



Living and working in Slovenia

Information for EU/EEA and Swiss citizens
who want to work in Slovenia



Zavod Republike Slovenije
za zaposlovanje

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An Introduction to Slovenia

Establishment: 25 June 1991

State regulation: Democratic republic

Surface: 20,273 km²

Population October 2012: 2.058.123 inhabitants

Capital: Ljubljana

Neighbour countries: Austria, Italy, Hungary, Croatia

Money unit: Euro

Language: Slovenian

GDP per a citizen in year 2012: 17.244 Euro

More information:

Public Relations and Media Office: <http://www.uvi.gov.si>

Statistical Office of the Republic of Slovenia: <http://www.stat.si>

Important telephone numbers

113 - Police, reporting of accidents and criminal acts

112 - Emergency Information Centre (fire brigade, ambulance)

+386 1970 - Road and traffic status

The international entry telephone number

is **386**, while the international exit telephone number is **00**.

Useful Contacts

- <http://www.ess.gov.si> Employment Service of Slovenia
- <http://www.mnz.gov.si> Ministry of the Interior and Public Administration
- <http://www.mddsz.gov.si> Ministry of Labour, Family, Social Affairs and Equal Opportunities
- <http://www.zzzs.si> The Health Insurance Institute of Slovenia
- <http://www.durs.gov.si> Tax Administration of the Republic of Slovenia
- <http://www.mizks.gov.si/> Ministry of Education, Science and Sport



Arrival to Slovenia

Before deciding to move to Slovenia, it is advisable to visit the EURES portal <http://eures.europa.eu>, where you can find useful information about life and work in Slovenia. You can also contact EURES adviser in your country or in Slovenia.

As a citizen of European Union, you have the right to enter the country with valid identity card or passport. If you do not stay in a tourist facility, you have to register with the competent police station within three days of crossing the border.

Traffic information: <http://www.dars.si/>,
<http://www.amzs.si/>

Aircraft information: <http://www.adria.si>,
<http://www.lju-airport.si/>

Railway information: <http://www.slo-zeleznice.si/>

Bus information: <http://www.ap-ljubljana.si/>



Registration of Work / Employment, working permit

Nationals of all EU and EEA (European Economic Area) Member States and Swiss nationals have free access to the labour market in Slovenia. If you are a citizen of EU or EEA member states, work permit to enter the Slovenian labour market is not required, and you can apply for job vacancies under equal conditions as domestic workers. Limitations on employment may apply to citizens of new EU Member States. The employer is obligated to register you into the obligatory pension, invalidity, health and unemployment insurance within 8 days of the date of signing the employment contract.

European employer should register his provision of services by posted workers at the Employment service of Slovenia before the beginning of service in Slovenia on prescribed form ZRSZ TUJ-5A.

If you are posted to work in Slovenia, the employer is obligated (based on working contract concluded in your country) to **ensure you minimal working and employment conditions compatible with Slovenian regulations.**

If you are a citizen of the EU, the EEA or the Swiss Confederation and provide services in Slovenia, you must register the commencement of service provision with the Employment Service of Slovenia using the ZRSZ-TUJ-5B form.

If you are a **citizen of a third country**, you may only work in Slovenia if you obtain a work permit or other type of permit in advance. A **work permit** is not required, only when so stipulated by the law or international treaty.

As a rule, a work permit serves as the basis for obtaining a residence permit. A work permit and a residence permit are two different permits. The former is issued by the Employment Service of Slovenia, the latter by an administrative unit. You will need both permits if you wish to work and live legally in the Republic of Slovenia. An exception is made if you hold a **EU Blue Card**, which is both a work and residence permit and may be issued for high-skilled jobs.

More information:

Employment Service of Slovenia: <http://www.ess.gov.si>

A residence permit

If you intend to stay in Slovenia for a period of more than three months, a residence permit is needed. An application for a residence permit can be made at the local **Administrative unit** with valid passport, or identity card. In the case of employment, you must submit confirmation from your employer that he will employ you, or proof of employment (an employment contract). In the case of study, self-employment or retirement, appropriate evidence should be provided. You must also provide proof that you have a **secure means of subsistence** and suitable **health insurance**.

More information:

State Portal of the Republic of Slovenia:

<http://e-uprava.gov.si/e-uprava/en/portal.euprava>



Finding a job

Vacancies are published on the Employment Service of Slovenia and EURES web-sites. They are also published in the daily newspapers (Delo, Dnevnik, Večer, Primorske novice, Gorenjski glas, Dolenjski glas), on radio stations, and television.

