

BEFORE YOU START WORKING



Employer background check

- When starting a new job, it is important to know how reliable your employer is, i.e. whether your employer respects to agreements regarding salary payments.
- Check your employer's background on social media and in public databases.
- Non-payment of wages, inhumane working conditions, exploiting the employees position and providing false information about working conditions suggest trafficking in human beings

Ask the employer for a written contract of employment.

- The contract of employment must specify the tasks, the wage, working and rest time, the place of work, the duration of annual holiday, and the working conditions.

Before starting work, the employer must provide instruction for the employee (according to written safety manual) and arrange training (practical training under the supervision of an experienced employee).

- The instruction and training must be provided in a language the employee can understand.
- During the instruction, the employer must introduce the risk assessment of the working environment, specifying that hazards may occur at work and in the working environment, and how to reduce or avoid potential harm to health.

The employer must arrange for the employee a **medical examination** at an occupational health doctor.

The employer must provide **personal protective equipment** to their employees (e.g. hearing protection for working with noise), and work clothes, if necessary, if the work is performed in a dusty, dirty or cold environment.

Employees must know who can provide first aid and whom to contact in the company with questions or problems relating to the working environment.

REMUNERATION



- The remuneration paid for the work must not be less than the minimum wage as established by the Government of the Republic. The same applies to posted workers who are posted from a Member State of the European Union to Estonia, unless the minimum wage in the country from which the worker has been posted is higher than in Estonia. If a foreign national arrives from outside the European Union (e.g. on the basis of a visa, visa waiver, residence permit) and concludes an employment contract directly with an Estonian employer and the purpose of their stay is employment, which must be previously registered in the Police and Border Guard Board, **the wage must not be less than the average annual wage in Estonia.**
- The wage is paid on the pay day which must be fixed on a specific calendar day (e.g. on the 5th day of each month).



- In Estonia, full-time work is **40 hours a week**. This means that a working day is 8 hours a day.
- If the job involves a working time schedule, the working day may be longer. The standard working time in a calendar month is from 152 to 184 hours.
- If you work more than the agreed working time, it is **overtime**. Any overtime work must be agreed upon in writing (e.g. in correspondence or messages). Overtime is compensated either by granting paid time off or by 1.5 times the wages.
- A single working shift may involve working a **maximum of 13 hours**, including overtime. There must be at least 11 hours of rest between the end of a working day and the start of the next one.
- At least once every seven days, there must be **36** (when the job involves a working time schedule) or **48 hours** of rest (when working 8 hours a day from Monday to Friday). The 11 hours of rest is not included in the 36 or 48 hours of rest, but must be before it. This means that working for more than 6 consecutive days is not allowed.
- The employer has to give the employee a **30-minute rest time** (lunch break), if the employee works for at least six hours. In addition, an employee must get paid rest times during the working time, if the work is physically demanding, for example when lifting heavy loads by hand. Rest times must be given also in case of mentally demanding work.
- For rest times, there must be a **lounge** with chairs with backrests.
- Employees are entitled to **paid annual holiday of at least 28 days** each year.

WHEN AN EMPLOYMENT CONTRACT EXPIRE



- If an employee wishes to leave their job, they must **inform the employer in writing at least 30 days in advance**. However, an employment contract can be terminated at any time by agreement between the parties.
- If an employer wishes to terminate the employment contract, they must provide reasons in writing.
- The employee may always challenge a dismissal before **the labour dispute committee**.
- At the expiring of the employment contract, the employer must pay the employee outstanding remuneration and unused annual holiday compensation earned by the employee.

Useful contacts:

- Labour Inspectorate: Tel: +372 640 6000 and email jurist@ti.ee
- Police and Border Guard Board: Tel: +372 612 3500 and email migrationadvice@politsei.ee
- Tax and Customs Board: Tel: +372 880 0811 and email emta@emta.ee