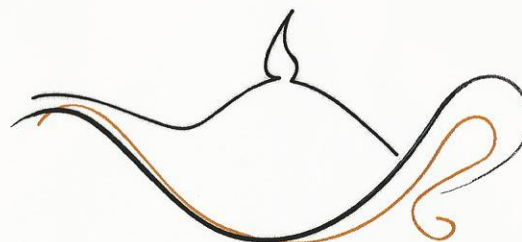


WHAT YOU NEED TO KNOW:

- ➔ In maximum 30 days from your employment, you must submit to the IGI a copy of your employment agreement, otherwise you are liable to receive a fine. You need to inform IGI every time you change jobs.
- ➔ You have the right to work in the same terms as a Romanian citizen, without a work permit or other additional documents.
- ➔ The employer has the obligation of registering an employment agreement for you and to offer you a copy of this agreement.
- ➔ Usually, when registering an employment agreement, the employer requests the following documents: a translated copy of your study diploma, of your birth certificate and of your marriage certificate, as well as a copy of your residence permit.
- ➔ The agreement cannot be concluded for more than 40 hours/week (5 days/week, 8 hours/day).
- ➔ The employment agreement can be concluded for a definite period (with a fixed termination date) or for an indefinite period. Some employment agreements also stipulate a trial period of maximum 3 months (for regular employees) or 4 months (only for management positions).
- ➔ Every time you change your employer, request a work certificate (which states the period worked, the workload and the salary). These must be kept carefully, since you will need them at the National House of Pensions.

**Read the employment
agreement carefully
before signing it!**



fundația
scheherazade
prietenul orașului

CONTACT

Str. Roma 38, Sector 1, București
Tel: +4 021 231 2829
Fax: +4 021 231 2895



www.fundatiascheherazade.ro



office@fundatiascheherazade.ro

**If you have additional questions or
you require more information regarding your rights,
you can contact us at:
Simina Guga
simina.guga@gmail.com
0732 419 642**

**If you are an asylum seeker or a protected person,
this leaflet contains some useful information
you should know!**

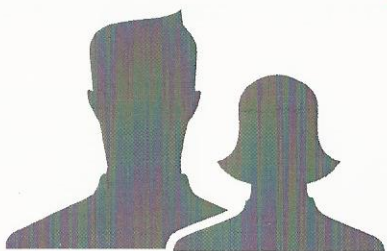
*The right to work of asylum seekers,
refugees and beneficiaries
of subsidiary protection*

**Punți
către speranță**
**acces la servicii sociale
de calitate pentru solicitanți de
azil și persoane ce au primit o
formă de protecție în România**

*Proiect finanțat prin
granturile SEE 2009 - 2014,
în cadrul Fondului ONG
în România*

RIGHTS

You are an ASYLUM SEEKER - you have the right to work in Romania only after you are issued a Personal Identification Number (in Romanian: CNP-Cod Numeric Personal), which shall be applied on the identity document issued by the General Inspectorate for Immigration (in Romanian: IGI - Inspectoratul General pentru Imigrări). You can request the Personal Identification Number from the General Inspectorate for Immigration 3 months after the date you were registered as an asylum seeker. Afterwards, you have the right to work on the territory of Romania in the same terms as Romanian citizens.



You are a REFUGEE OR A BENEFICIARY OF SUBSIDIARY PROTECTION - you have the right to work on the territory of Romania at any time, in the same terms as Romanian citizens.

YOUR RIGHTS AS AN EMPLOYEE WITH AN INDIVIDUAL EMPLOYMENT AGREEMENT:

The salary must be in conformity with the position held and with the workload, but it cannot be less than the minimum wage.

- The salary must be received monthly, either in cash or in your bank account and in conformity with the amount in the agreement.
- The annual leave is minimum 20 working days and the leave days (holidays) are paid as working days.
- National holidays represent other leave days, in addition to the annual leave.
- You have the right to minimum 2 days off/week (usually Saturday and Sunday).
- If you work more hours than it is stated in the employment agreement, they must be paid in addition to your salary or they must be compensated with days off.
- You have the right to participate every 2-3 years to professional training or qualification courses, which are paid by your employer.



• The notice period represents the period in which you continue working, after you submit your resignation or you are fired (usually 15-30 days).

• The employer automatically pays the medical insurance, if you have an individual employment agreement. If you work, you can register your spouse or your parents as co-insured, if they are not working and don't have income.

• The employer has the obligation of retaining and paying your contribution for pensions, unemployment healthcare, etc. on a monthly basis.

• You have the right to unemployment benefits if you worked under an employment agreement in the past 12 months and you were fired or dismissed from your former workplace. If you left your former workplace by mutual agreement of the parties or if you resigned, you will not receive unemployment benefits.

• If you have health issues, you can ask for medical leave from your family physician. For the medical leave periods, the employer will pay you a minimum of 75% from the salary stipulated in your employment agreement, according to the medical diagnosis.

You will need to give your family physician an employment certificate obtained from your employer!