection (the costs are covered by the Ministry of the Interior). It is also free of charge for people who are registered as unemployed with the ZRSZ. In this case, the application for recognition of education should be accompanied by a certificate on unemployment, which you can receive free of charge at the labor office (the ZRSZ).



Contact information:

Ministry of Education, Science and Sport, ENIC-NARIC Centre

Masarykova cesta 16, 1000 Ljubljana

Telephone: +386 1 478 47 45

(Mondays and Fridays between 9 AM and 12 Noon,
Wednesdays between 9 AM and 12 Noon and
between 2 PM and 4 PM)

Fax: +386 1 478 47 19

E-mail: enicnaric-slovenia.mvzt@gov.si

Website: www.enic-naric.net/slovenia.aspx

WHAT IS A NATIONAL VOCATIONAL QUALIFICATION?

National Vocational Qualifications (NVQ or in Slovene “Nacionalna poklicna kvalifikacija – NPK”) give you an opportunity to assess and validate knowledge and skills obtained through non-formal learning.

You can obtain National Vocational Qualifications, if you have:

- ✓ acquired different vocational competences, but did not have them assessed or awarded;
- ✓ reached the age of majority (18) or are exceptionally younger and do not have the status of an apprentice or secondary school student and have gained relevant work experience;
- ✓ wish to develop your professional career without obtaining a higher level of professional education or completing a formal education programme.

With an NVQ certificate you will be able to prove your skills, competences and work experience in your field of work in Slovenia, as well as in other EU countries.

You can find more information about the NVQ here:



www.nrpslo.org/en/



www.npk.si

NOTE: You are required to present a primary or secondary school certificate before enrolling in a NVQ programme. Check the specific requirements for each available course.

Contact information:

**Institute of the Republic of Slovenia
for Vocational Education and Training (CPI)**

Ob železnici 16, 1000 Ljubljana

Telephone: +386 1 58 64 200

E-mail: nrp@cp.si

DO I HAVE OTHER EDUCATIONAL POSSIBILITIES?

There are many educational institutions and other organizations in Slovenia that offer different educational programmes and courses for adults. The Slovenian Institute for Adult Education has a list of such programmes.

You can discuss your educational options and other available courses with your employment adviser within the ZRSZ.

Contact information:

The Slovenian Institute for Adult Education

Šmartinska cesta 134a, 1000 Ljubljana

Telephone: +386 1 58 42 570, +386 1 58 42 560

E-mail: info@acs.si

Website: <http://pregled.acs.si>

I AM INTERESTED IN VOLUNTEERING. HOW CAN I START?

If you are interested in voluntary work you may contact different non-governmental organizations. The following link provides a non-exhaustive list of organizations offering volunteering opportunities:

NOTE: You must sign a volunteer agreement with your organization, which should provide you with a mentor for support and guidance during your voluntary work.

It is recommended that you take part in a volunteer training programme before starting to work as a volunteer.

Consult with the organization or contact Slovene Philanthropy, the key organization for the promotion of voluntary work in Slovenia which organizes basic volunteer trainings.



www.prostovoljstvo.org/za-prostovoljce/iskalniki-organizacij

Contact information:

Slovene Philanthropy

Poljanska cesta 12, 1000 Ljubljana

Telephone: +386 1 430 1288; +386 1 433 4024;
+386 1 433 5106

E-mail: info@filantropija.org

Website: www.filantropija.org/en/

WHERE CAN I SEARCH FOR JOB VACANCIES?

The following websites of the ZRSZ, Moje delo and Moja zaposlitev could offer a start:



[www.ess.gov.si/
iskalci_zaposlitve/prosta_
delovna_mesta/seznam](http://www.ess.gov.si/iskalci_zaposlitve/prosta_delovna_mesta/seznam)



www.mojedelo.com



www.mojazaposlitev.si

You may keep track of the latest vacancies on the following **facebook** pages as well:

- ✓ www.facebook.com/zavodRSzazaposlovanje/?fref=ts
- ✓ www.facebook.com/MojeDelo/?fref=ts
- ✓ www.facebook.com/Moja-Zaposlitev-1088129167889665/?fref=ts
- ✓ www.facebook.com/INzaposlitev/

The EURES website provides information about working in other European countries:

<http://ec.europa.eu/eures/public/homepage/>

You may also create a free-of-charge on-line profile on LinkedIn and share your professional and educational experience, search for career opportunities and explore other employment possibilities in Slovenia and abroad:



www.linkedin.com

NOTE: With refugee/subsidiary protection status you have free access to the labour market in Slovenia, but not in other EU countries. Every country in the European Union has different regulations and requirements regarding employment of foreign nationals, therefore the procedure will differ depending on the country. It is therefore recommended that you check the requirements for a work permit with the Embassy of the country you are interested in before sending in an application. You can also contact the EURES advisor to learn more about the local requirements in other countries.