Job brokering is performed through the Employment Service of Slovenia or private employment agencies. Those agencies are not allowed to demand any payment from job seekers for finding employment.

Students can look for job through a very well-developed network of student employment agencies. Such work is usually casual and temporary.

If you want to apply for job vacancies in Slovenia, a structured and concise **CV** (Curriculum Vitae) needs to be written. Since there is no standard CV in use, the following information should be included: personal details (date of birth, nationality, personal and e-mail address, telephone number, driving license, etc.), education, knowledge of languages, working experiences, particular areas of competence, career information, and hobbies. If you do not master Slovenian language, the CV should be written in English language. Certificates of education and qualification need to be enclosed, and references are desired.

The standard European Curriculum Vitae format (Europass Curriculum Vitae) in several languages is available on EURES web-site.

More information:

The European Job Mobility Portal: <http://eures.europa.eu>
Employment Service of Slovenia: <http://www.ess.gov.si>
Europass: <http://europass.cedefop.europa.eu/>

Assessment of education

If you have gained a particular education abroad and would like to have it recognised in Slovenia because you wish **to be employed** in Slovenia, you can apply for the **assessment of education** at ENIC-NARIC centre with **form V** (Application for Assessment of Education). The **Assessment of education** is a procedure within which the ENIC – NARIC centre issues an official opinion regarding education.

If you have gained a particular education abroad and wish to continue your education in Slovenia, you can apply for education recognition at the educational institution, where you will continue your education with the **form N (Application for Recognition for Access to Education)**. The school will give a decision on the basis of which you will be able to enter the relevant educational programme in Slovenia.

Proper documents have to be enclosed with the filled out form (V or N): the original of the certificate or diploma, a photocopy of the certificate/diploma, the certified Slovene translation of the certificate/diploma, a photocopy of the evidence on the content, duration and the requirements fulfilled during the educational programme (Diploma supplement, annual report cards, transcripts or other), a short chronological description of the entire education, prepared and signed by the applicant, and a receipt of the paid costs of the process of assessment of education.

More information:

ENIC-NARIC Slovenia:

<http://www.enic-naric.net/index.aspx?c=Slovenia>

Mutual recognition of qualifications

Before deciding to work in Slovenia, it is advisable to find out if your profession is regulated in Slovenia. If you want to pursue the regulated profession (doctor, nurse, pharmacist, teacher...), the standard application for the recognition of qualifications needs to be submitted to the competent ministry. Evidence of citizenship, education / qualification evidences, and other evidences should be included with the application.

If your qualifications are appropriate, a favourable decision on the recognition of your qualifications will be given. However, if your qualifications are not appropriate, a decision refusing recognition of your qualifications, or a partial decision specifying that an aptitude test or adjustment period is necessary will be given. The competent ministry must issue a decision no later than within one month of the date on which the completed application is received.

More information:

Ministry of Labour, Family, Social Affairs and Equal Opportunities:

http://www.mddsz.gov.si/en/areas_of_work/labour_market_and_employment/mutual_recognition_of_qualifications/



Labour relation

Before the beginning of work, **employment contract** in written form is concluded with the employer. Employment contract can be signed for definite or indefinite period of time. The employer is obliged **to register you into the obligatory pension, invalidity, health and unemployment insurance** within 8 days of the date of signing the employment contract. He is also obliged to deliver you a photocopy of registration within 15 days from commencing work.

The Employment Relationships Act is assuring protection of workers in case of pregnancy, parenthood, invalidity, and young or old workmen.

Payment for work is made up of basic wage, part of wage for efficiency, and allowances. The minimum gross wage in Slovenia is 783,66 € from January 2013. In most companies, wages are defined by position quotients appointed in collective agreements and are paid out monthly. The worker is entitled to extra payments for special working conditions related to the distribution of working time, i.e. for night work, overtime, Sunday work, work on statutory holidays, and for years of service.

The employer must ensure the worker reimbursement of expenses for meals during work, for travel expenses to and from work, and of expenses the worker incurs during performing certain work and tasks on business travel.

Full working hours should not exceed 40 hours a week and should not be shorter than 36 hours a week (except for jobs where there is a greater risk of injury or damage to health).

Annual leave in an individual calendar year lasts at least four weeks. A worker who concludes an employment contract during a calendar year is entitled to a proportionate part of annual leave.

