

*\*Refers to points considered essential and where amendments follow a special procedure, including advance notices made to the employee.*

An Employment Agreement can be for a fixed or indefinite term, with most positions using the latter. Fixed terms are only used for seasonal work, temporary jobs of up to two months, parttime positions, homecare services such as repairs and cleaning, when replacing a temporarily absent employee, when hiring a foreign worker for a certain duration, and when hiring an employee at the age of retirement.

#### ► TIME OFF

During the work day, you must be given time to rest and eat, as well as uninterrupted rest between shifts. Weekly rests are necessary, as well as an annual vacation. During the work day, rest times between 30 minutes and 2 hours must be provided no later than 4 hours after starting your shift. If the working day does not exceed 6 hours, however, you might not be afforded rest or meal time. Rest between shifts may not be less than 11 hours, with 14 hours for those under the age of 18. Sundays are official rest days, and in the case of a 5-day week, both Saturday and Sunday are usually considered non-working days. Those who work over 12h a day must receive 2 rest days, while those working 24h are required 2 rest days in between shifts.

Should an employer ask you to work overtime, particularly a full day (8h) shift on your official days off, you have the right to request time off over the next week or have it added to your vacation days for the year.

Annual leave salaries should be paid 3 days in advance. Annual leave should be taken in the given year, in parts or as a whole. If taken in parts and not fully, the employer may decide to move the rest to next year. Employers pay for the 28-day leave. If leave is not fully taken, the employer is required to reimburse upon leaving the job.

#### ► INTERGOVERNMENTAL LABOR AGREEMENTS

There are multiple countries Armenia has free movement of labor agreements with, where each party shall recognize the other's diplomas, certificates, and qualification certificates, provided with certified translations. Other documents might also be necessary for employment and they will accept them. These countries are Russia, Ukraine, Turkmenistan, Georgia, and Qatar.

#### ► SICK LEAVE

Each individual is entitled to employment protection when incapacitated by illness. A foreign citizen or a stateless person has the right to the benefit established by this law, on an equal basis with a citizen of the Republic of Armenia when making equal social payments.

There are multiple laws ensuring the workplace allows for time off to recuperate before returning to work. Once the employee has submitted the necessary documents, the benefits would be calculated into the following month's salary. It would account for the working days taken for temporary disability, attested to by a doctor's note, for up to three months before the employee has the right to dismiss one from work.

The employee's benefit is calculated and paid for by the employer, after the employee submits the required document (called a *bulletin in Armenia*) but more a temporary incapacitation certificate issued by the medical institution you are treated at) no later than 3 months from the starting date of incapacity/disability for the payment of the next month's salary. The payments start from the second day of sickness, and should the temporary disability take longer than 3 months, there should be a special examination. Check with the ministry for more details. Sick leave benefit is calculated in the following way: 80% of the insured average monthly earnings in the last 12 months before the incapacity began (or in the total period of covered employment if less than 12 months) is divided by 21 (by 25 for a six-day work week). The benefit is paid from the sixth day of incapacity (the employer pays the second to the fifth day; the first day is not paid) for up to six months.

#### ► SICK LEAVE ASSISTANCE

Normally, sick leave is covered by the employer, if for a short period of time. However, for longer periods that require hospitalizations, a temporary unemployment document from one's workplace suffices to ensure government assistance on the issue, for no longer than 60 days in a year. The amount is paid directly to the hospital. **For more information, call 060654013.**

For those who are self-employed, an income statement issued by the tax authority will be needed. A temporary incapacity certificate issued by a foreign medical institution of a foreign state is also considered a basis for sick leave benefits in the RA. The benefits paid to a self-employed person are calculated using his/her average monthly salary as a base income: this is divided by 30.4 (average calendar days per month) and multiplied by the number of calendar days of temporary disability.

#### ► HOUSEKEEPERS, NANNIES, HIRED HOME HELP

As you might have noticed, household helpers are quite common in Armenia, with many groups dedicated to finding just the right people. These include both temporary and permanent helpers, individuals who will work as housekeepers, nannies, drivers, cleaners, gardeners, etc. Nannies, also known as dayaks, are most common, especially for families where both parents work. They are hired early on, sometimes when the child is only a few months old. Often, these helpers are unreg-



**NOTE:** The self-employed are also eligible for sick leave pay, by the government, for the amount of time they receive in-patient care at a medical institution, but for no longer than 60 calendar days in a given year.



**NOTE:** Employees who must take time off to care for sick adults may be entitled to government assistance, so long as it's for a period of 7 days, starting from the second day. This applies to children as well: no more than 24h unless the child has a contagious illness, at which point the caregiver may apply for up to 28 days of care assistance. If the child must remain in the hospital, the assistance applies for all the working days spent in the medical facility. If the child has a disability in need of medical attention, a caregiver may apply for assistance once each calendar year, for the time allotted on the medical document he/she obtains.