HOW DO I APPLY FOR A JOB?

Necessary requirements

Before applying for a job in Slovenia, check that you have the following:

✓ Tax Number

A tax number is a unique identifier of a person for tax purposes. It is an 8-digit number and it is needed to receive any payments in Slovenia. As you were receiving a monthly allowance as an asylum seeker, the Asylum Home has arranged a tax number for you.

✓ Bank Account

To open a bank account most banks in Slovenia require the following: a valid personal identity document (identity card or passport); your current address and tax identification number in Slovenia. Banks have different requirements, therefore it is advised you consult with your counsellor or an organization which supports the integration of persons with international protection in Slovenia.

Curriculum Vitae

An application for employment is usually made by sending a Curriculum Vitae (CV) accompanied by a cover letter or a motivational letter either by post or by e-mail depending on the employer's requirements. A CV is a short description of your past work experience, qualifications and education. A motivational letter includes certain personal information such as your name, nationality and date of birth as well as a short description of your education, qualifications, previous work experience, languages spoken, computer skills and other information depending on the application. A cover letter is a document that describes the applicant's qualifications, skills and suitability to an employer. It accompanies the CV and describes your interest in the open position.

If you do not have experience in creating a CV, the Europass website is a useful tool which allows you to create it in different languages, save the CV and update it at a later stage. It is available at the following website:

NOTE: You can also send your CV and motivation letter to employers who do not have any current vacancies, informing them you are interested in working with them and requesting they inform you of any future possibilities. Research different companies or non-governmental organizations and consider how your skills and knowledge could benefit them.



www.europass.si



Where can I get assistance with writing a CV and cover letter?

Please consult your employment adviser at the ZRSZ on the preparation of your CV and motivational letter; the adviser will help you draw up the CV and letter of motivation or propose the inclusion in activities where you will learn how to draw them up.

The ZRSZ has career centres placed at each regional office that hold group/individual sessions for writing a good CV as well as how to prepare for a job interview. The career centre is also a place where you can get different information which can help you decide about your career path. Besides providing directions and tools for searching for jobs more effectively, you can learn more about different possibilities for vocational trainings, such as the National Vocational Qualifications (see more above) and job vacancies.

Ask your employment advisor about the programme of your nearest career centre. You may also check the opening hours of career centres and career corners at the following link:



http://english.ess.gov.si/about_ess/addresses_and_working_hours

Assistance with preparing CVs and job applications can also be provided by the NGOs which offer other integration activities.

HOW DOES AN EMPLOYMENT RELATIONSHIP START?

Employment is always concluded by signing an **employment contract**. The employer keeps one copy and the employee the other copy. It is always better to have a written agreement as opposed to a verbal one. Employment contracts can be made for a definite or indefinite period of time and for full-time or part-time work (less than 100% of working time). A contract is deemed to be valid when it is signed by both the employee and the employer.

NOTE: You should never begin working before signing a contract. By law you have 3 days to review it and examine the content before you sign.

The contract should include:

- ✓ Names of the contracting parties, including their residence or registered office
- ✓ Job title or type of work with a short description of the work
- ✓ Start date and duration of the contract
- ✓ Type of employment (full time/part time)
- ✓ Distribution of daily or weekly working time
- ✓ Place of work
- ✓ Remuneration (gross/net), and any other compensation, the date of payment and the manner of payment of the salary
- ✓ Entitlement to leave
- ✓ Employment conditions, rights, responsibilities and duties of the employee
- ✓ A provision on annual leave and/or the manner of determining annual leave
- ✓ Sanctions in the event of unlawful conduct
- ✓ Terms of the contract including how to terminate it and the notice period
- ✓ Date of entry into force

The employer should refer you for a medical check-up before commencing your employment. The costs of the medical check-up should be covered by the employer.

Once you sign the employment contract, your employer should register you for pension, disability, unemployment and health Insurance at the Health Insurance Institute of Slovenia (in Slovene "Zavod za zdravstveno zavarovanje Slovenije" – ZZZS) using the M-1 form.

