

Labour Rights

The essential knowledge

TRAINING TOOL



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Migration and Integration Fund of the European Union.

The views expressed herein are solely those of the author and
do not reflect the official stance of the European Commission.



Generation 2.0
For Rights Equality & Diversity

CREATION OF THE LABOUR RIGHTS TRAINING TOOL

The current training tool on Labour Rights was created to facilitate employers and HR professionals inform women employees of migrant background on the labour rights they are entitled to in Greece.

Being informed of labour rights is particularly important for employees who have never worked in Greece before or those who have worked without any information on how they can make use of, or, claim the rights that come with signing an employment contract.

At Generation 2.0 RED, the Labour Rights seminars take place on a habitual basis in the context of the Job Readiness programmes, as inclusion, also, lies in being aware of our rights.

Concepts such as the employment contract, access to social and health insurance, annual leave, maternity leave, etc. are included in this introductory tool that contributes to awareness of labour rights from an intercultural approach and simple way.





Training Topics

We have compiled the topics identified through the implementation of the Career Counselling Service sessions that are worth mentioned in that type of training programmes for new recruits.

- ✦ **Legal status basic concepts** p.4
For the trainer
- ✦ **Employment types & work hours-Informative brochure** p.6
- ✦ **Leave & Holidays in Greece-Informative brochure** p.9
- ✦ **Social insurance, Bank account & taxation Informative brochure** p.12
- ✦ **Protection from harassment and violence - Informative brochure** p.15
- ✦ **A few words about the Worldplaces project** p.18

Legal Status

Basic concepts

FOR THE TRAINER

RESIDENCE PERMITS TYPES

- **Migrant**

Migrant women "choose" to move, not necessarily because of an imminent threat of persecution or death, but in search of better working conditions or, in some cases, to join family members already abroad, as well as for educational or other reasons.

- **An International Protection beneficiary is a woman who has been granted the Refugee status or Subsidiary Protection status**

- a. **Refugee**

A Third-country national or stateless woman owing to well-founded fear of being persecuted for reasons of race, religion, nationality, membership of a particular social group or political opinion, is outside the country of her nationality and is unable or, owing to such fear, is unwilling to avail herself of the protection of that country; or who, not having a nationality and being outside the country of her former habitual residence, is unable or, owing to such fear, is unwilling to return to it.

- b. **Subsidiary Protection Beneficiary**

The protection given to a third-country national or a stateless person who does not qualify as a refugee but in respect of whom substantial grounds have been shown for believing that the person concerned, if returned to their country of origin, or in the case of a stateless person to their country of former habitual residence, would face a real risk of suffering serious harm and is unable or, owing to such risk, unwilling to avail themselves of the protection of that country.

Legal Status

Basic concepts

FOR THE TRAINER

TEMPORARY STATUS TYPES

- **Asylum seeker/International Protection applicant**

A woman who has made an application for international protection in the host country, owing to well-founded fear, in the country of her nationality, of being persecuted for reasons of race, religion, nationality, membership of a particular social group or political opinion and is unable or, owing to such fear, is unwilling to avail herself of the protection of that country; or who, not having a nationality and being outside the country of her former habitual residence, is unable or, owing to such fear, is unwilling to return to it.

- **Temporary Protection for displaced citizens from Ukraine.**

It concerns persons who left Ukraine on 24 February 2022 and afterward, due to the war in their country. It is a temporary residence permit of 1 year with the right to access the job market and healthcare.

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Employment types & work hours

By commencing the training, it is important to mention the types of employment which require a residence permit in Greece.

Regarding employment, we can refer more broadly to these types:

- Self-Employment
- Dependent Employment
- Contract for service provision/project

As per the work hours and days, it is advisable to refer to the following:

- To the overall work hours as defined by law
- To what applies in case of overtime
- What is valid for work on weekend
- What is valid for night work

An informative leaflet follows where all above information have been concentrated, intended to be provided to every newly recruited employee (provided that the current legislation is in effect).