More information:

Ministry of Labour, Family, Social Affairs and Equal Opportunities

http://www.mdds.gov.si/en/areas_of_work/labour_relations_and_labour_rights/

The Health Insurance Institute of Slovenia: <http://www.zzs.si>

Taxes and charges on labour

Taxed incomes are all incomes of Slovene residents with a source of income in Slovenia as well as abroad, and incomes of a non-resident with a source of income in Slovenia.

All employees and insured persons who earn income are liable for the payment of income tax. A monthly **social security contribution** and **advance payment on income tax** is paid by employees out of their salaries.

In paying wages employers pay contributions for health insurance, maternity insurance, pension and disability insurance, employment and unemployment insurance and accidents at work insurance, at an overall rate of 16.10%.

Tax obligations are determined by **income brackets**. In 2013 the prepayment of income tax amounted **to 16%** for the annual tax base up to EUR 8,021.34, EUR 1,283.41 and **27%** for the tax base above EUR 8,021.34 to 18,960.28 and EUR 4,236.92 and **41%** for the tax base above EUR 18,960.28 to 70,907.20.

Income above EUR 70,907.20 will be subject to a tax rate of 50%.

Completed the fiscal year you will receive at your address a previously completed tax return from the Tax Administration based on data from the payers of your earnings. If you agree with the return, it will become a final assessment. In assessing advance income tax some tax relief is allowed, e.g. for supported children or other family members.

Every person liable to tax has a **tax number**.

More information:

Tax Administration of the Republic of Slovenia:
<http://www.durs.gov.si>

Social security

The system of social security in Slovenia is based upon contribution payment from both, employers and employees. In Slovenia, contributions for health insurance, pension and invalidity insurance, maternity, unemployment insurance, and accident at work and occupational disease insurance are paid.

Health insurance

Before your arrival to Slovenia, the European health insurance card or other corresponding document enabling you to enforce the required medical services should be provided in your central country. With employment in Slovenia, your inclusion into the compulsory health insurance system will base upon contributions paid out of your wage.

Compulsory health insurance comprises of insurance against diseases and injuries outside work, and insurance against injuries at work and occupational diseases.

The compulsory health insurance overlays the majority of health hazards, but not all and not in totality.

In case of illness, wage compensation for illness is received during your absence from work. Medical record from your doctor needs to be submitted to the employer.

In addition to compulsory health insurance, which is provided by the Health Insurance Institution of Slovenia, you can also take out **voluntary health insurance** provided by insurance companies in order to acquire additional entitlements.

You will have to decide yourself whether to take out voluntary health insurance, but it is advisable to insure yourself for the shortfall from the full value of health services which are not covered in full by the compulsory health insurance.

The health insurance card is electronic personal document that needs to be presented at a doctor visit. The card is issued, free of charge, to every person upon the first regulation of the compulsory health insurance status. Validity of the card is updated by the card holders autonomously, through the self-service terminals, installed in hospitals or resembling institutions.

More information:

The Health Insurance Institute of Slovenia:

<http://www.zzs.si/>

Triglav Insurance Company: <http://www2.zav-triglav.si>

Vzajemna Health Insurance Company:

<http://www.vzajemna.si/>

Adriatic Insurance Company:

<http://www.adriatic-slovenica.si/>

Coris Assistance: <http://www.coris.si>

Maternity leave

Maternity leave lasts 105 days. Mother receives maternity compensation defined upon the average of wages paid off in the last twelve month period.

Father has a right to **paternity leave** in length of 90 days.

One of the parents has a right to **child care leave** in order to look after or care for a child for a period of 260 days immediately upon expiry of maternity leave.

More information:

Ministry of Labour, Family, Social Affairs and Equal Opportunities:

<http://www.mddsz.gov.si/>

Pension and invalidity insurance

The right to **old-age pension** is based upon the insurance, and depends on completed insurance period and on reaching a certain age. If you've been working (and been insured) in more than one EU country, you are entitled to receive pension from each country in which your insurance period was longer than one year. Pensions will correspond to the insurance period completed in each country, allowing periods from different countries to be summarized.

The right to disability pension is based upon the insurance and stated invalidity. The right to disability pension is also granted to an insured person with no occupational rehabilitation assured.

