



# 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 km<sup>2</sup>

**Population September 2007:** 2,024,335 inhabitants  
(83.06% of Slovenes)

**Capital:** Ljubljana

**Neighbour countries:** Austria, Italy, Hungary, Croatia

**Money unit:** Euro

**Language:** Slovenian

**GDP per a citizen in year 2007:** 16,616 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)

**Taxi** - 9700, 9701, 9702, 9703, 9704, 9705, 9706

**++386 1 543 1341** - 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.mju.gov.si> Ministry of Public Administration

<http://www.mddsz.gov.si> Ministry of Labour, Family and Social Affairs

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

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

<http://www.mvzt.gov.si> Ministry of Higher Education, Science and Technology

<http://www.mss.gov.si> Ministry of Education and Sport, Kotnikova 38, 1000 Ljubljana



# 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. 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.

At the Employment Service of Slovenia, it is necessary to register **the beginning of provision of services**. An employer should register the beginning of service before the service is actually being executed (prescribed form ZRSZ TUJ-5). 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 non EU citizen, you may gain employment in Slovenia only on the basis of a **work permit**, which is issued in accordance with Slovenian national legislation. A work permit is, as a rule, issued on employers' request, so you need to find the employer who is willing to employ you first. An employer will obtain the work permit only under certain conditions. The most important condition is that there are no suitable candidates registered at the Employment Service of Slovenia and that the employment is not causing any disturbances in the Slovenian labour market.

## 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:

Ministry of Public Administration:

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



# Finding a job

Annexation of photograph is not a practice in Slovenia.

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 owning a concession issued by the Ministry of Labour, Family and Social Affairs. 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/>

# Recognition 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 there, you must submit an application for **recognition of education for the purpose of employment** (prescribed form Z) to the competent ministry. If you have a higher-education diploma, send your application to the Ministry of Higher Education, Science and Technology. If you have a non-higher-education diploma or certificate, send your application to the Ministry of Education and Sport.

The following documents shall be included with the application: legally verified Slovenian translation of education document and its original, year certificates, index, and other evidences of duration of education. Also a short chronological description of the whole educational period should be included. The competent ministry will issue the decision within two months of the date of submitting a complete application. It is not possible to file an appeal against a decision, but an administrative dispute is possible; a legal action can be brought at the competent Administrative court.

If you have gained a particular education abroad and wish to continue your education in Slovenia, you must submit an application for **recognition of education for the purpose of continuing education** (prescribed form N) to the school or university where you wish to continue your education. The school will give a decision on the basis of which you will be able to enter the relevant educational programme in Slovenia. An appeal against a decision may be lodged with the school's board or senate.

## More information:

Ministry of Higher Education, Science and Technology:  
[http://www.mvzt.gov.si/en/areas\\_of\\_work/recognition\\_and\\_assessment\\_of\\_education/#c888](http://www.mvzt.gov.si/en/areas_of_work/recognition_and_assessment_of_education/#c888)

# 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 Ministry of Labour, Family and Social Affairs. 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.

## More information:

Ministry of Labour, Family and Social Affairs:  
[http://www.mddsz.gov.si/en/areas\\_of\\_work/labour\\_market\\_and\\_employment/mutual\\_recognition\\_of\\_qualifications/](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.

**Payment** for work is made up of basic wage, part of wage for efficiency, and allowances. The minimum gross wage in Slovenia was 566,53 € in March 2008. 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. The right to the entire annual leave is acquired after six months of uninterrupted period of work.

## More information:

Ministry of Labour, Family and Social Affairs:

[http://www.mddsz.gov.si/en/areas\\_of\\_work/labour\\_relations\\_and\\_labour\\_rights/](http://www.mddsz.gov.si/en/areas_of_work/labour_relations_and_labour_rights/)

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

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

# Taxes and charges on labour

Every person liable to tax has a tax number.

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 2008 the prepayment of income tax amounted

- **to 16%** for the monthly tax base up to EUR 598.96,
- **27%** for the tax base from EUR 598.96 to 1 197.93 and
- **41%** for the tax base above EUR 1 197.93.

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:

Association of Social Work Centres of Slovenia:

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

## 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

If you lose employment you are entitled to an **unemployment benefit**. The condition is that, in the past 18 months, you were previously employed with one or several employers for at least 12 months, that you were insured against unemployment, and that no suitable employment is available. After your employment terminates, you have 30 days to register at the employment service and file an application for asserting your right to unemployment benefits.

How long you receive unemployment benefit depends on your previous supplementary insurance, the period ranging from a minimum of 3 months up to 24 months. In the first three months the unemployment benefit amounts to 70%, and in the following months 60% of your average salary as received in the twelve months prior to unemployment, less taxes and contributions.

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 application **form E 303** available in your country of origin, you may look for job in Slovenia for up to 3 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 417 €, one-room flat 494 €, two-room flat 727 € and three-room flat 1.075 €.

Average flat rents in Maribor are: for a studio flat 250 €, one-room flat 300 €, two-room flat 400 € and three-room flat 600 €.

## More information:

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

# Obtaining a vehicle

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 National Tourist Association web-site:  
<http://www.ntz-nta.si> (look under "Events" rubric).

# 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.

## More information:

Ministry of Education and Sport: <http://www.mss.gov.si>

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

## More information:

Ministry of Higher Education, Science and Technology:  
<http://www.mvzt.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/>