Informative Brochure

EMPLOYMENT TYPES

1

SELF-EMPLOYMENT - BUSINESS CREATION

Access: International Protection Beneficiaries & migrants

DEPENDENT EMPLOYMENT 2



It is based on a Contract between an employer and an employee

Access: Asylum Seekers*, International Protection beneficiaries, migrants

*Asylum Seekers after 2 months of full registration

DEPENDENT EMPLOYMENT FORMS

1. Indefinite Term Contract

It does not define a specific period for the duration of the contract

2. Definite Term Contract

It defines a time context (with fixed termination date)

A. Full-time employment

8 hours per day (5 days/week): 40 hours/week
6 hours and 40 minutes/day (6 days/week): 38,4 hours/week

B. Part-time employment

Fewer than 40 hours per week

C. Occasional employment

Employment for fewer days per week or fewer weeks per month/year or fewer months per year or even a combination of them.

EMPLOYMENT CONTRACT

Signed on **the 1st day or few days later**, but it refers to the actual starting date of work in the organisation.

Necessary documents to sign a contract:

- Valid residence permit
- ΑΦΜ (Tax Registration Number)
- ΑΜΚΑ (Social Security Registration Number/ ΠΑΑΥΠΑ (for asylum seekers)
- ΑΜΑ (National Insurance Number-it is obtained the first time we work).
- Bank account



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CONTRACT FOR SERVICE PROVISION/PROJECT

It is based on an agreement for a specific service/project during a fixed term

Access: Asylum Seekers, Refugees, migrants

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Informative Brochure

WORK HOURS

Depending on whether it is a 5-day or 6-day job or full-time or part-time

OVERWORK

- For work of 5 days/week: +5 hours/week
- For work of 6 days/week: +8 hours/week

+20% of the hourly wage

OVERTIME

Exceeding 45 hours/week (for 5-day work) & exceeding 48 hours/week (for 6-day work) & when you work up to +3 hours/day, and up to 150 hours/year