More information:

Pension and Invalidity Insurance Institute of Slovenia:

<http://www.zpiz.si>

The Health Insurance Institute of Slovenia:

<http://www.zzzs.si>

Unemployment benefit

You can receive the **unemployment benefit** if:

- prior to becoming unemployed, you held unemployment insurance for no less than 9 months over the course of the last 24 months,
- you are younger than 30 and held unemployment insurance prior to becoming unemployed for no less than 6 months over the course of the last 24 months,
- contributions for unemployment insurance were paid,
- you are unemployed and your employment relationship was not terminated through your own fault or will and you meet the other legally prescribed conditions, and
- you register with the Employment Service of Slovenia and file an application for the enforcement of the right to the unemployment benefit within 30 days of the expiry of compulsory insurance.

How long you receive unemployment benefit depends on your previous supplementary insurance, the period ranging from a minimum of 2 months up to 25 months. In the first three months the unemployment benefit amounts to 80%, and in the following months 60% and 50 % after the lapse of one year of your average salary as received in the eight months prior to unemployment, less taxes and contributions. The paid unemployment benefit may not exceed EUR 892.50.

If you are an employee whose period of notice has started to lapse, you should enquire as to your rights at the Employment Service of Slovenia.

If you are receiving unemployment benefits from another EU member state and wish to look for job in Slovenia, you may do so and register at the Employment Service of Slovenia under certain conditions. Based on the **portable document U2** (or application **form E 303**) available in your country of origin, you may look for job in Slovenia for up to 6 months and in this period keep receiving unemployment benefit. The benefit amount will be as provided by the law of the member state you come from. The Slovenian Employment Service will require proof that you are actively seeking employment and are available for employment.

More information:

Employment Service of Slovenia: <http://www.ess.gov.si>



Accommodation

In finding accommodation you can be assisted by private agencies dealing in purchase, sale or lease of real estate, or you can look up advertisements in printed media and the internet. If you decide to rent a flat, an agreement with its owner - which needs to be authenticated by a notary - is usually concluded.

Real estate prices and flat rents depend on the site, location, furnishing and age of a flat. Prices are the highest in Ljubljana and its surroundings and in Koper. Rent does not normally include running costs (electricity, gas, water, heating, telephone and waste collection). Normally three months rent is paid as a deposit.

Average flat rents in Ljubljana are: for a studio flat 250 €, one-room flat 350 €, two-room flat 500 € and three-room flat 700 €.

More information:

- <http://www.abc-nepremicnine.si>
- <http://www.realestate-slovenia.info>
- <http://www.slonep.net>

Obtaining a vehicle

As of January 2013, EU Member States began issuing the new European driving licence. All new driving licences in the European Union will be issued in the standard European format, namely as a plastic "credit card" with improved security protection.

If you wish to import a used vehicle into Slovenia, you must have the vehicle examined by an authorized expert organisation. If the vehicle is found adequate the expert organisation will issue a certificate of conformity which enables you to register it at the registration body.

If you wish to import a new vehicle with an EC-wide type-approval, you must, apart from the bill, present necessary documentation such as the EC Certificate of Conformity or a registration document issued by the competent state body of the country of origin. In obtaining a vehicle without EC type-approval it is required to present the bill as well as documents with technical information on the vehicle and proof of conformity with all technical specifications or pertinent regulations.

More information:

Ministry of the Interior: <http://www.mnz.gov.si>

State Portal of the Republic of Slovenia:

<http://e-uprava.gov.si/e-uprava/en/>

Shopping

Opening hours are for the most part continuous with no intermediate lunch break. Stores are open from 8 a.m. to 7 p.m. on working days (to 1 p.m. on Saturdays), while shopping centres are open from 9 a.m. to 9 p.m. On Sundays some shopping centres are open.

Cultural and social life

All information about cultural and social life can be found on Slovenian Tourist Board web-site:
<http://www.slovenia.info/>.

The Education system

Basic (primary) education is compulsory, free of charge, and lasts nine years.

Secondary (upper) education is organized in vocational, secondary professional schools and general secondary schools. Programmes are free of charge and can last up to 5 years. Education is completed when final or leaving examination is passed.

Higher (post-secondary) education includes academic university studies and professionally oriented studies, and lasts from 2 to 6 years.

More information:

Ministry of Education, Science and Sport:

<http://www.mizks.gov.si/>

Principal Universities in Slovenia:

- University of Ljubljana: <http://www.uni-lj.si/>
- University of Maribor: <http://www.uni-mb.si>
- University of Primorska: <http://www.upr.si>
- University of Nova Gorica: <http://www.p-ng.si/si/>

Published by Employment service of Slovenia- EURES with financial support of the European Commission.



May 2013



The European Job Mobility portal: <http://eures.europa.eu>



Employment Service of Slovenia: <http://www.ess.gov.si>



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