

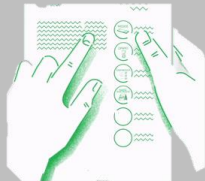
# TRANSPARENT AND PREDICTABLE TERMS OF EMPLOYMENT

## BROCHURE 1: PROVISION OF INFORMATION FOR BASIC TERMS OF EMPLOYMENT

### How should an employer notify employees about the basic terms of employment?

Employers are obliged to inform each employee in writing about the basic terms of employment (keeping evidence of transmission and receipt) either:

- in written form, or
- digitally, where information can be accessed, stored and printed.



***"An employer must inform employees of employment conditions in writing, within 7 DAYS of recruitment"***

### What are the basic terms of employment that employers are obliged to include in the written notification to employees?

Employers are obliged to inform each employee in **writing, no later than 7 days**, from the commencement of the employment, of the following basic terms of employment:

- **the identity of the employer and the employee,**
- the **place of work** and where appropriate the registered place of the employer's business, or the employer's home address, or the principle that the work will be carried out at various places, or the principle that the place of work will be determined by the worker;
- either the **title, grade, nature or category of work; or a brief description of the work;**
- the **date of commencement of the employment contract or relationship** and, in the case of fixed-term work, the date of termination or the expected duration;
- the duration and conditions of any **probationary period;**
- **the remuneration**, including basic salary, any other elements which should be listed separately, and the frequency and method of payment;
- the length of the **standard working day or week** and any overtime arrangements including the rate of pay, as well as any shift arrangements;
- In cases of an **unpredictable work schedule**, information regarding the principle that the **working hours are not fixed** and (a) **the hours and days** that the employee may be called to work (b) the number of **guaranteed paid** hours, (c) **the remuneration** for work **beyond the guaranteed paid hours**, (d) the **minimum notice period** before a work assignment and, (e) the **deadline for cancelling a work assignment.**

In addition, the following information, if not provided with the basic terms of employment within the first 7 days, must be communicated to each employee, in **writing, no later than 1 month**, from the commencement of the employment:

- for **temporary agency** workers, the **identity of the undertaking to which the worker is to be transferred**, as soon as the information is available;
- the **training entitlement** provided by the employer, if any;
- the duration of **annual leave** or, if this is not possible at the time of the notification, the procedures for allocating and determining it;

- the procedures to be followed if the **employment is terminated**, including any requirements and notice period or, if the notice period is not specified when the notification will be provided, and the method for determining the notice period;
- **any collective agreement** applicable to the terms of employment;
- the **identity of the social insurance institution** to which the employee is insured and any protection related to that.

In cases of employment **abroad**, the employer provides **additional information** on:

- the **country or countries** in which the work is to be performed and the **anticipated duration**;
- the **currency** to be used for the payment of remuneration;
- any **allowances** in cash or in kind linked to the employment in question;
- information and conditions regarding the **repatriation** of the employee.

In cases of posting of a **worker to another Member State** of the European Union, the employer shall provide **additional information** on:

- **the remuneration** to which the worker is entitled according to the legislation of the host Member State;
- **allowances** related to the posting and any arrangements for reimbursing **travel, board and lodging expenses**;
- the link to the **official national information website** for posted workers of the Member State of posting.

#### **When does the employer have to inform the employee in writing?**

Further to the initial written information on the basic terms of employment which is to be made no later than **7 days** from the commencement of the employment and the additional information that, in some cases will be communicated within **1 month from the commencement of the employment**, an employer is obliged to inform an employee **in writing** of any changes to the basic terms and conditions of employment, **at the latest on the day the changes take effect**.

#### **How can citizens request more information or submit a complaint?**

By contacting the **Department of Labour Relations** of the Ministry of Labour and Social Insurance as follows:

- **in writing**: Department of Labour Relations, 1431 Nicosia
- **by email**: [info@dlr.mlsi.gov.cy](mailto:info@dlr.mlsi.gov.cy)
- **online by completing the form** at: <http://www.mlsi.gov.cy/dlr>
- **by visiting the Department in person, or by telephone**:  
 Nicosia: 54, Grivas Digenis Ave., 4th floor, 1096 Nicosia, tel.: 22803100  
 Limassol: 80, Franklin Roosevelt Ave., 3012 Limassol, tel.: 25819440/820  
 Larnaca: 5, Artemidos Ave., 1st floor, 6020 Larnaca, tel.: 24817800/801  
 Paphos: 1, Agiou Spyridonos Str., 8021 Πάφος, tel.: 26822614/640  
 Famagusta: 82, Eleftherias Avenue, 5380 Deryneia (Service on Fridays)

**Department of Labour Relations**  
**MINISTRY OF LABOUR AND SOCIAL INSURANCE**  
 Website: <http://www.mlsi.gov.cy/dlr>