+40% of the hourly wage

If overtime exceeds 150 hours/year, the employee is paid with

+60% of the daily wage

Days of rest

5-day work → 2 days of rest/week

6-day work → 1 day of rest/week



Break

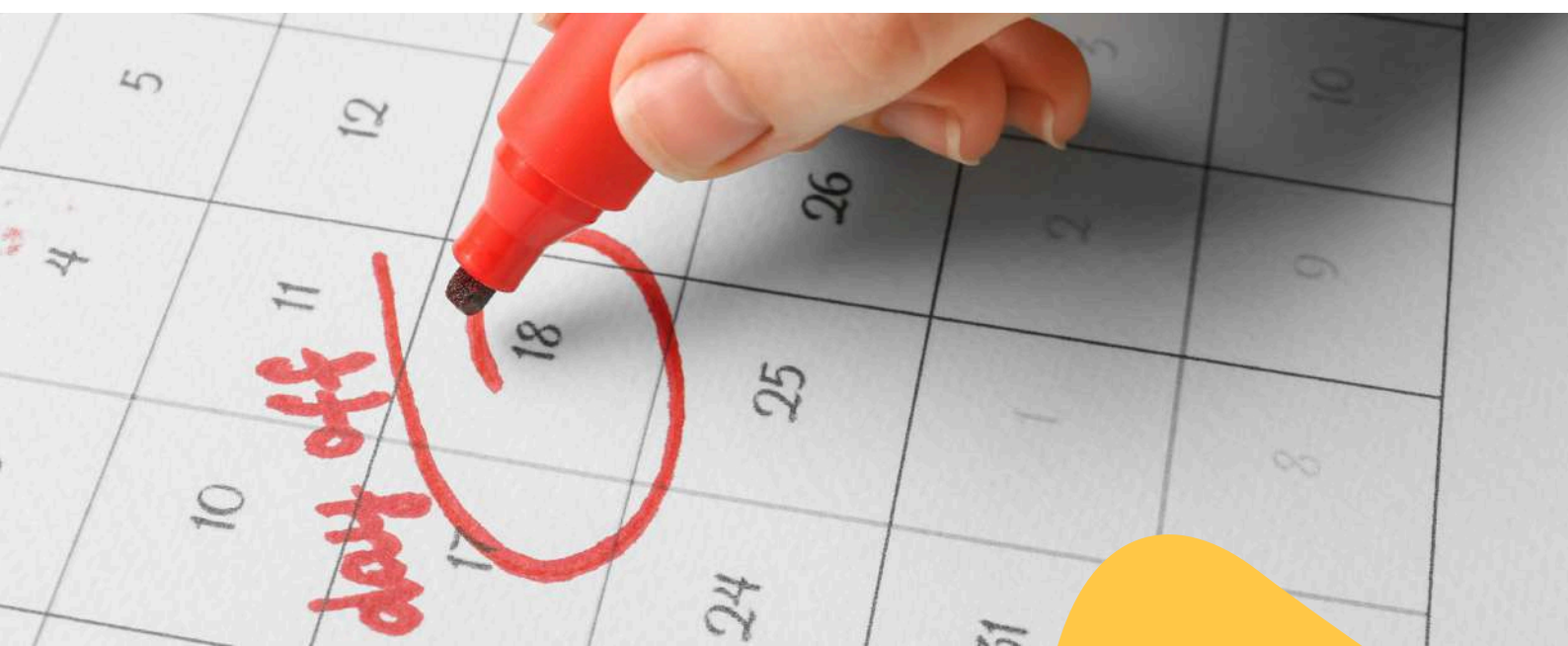
More than 4 hours of work/day → At least 15-30 minutes
Possibility to leave the premises
Intermittent work hours: at least 3 hours break

NIGHT WORK



22.00 in the evening - 6.00 in the morning: pay +25% of daily wage.

Note: Night work is prohibited for minors under 18 years old!



Leave & Holidays in Greece

This section refers to:

- National holidays in Greece
- Annual leave
- Leave for specific reasons
- Protection from harassment and violence.

An informative brochure follows where all information above has been gathered to be provided to the new employee.

Informative Brochure

LEAVE & HOLIDAYS

COMPULSORY HOLIDAYS IN GREECE

January 1st
New Year's Day

January 6th
Orthodox Holiday

March 25th
National Holiday

Easter Monday
Moveable holiday

May 1st
May Day

August 15th
Orthodox Holiday

October 28th
National Holiday

December 25th
Christmas

26 December
2nd day of Christmas

WORK ON HOLIDAYS & SUNDAYS

On official holidays & Sundays during which employees usually do not work, in case they work, then they are entitled to:

+ 75% of their usual daily wage (for those receiving daily wage)

+ 1/25 of their salary (for those receiving a salary)

ANNUAL LEAVE

1st year of employment: 20 days leave (for 5-day work) & **24 days leave** (for 6-day work)

2nd year of employment at the same employer: 21 days leave (for 5-day work) & **25 days leave** (for 6-day work)

3rd year of employment: 22 days leave (for 5-day work) & **26 days leave** (for 6-day work)

The annual leave can be taken up to March of the following year.

For over 10 years at the same employer/ **over 12 years** at different employers=
25 days leave (for 5-day work) & **30 days leave** (for 6-day work)

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Informative Brochure

LEAVE & HOLIDAYS

Note

If the employer does not grant the leave by March of the following year, the employee is entitled to **payment of the leave.**

Provisions to employees during leave:

Common pay to employees



Holidays/
Christmas /Easter Bonus

LEAVE FOR SPECIFIC REASONS

- **Sick leave** (The employee is paid half of her daily wage for less than 3 days. For more than 3 days, she is paid by ΕΦΚΑ)
- **Marriage leave** (5/6 days)
- **Maternity leave** (17 weeks - 8 weeks before childbirth/9 weeks for adoption)
- **Paternity leave** (fathers receive 14 days leave for childbirth/adoption)
- **Special maternity protection** (9 months)
- **Childcare leave** for both parents as reduced work hours (1 hour less/day); adopting parents too
- **Parental leave** (up to 4 months leave for one of the 2 parents, with a child up to 8 years old - and for adopting parents).