Submitting the M-1 form is the obligation of the employer. Besides basic mandatory health insurance, which is covered by the employer, it is highly advised that you arrange **voluntary health insurance** which offers an increased scope of services at one of the commercial insurance companies within 30 days after taking up employment:



www.vzajemna.si/sl/poslovalnice/



www.adriatic-slovenica.si/en/about-us



Vse bo v redu.



www.triglav.si/poslovalnice/

NOTE: In case you find a job, you do not have to inform your employment adviser at the ZRSZ, as the advisor has an automatic access to your employment status. In case you were receiving social support, you should inform the Social Work Centre within 8 days of your new status. Your integration counsellor has to be informed of your employment too.

If you have obtained an appropriate work permit in another country and are employed there, you need to deregister from the register of unemployed persons.

Send a deregistration form to the labour office where you are registered. The deregistration form is available at: www.ess.gov.si/_files/8938/Obrazec%20odjava_iz_evidence_BO.pdf

WHAT OTHER TYPES OF CONTRACTS EXIST IN SLOVENIA?

Besides regular employment contracts there are also other types of contracts you can be offered:

Contract for work (in Slovenian “podjemna pogodba”):

is a contract agreed for a fixed term between an employee and an employer. After signing it you do not enter into an employment relationship (such as with the employment contract), and your unemployment or pension insurance is not covered.

Copyright contract (in Slovenian “avtorska pogodba”):

is a contract agreed between a contractor, who might be a person or a legal entity, and an author of a copyright work, which includes works of literature, art and science expressed in various forms. The author might be regularly employed, unemployed, a sole trader, the owner of a legal entity, working via a contract for work or a fulltime/part-time student. The payment from a copyright contract is considered individual income and is taxed within the income tax schedule as employment income and is included in the annual income tax base. This type of contract enables you to perform copyrighted work; in all other cases, only a contract for work can be concluded.

Personal supplementary work (in Slovenian “osebno dopolnilno delo”):

is occasional work that you can perform on the condition that the annual revenue generated from it does not exceed the minimum annual wage in Slovenia in the previous year. Prior to commencing personal supplementary work, you have to declare it to the competent administrative unit (in Slovenian “Upravna enota”) in the town of your residence.

Student work (in Slovenian “študentsko delo”):

is occasional or temporary work performed by a student or a pupil (above 15 years of age) through an authorized organization (student employment offices) that issues the appropriate work referral.

For more information on the different types of contracts and work in Slovenia, contact your integration counsellor at the Ministry of the Interior or the non-governmental organization assisting you with your integration activities.

WHAT TYPES OF BUSINESSES EXIST IN SLOVENIA?

There are different types of businesses in Slovenia. The most common forms are:

Sole proprietor/trader (in Slovene "s.p." or "samostojni podjetnik"):

A sole proprietor/trader (s.p.) is an individual, who is self-employed, performs an activity in the market and is fully liable for the company's obligations. In conducting business, sole traders make their own decisions, at their own risk and for their own benefit. No starting capital is required to begin operating.

Limited Liability Company (in Slovene "d.o.o." or "družba z omejeno odgovornostjo"):

A Limited Liability Company (L.L.C.) (d.o.o.) can be established with one or more founders. The L.L.C. is run by a legal person (director) who has an employment contract with the company and who is not liable with his/her personal assets for the company's obligations. The company can have several representatives. To open such a company, starting capital of EUR 7,500 is required.

Social entrepreneurship (in Slovene "socialno podjetje"):

Social entrepreneurship is an alternative form of entrepreneurship that addresses society's social, economic, environmental and other problems in an innovative way. The primary purpose of a social enterprise is to create jobs for vulnerable groups of people (long-term unemployed, unemployed above 55 years of age, first-time job seekers, unemployed minors without basic or vocational education, persons with disabilities) and to carry out socially useful activities, such as voluntary work. A social enterprise can only include non-profit legal entities.

Contact details for information on social entrepreneurship:

Ministry of Economic Development and Technology

Kotnikova 5

1000 Ljubljana

Telephone: +386 1 400 33 11

E-mail: gp.mgrt@gov.si

HOW DO I OPEN A COMPANY IN SLOVENIA?

To start a company in Slovenia, you first need to register it. You can do so at the **One-Stop Shops/ Vse na Enem Mestu (VEM) offices in Slovenia**. One-Stop Shops enable entrepreneurs to carry out company registration in Slovenia free of charge and at the same time perform all the formalities required with starting a business. They also provide advice and counselling to persons interested in entrepreneurship.

A list of VEM Offices is available at the following link:



<http://eugo.gov.si/en/help-support/vem-offices/>

For additional information check the Slovenian Business portal website <http://eugo.gov.si> or **visit one of the VEM offices**.



