

**A LAW TO PROVIDE FOR THE EMPLOYER'S OBLIGATION TO  
INFORM EMPLOYEES OF THE PARTICULARS OF THEIR CONTRACT  
OF EMPLOYMENT OR THEIR EMPLOYMENT RELATIONSHIP**

**1.** This Law may be cited as the Employer's Obligation to Inform Employees of the Particulars of their Contract of Employment or their Employment Relationship Law of 2000.

**2.** In this Law, unless the context otherwise requires –

“employee” means any person who is protected by existing labour legislation as an employee.

“Minister” means the Minister of Labour and Social Insurance.

**3.** (1) The present Law shall apply to every employee having a contract of employment or employment relationship with his/her employer.

(2) This Law shall not apply to-

(a) Employees whose total period of employment does not exceed one month;

(b) employees whose total hours of employment do not exceed eight hours in a given week; and

(c) employees whose employment is of a casual nature or and specific nature assuming that in these cases the non-application is under the condition such cases are justified by objective reasons.

**4.**(1) The employer shall be obliged to inform each of his/her employees of the particulars of the contract of employment or the employment relationship.

(2) The information referred to in subsection (1) above shall contain particulars of:

(a) The identities of the parties;

(b) the place of work and the registered headquarters of the employer or the home address of the employer;

(c) the position or the expertise of the employee, his/her grade, the category of his/her employment and a brief description of the nature of his/her work;

(d) the date of commencement of the contract of employment or the employment relationship and the expected duration thereof if it is made for a specific period;

(e) the amount of paid leave to which the employee is entitled, and the time and manner for allocating such leave;

(f) the notice period to be maintained by the employer and the employee in case the contract or employment relationship is terminated;

(g) the amount of all types of remuneration to which the employee is entitled to and the intervals at which remuneration is paid;

(h) the length of the employee's normal daily and weekly hours of work, and

(i) the reference to any collective agreements governing or affecting the terms and/or the employee's conditions of employment.

(3) No term of the contract of employment or the employment relationship shall be less favourable for the employee than provided by relevant legislation.

**5.** A statement of an employee's particulars of employment, referred to in section 4(2), shall be given in-

(a) A written contract of employment;

(b) a letter of engagement; or

(c) any other document, signed by the employer, provided that this document contains at least all the information referred to in article 4(2):

Provided that the particulars referred to in paragraphs (e), (f), (g) and (h) of section 4(2), may be given by a written reference to Laws, Regulations, Orders or collective agreements relevant to the matters referred to in the said paragraphs.

**6.-(1)** Subject to the provisions of section 8, the particulars referred to in section 4(2) shall be given not later than one month after the date of the commencement of employment.

(2) If the contract of employment or the employment relationship for any reason is terminated in less than one month, any document referred to in section 5 above shall be given to the employee on the date of the termination of his/her employment.

(3) For any change in the details referred to in section 4(2), unless these are the result of changes in Law, or any other document cited in the original information according to the proviso of Section 5, the employer is obliged to provide the employee with a relevant written document within one month of the date of entry into force of the changes.

(4) The failure of the employer to provide the employee with the above mentioned documents shall not affect the validity of the contract of employment or the employment relationship.

**7.-(1)** If an employee is required to work in any country other than Cyprus with a contract of employment or an employment relationship established in Cyprus or which is subject to Cyprus Law or practice, and the duration of that work is not less than one month, the documents referred to in section 5 shall be given to the employee before his departure and shall include at least the following additional particulars:

(a) The duration of the employment abroad;

(b) the currency in which his/her remuneration is to be paid;

(c) any benefits in money or in kind resulting from his/her expatriation, and

(d) any conditions governing the employee's repatriation.

(2) The information regarding the particulars in paragraphs (b) and (c) of subsection (1) above, may be given by reference to Laws, Regulations, Orders or collective agreements relevant to such matters.

**8. - (1)** In relation to employment relationships which were in existence upon entry into force of this Law for less than five years, the information must be given to the employee within six months from the coming into force of this Law.

(2) In relation to employment relationships in existence upon entry into force of this Law for more than five years, the information must be given within two months after a request from the employee.

(3) For employment relationships referred to in subsection 2 above, there shall be no recourse to a court, unless notification of the dispute is given by the employee to the employer and the employer has not responded within fifteen (15) days of the date of such notification.

Provided that the notifications procedure referred to in subsection 3 above shall not be required-

(a) In the cases referred to in section 7;

(b) for employees whose employment contract or the employment relationship is of a temporary nature; and

(c) for employees not covered by a collective agreement.

**9.** The burden of proof that the employer has given to the employee the particulars of their contract of employment or their employment relationship shall be upon the employer.

**10.** The Minister may, if he considers necessary, appoint inspectors or other officers for the better application of this Law.

**11.** The competent Court for the resolution of any civil dispute arising under the provisions of this Law shall be the Labour Disputes Court.

**12.-** (1) An employer who, without reasonable excuse, contravenes any of the provisions of this Law shall be guilty of an offence and shall be liable, on conviction, to a fine not exceeding five hundred pounds.

(2) The burden of proof that there was a reasonable excuse for the omission to inform the employee shall be upon the employer.

**13.-**(1) The Council of Ministers may make Regulations for the effective application of the provisions of this Law or for any matter that can be prescribed by Regulations.

(2) Without prejudice to the general provisions of subsection (1) above, the Regulations may prescribe and regulate the duties and powers of the inspectors or other officers who are appointed according to the provisions of section 10.