- **Leave for serious medical problems of children** (10 days/year)
- **OB-GYN check-up leave** (1 day)
- **Single-parent families leave** (6 days)
- **Monitoring school performance leave** (a few hours or all day for 4 days/year)
- **Leave for children's hospitalisation** (up to 30 days)
- **Leave due to illness of a child or family member** -unpaid- (up to 6 days/year or 8 days/year or 14 days/year)
- **Leave for working students** (up to 25 years) for 14 days -unpaid.



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Social insurance & taxation

This section refers to:

- The Social & Health insurance - ΕΦΚΑ
- Payroll bank account
- The taxation system in Greece

An informative brochure follows where all information above has been gathered to be provided to the new employee.



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Infomative Brochure

SOCIAL & HEALTH INSURANCE

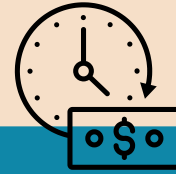
ΕΦΚΑ (FORMER IKA)

ΕΦΚΑ is the Single Social Security Institution in Greece

- For employed in dependent work
- Self-employed
- For contracts of service provision/project

Considering the compulsory insurance embedded in a type of employment, the employee is insured by ΕΦΚΑ, and also her dependent family members who live in Greece are also insured and have access to public health.

The insurance is compulsory, and the gross salary includes AND the insurance contributions to ΕΦΚΑ.



What documents are needed to have Health Insurance and Social Insurance?



To be insured with ΕΦΚΑ, the **AMA** number (National Insurance Number) is required.

The following are required to issue this number, the first time an employee works in Greece:

For questions and other information on issues related to the Ministry of Labour and Social Affairs, please call:



1

PHOTOCOPY OF ID/ RESIDENCE PERMIT/
CERTIFICATE OF ELECTRONIC
SUBMISSION OF A RESIDENCE PERMIT
RENEWAL APPLICATION

4

PHOTOCOPY OF THE IBAN
NUMBER

2

ΑΦΜ PHOTOCOPY
(TAX REGISTRATION
NUMBER)

5

PHOTOCOPY OF THE
CONTRACT
OR RECRUITMENT CERTIFICATE
FROM EMPLOYER

3

PHOTOCOPY OF THE
ΑΜΚΑ/ΠΑΑΥΡΑ NUMBER
CERTIFICATE

6

PROOF OF RESIDENCE
ADDRESS

Informative Brochure

BANK ACCOUNT & TAXATION

A new bank account for payroll is opened at the bank with which the organisation you work for cooperates, because the payroll payment is done mandatorily through the bank.

You will need the contract or a recruitment certificate from the employer.

**HOW DO I
OPEN A
PAYROLL
BANK
ACCOUNT?**

The payment certificate is given by the employer to the employee every time a payment takes place, and states the gross amount of salary, the taxes that are withheld and the net amount of salary.

**PAYMENT
CERTIFICATE**

TAXES IN GREECE

- Every natural person residing in Greece, even if under 18 years old, regardless of whether or not they are dependent members, and earns real or imputed income.
- Every person with a residence permit in Greece will have to declare their income, even if the income was 0.
- Spouses are required to submit a joint declaration of their income if at the time of submission of the declaration there was a marriage relationship
- The tax declaration concerns the previous year
- Since 2024, the tax declaration can be submitted automatically by AADE (Independent Authority for Public Revenue)

WHO?



WHEN?