HOW DOES THE TAXATION AND SOCIAL SECURITY CONTRIBUTIONS SYSTEM WORK?

Taxes

Personal income tax applies to an individual's income. There are six categories of income: income from employment, business income, income from basic agriculture and forestry, rental income and royalties, income from capital (interest, dividends and capital gains) and other income.

Taxes are progressive in Slovenia, meaning they increase in line with earnings. The current progressive tax rates are: 16, 27, 41 and 50 per cent.

Income that a student receives through the Student Services is treated as work on the basis of another contractual relationship (not work on the basis of an employment contract).

For self-employed persons and for people employed under contracts, the taxes and social security contributions vary.

You could find more information on taxes at the following links:



www.fu.gov.si/arhiv_durs/en/angleske_strani/faq_related_to_the_direct_taxation_of_nonresidents_in_slovenia/individuals_2014/index.html#c22623



www.mf.gov.si/en/areas_of_work/taxes_and_customs/taxes_and_custom_duties/

Social security contributions

Social security contributions include payments for pension and disability insurance, health insurance, unemployment and maternity allowances.

If you are in regular employment, there are four types of contributions that are paid to two social security schemes and to the state budget, as follows:

- ✓ For pension and disability insurance, paid to the Pension Fund (ZPIZ)
- ✓ For medical care and sick leave, paid to the Health Fund (ZZZS)
- ✓ For unemployment insurance, paid to the state budget, and
- ✓ For maternity leave, paid to the state budget.

Self-employed persons must pay social security contributions on their own.

WHAT ARE MY RIGHTS AS A WORKER?

Minimum pay

According to the Minimum Wage Act (92/2015), the minimum wage in Slovenia is currently EUR 804.96 gross. If you work full-time, you are entitled to financial remuneration of at least the minimum wage. From 1 January 2017, the allowances for unfavourable working time (night shifts, Sunday and holiday work) are exempted from it and paid separately. The following are also exempted from the minimum wage and paid separately: expenses for meals during work, costs of transportation to and from work, costs incurred during business trips, holiday allowance, severance pay, and corporate anniversary award.

When an employer pays an employee wages, he/she must issue a written payslip to the employee.

The employer must also issue a payslip to the employee, a list of taxes paid and contributions for the past calendar year up to 31 January of the new calendar year. The payslip must contain the following information: basic wage of the employee, performance-based compensation, compensations by type, gross and net salary, social security contributions, and personal income tax.

Annual Leave and Holiday allowance

According to the Employment Relationship Act (ZDR-1, 21/2013) you have the right to annual leave not shorter than 4 weeks, regardless of whether you work full-time or part-time.

Elderly workers, persons with disabilities, workers with at least a 60 per cent physical impairment and workers who take care of a child with disabilities have the right to at least three additional days of annual leave.

For every child under the age of 15, you have the right to one additional day of annual leave.

As for annual leave, you are entitled to holiday allowance in the amount of the minimum wage, which has to be paid by 1 July each year (or until 1 November in case of insolvency of the employer). If you are entitled to a proportional part of the annual leave, you will consequently be entitled to a proportional part of the holiday allowance.



Work-free days in Slovenia are:

- ✓ 1 January: **New Year**
- ✓ 8 February: **Slovenian Cultural Holiday – Prešeren Day**
- ✓ Easter Monday (date varies; late March to early April)
- ✓ 27 April: **Day of Uprising against Occupation**
- ✓ 1 and 2 May: **Labour Day**
- ✓ Whit Sunday (date varies, in May or June, fifty days after Easter)
- ✓ 25 June: **Statehood Day**
- ✓ 15 August: **Feast of the Assumption**
- ✓ 31 October: **Reformation Day**
- ✓ 1 November: **All Saints' Day**
- ✓ 25 December: **Christmas**
- ✓ 26 December: **Independence Day**

Working hours

In Slovenia, the full working week is 40 hours. Full working hours can be shorter, but no less than 36 hours per week.

NOTE: Most public institutions are usually open from 8 AM to 3 PM, except for Wednesdays when offices are open until 5 or 6 PM, and Fridays, when offices usually close at 1 PM.

Overtime and night shift

An employer must inform employees of any overtime work in advance, and employees must be appropriately paid for their overtime work. Overtime work is limited to a maximum 8 working hours per week, 20 working hours per month or 170 working hours per year. Exceptionally, with the employee's consent, this limit can be extended to 230 working hours per year for certain occupations such as health care; however, this should be agreed in the collective agreement that applies to the occupation or in the occupational collective agreement. An employer must organize the implementation of work in accordance with weekly and monthly restrictions, and also enable weekly rest (along with daily rest) of at least 24 hours once per week. The law also stipulates mandatory rest between two working days, i.e. 12 hours in a 24-hour period.

In Slovenia, an employee is also entitled to special benefits for working in special working conditions, such as night work, overtime, Sunday work, work on statutory holidays and work-free days. Benefits apply only to the non-standard hours. The amount of benefit is determined by the collective agreement for the particular branch of activity.

An employer cannot request overtime work from certain protected employee categories (pregnant women, elderly workers, workers who work in dangerous workplaces).

Night work is work from 11 PM to 6 AM the following day. If a night shift is assigned in the distribution of work time, night work is eight continuous hours between 10 PM and 7 AM the following day. A night worker's working time over a period of four months cannot exceed more than eight hours per day.

The night work of women in the food processing industry is subject to special regulations; the night work of under-aged workers, pregnant women and breast-feeding mothers is also prohibited.

Any action of the employer that is contrary to the provisions mentioned above is a violation of national labour legislation and should be reported to the nearest Labour Inspectorate Office.

Absence from work in Slovenia

An employee is entitled to absence from work in cases of a temporary incapacity for work due to disease or injury, or if he/she is a blood donor, on the day when he/she voluntarily donates blood.

NOTE: If you are absent from work due to illness or injury, you are required to bring a medical leave of absence from your doctor and inform your employer of your absence as soon as possible.

An employee has the right to paid absence from work due to personal circumstances (own wedding, death of spouse, child, parents, serious accident) for a maximum of seven working days in each calendar year.

WHAT CAN I DO IF I AM EXPERIENCING DISCRIMINATION OR OTHER VIOLATIONS AT WORK?

Discrimination is when an individual or individuals is/are are unfavourably treated on the basis of: gender, race, colour or ethnic or national origin, religion, disability, sexual orientation, social class, age (subject to the usual conventions on retirement), marital status or family responsibilities, or as a result of any conditions or requirements that do not accord with the principles of fairness and natural justice. It can take a variety of forms and may include the following:

Direct discrimination: Example: refusing to admit as students, employ or promote individuals because they are of a different race, religion or sexual orientation, because they are female or have a disability.

Indirect discrimination: Example: setting age qualifications which discriminate against women who have had periods away from work because of family responsibilities.

If you are experiencing any form of discrimination at work, you can report it to the Labour Inspectorate of Slovenia.

Contact details of other regional offices of the Labour Inspectorate can be found here:



www.id.gov.si/si/o_inspektoratu/organizacija_irs_d/oe/#c2476

Contact information:

Labour Inspectorate of Slovenia

Verovškova ulica 64a, 1000 Ljubljana

Telephone: +386 1 280 36 60

E-mail: gp.irs_d@gov.si

If you are experiencing violations of the above mentioned workers' rights, such as: you did not receive a copy of your employment contract, you are not receiving your wage regularly, you are forced to work overtime, your employer has not registered you with the social security system, you are not allowed to take your annual leave or sick leave or similar, or if you have any additional questions regarding your employment and work rights, you may also contact:

- **Counselling office for workers (Delavska svetovalnica)**
Dalmatinova ulica 4, 1000 Ljubljana
Free helpline: 080 14 34 | Facebook: www.facebook.com/delavskasvetovalnica/
- **ZRSZ legal counselling free helpline (only in Slovene)**
Telephone: 080 19 98 | Every day from 9 AM – 12 PM
- **Slovene Philanthropy**
Poljanska 12, 1000 Ljubljana | Telephone: +386 1 430 1288; 433 4024; 433 5106
(Weekdays from 8 AM – 4 PM) | E-mail: info@filantropija.org
- **Centre for the Legal Protection of Human Rights**
Ob velikih vratih 6, 6000 Koper | Mobile: +386 31 772 737 | E-mail: info@pravni-center.si
- **ZSSS (Association of Free Trade Unions of Slovenia)**
Dalmatinova 4, 1000 Ljubljana | Telephone: +386 1 3000 100 (legal assistance in Ljubljana); +386 2 2348 302 (legal assistance in Maribor) | E-mail: zsss@sindikat-zsss.si

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- Information for foreigners/Informacije za tujce
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- Labour Inspectorate of the Republic of Slovenia/Inšpektorat Republike Slovenije za delo
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