**SPRING TILL
SUMMER**



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Protection from harassment and violence

Violence and harassment:

Forms of conduct, acts, practices or threats that are intended to cause, result in or are likely to result in physical, psychological, sexual or economic harm. They may occur either individually or repeatedly.

Harassment:

It includes types of behaviours that aim at or lead to offending the dignity of a person and creating an intimidating, hostile, degrading, humiliating or aggressive environment, regardless of whether these behaviours constitute a discrimination type.

Gender-based harassment:

It constitutes a discrimination type based on gender. As such, it includes types of behaviour that refer to the concept of harassment, but they differ on the fact that these behaviours are connected to gender. It, also, includes, behavioural types that are connected to sexual orientation, expression, identity or gender characteristics of a person.

Sexual Harassment:

It includes any type of unsolicited verbal, psychological or physical behavior of sexual nature that results in the violation of a person's personality, particularly by creating an intimidating, hostile, degrading, humiliating or aggressive environment around them.

Source: "Harassment and violence at work - A guide for businesses", Hellenic Federation of Enterprises

Informative Brochure

PROTECTION FROM HARASSMENT AND VIOLENCE

PROHIBITION OF VIOLENCE AND HARASSMENT AT WORK

Harassment and violence at work ("mobbing"), which may occur during work, either in connection with or resulting from work and may take place particularly at the workplace, during commute to and from work, during work-related communications, including those carried out through information and communication technologies, is prohibited (Art.4, Law 4808/2021).

Source: [Labour Inspectorate](#)

GENERAL OBLIGATIONS OF THE EMPLOYER

- The employer must receive, investigate, and handle any complaint or related report with zero tolerance, confidentiality, and respect.
- The employer must not obstruct the receipt, investigation, or management of complaints or reports related to incidents of violence and harassment.
- The employer must provide assistance and access to any competent public, administrative, or judicial authority in the investigation of such incidents when requested by such authorities.
- The employer must provide employees with all necessary information about the potential risks of violence and harassment in the workplace and about prevention and protection measures, including obligations and rights of both employees and employer in relation to such incidents.
- The employer must have in display and at an accessible place at the workplace information about the procedures of reporting and dealing with incidents of violence and harassment. This should also include contact details for the competent administrative and judicial authorities.

Source: "Harassment and violence at work - A guide for businesses", Hellenic Federation of Enterprises

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PROTECTION FROM HARASSMENT AND VIOLENCE

Each employee or person with any other employment type who is offended through a violence and harassment incident, even if the employment collaboration has ended, in the context of which the incident or behavior was expressed, **is entitled to, beyond the legal protection, address themselves to the Labour Inspectorate or the Greek Ombudsman.**

Finally, a person, provided they have a reasonable belief that there is a future severe danger to their life, health, or safety, has the right to depart from the workplace for a reasonable amount of time, without loss of salary or other negative consequences, after they have informed their employer in writing, “mentioning the incident of violence and harassment and the incidents justifying their belief”.

If danger ceases, and the offended person refuses to return to the workplace, the employer has the right to appeal to the Labour Inspectorate to resolve the conflict.

Source: [Labour Inspectorate](#)



A FEW WORDS FOR THE



PROJECT

- Since December 2021, **Diversity in the Workplace**, with the project “Worldplaces-Workplaces Working with Migrant Women”, **co-funded by the Asylum, Migration and Integration Fund of the European Union**, introduces **best inclusion practices** at the workplace, by supporting **women of migrant background**, while focusing on the **Work-Life Balance Policy**, with other European partners.

Generation 2.0 for Rights, Equality & Diversity is building the **Greek Worldplaces Network**, where **companies and non-profit organisations** have the opportunity, apart from network with other members in Greece and Europe, to **access tools and resources** for best inclusion practices, **from the gender and origin perspectives**, and as well participate in trainings on the following topics:

- **"Non-discriminative Recruitment policies & Best Corporate practices on Childcare"**
- **"Non discriminative and Inclusive Policies at the Workplace"**



WE ARE WORLDPLACES



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