

Your Employment in Key Words

The Ministry of Foreign Affairs wishes to inform you that in Italy labour contracts for Embassies, Legations, Consulates, Cultural Institutes and International Organizations are disciplined by special provisions that, in accordance with both the Constitution of the Italian Republic and the International Conventions on the subject, govern your employment on all the economic, physic and ethic aspects during its term.

We would like to remind you the worker's main rights and obligations, referring to the annexed discipline for any further information about your labour contract.

Recruitment

The Diplomatic Mission must recruit you with a labour contract specifying the following:

- the employment commencement date;
- the length of the probation period;
- the employee's post title;
- the remuneration.

Your recruitment must be notified to the Ministry of Foreign Affairs, Diplomatic Protocol, Office II – *Cerimoniale Diplomatico della Repubblica, Ufficio II* – by the Diplomatic Representation within eight (8) days from the employment commencement date.

Healthcare Insurance

Your recruitment shall be notified to the local Job Centre (*Centro per l'Impiego*) by the Diplomatic Mission, at least a day before the employment commencement date. Your employer shall issue the required documents so that you can be registered at the National Italian Healthcare Service or at the National Healthcare Service of the Diplomatic Mission's country or at your own country's National Healthcare Service. Alternatively, the Diplomatic Mission shall provide you with an Italian private healthcare insurance or one from your national country or one from the Diplomatic Mission's country.

Identity Card

Within eight (8) days from your employment commencement date, the Diplomatic Mission must request your identity card to the Ministry of Foreign Affairs, Diplomatic Protocol, Office II – *Cerimoniale Diplomatico della Repubblica, Ufficio II*.

The identity card is valid for the duration of one solar year, matching the healthcare insurance coverage period, and it can be renewed once it has expired. If you are a not an EU citizen, the identity card exempts from the permit of stay (*Permesso di Soggiorno*) just for the duration of your labour contract.

The renewal of the identity card must be requested by the Diplomatic Mission to the Ministry of Foreign Affairs, Diplomatic Protocol, Office II – *Cerimoniale Diplomatico della Repubblica, Ufficio II* – at least thirty (30) days from its expiry date. The Diplomatic Mission shall allege the payment proof of the annual National Healthcare Service contribution or, in case of holding a private healthcare insurance, the payment proof of the healthcare insurance company's annual fee. In case the Diplomatic Mission does not hand in any proof of the continual payment of your providential and healthcare insurance contributions, the identity card will not be provided.

Main Working Rights

The Right for Remuneration

- The right for remuneration includes the basic pay, accumulated length of service increments and – if stated by Italian law – post allowance, performance bonus and family allowance.

The Right to Study

- The employee is entitled to 150 hours of study leave per year.

Working Hours

- The ordinary working week is 36 hours and forty minutes. Remuneration for overtime work shall be calculated as stated by Italian law. The overall number of hours worked (ordinary and overtime taken together) shall not exceed the statutory limits of 48 hours a week.

Weekly Rest Day and Holidays

- The employee is entitled to a weekly rest day. In the event that the employee is required to work on his/her weekly rest day or other holiday, he/she will be entitled to the same daily rate of pay plus a premium salary rate in accordance with the Italian labour regulations.

Holidays

- Annual holidays are compulsory. The employee is entitled to paid holidays for each year of service. During his/her annual holiday entitlement, he/she shall receive the normal remuneration. Entitled holidays can range between 26 to 30 working days as stated by the Italian discipline.

Sickness and Accident

- During a period of sickness or in the case of accident, the employee has the right to retain his/her post for a maximum of 180 days in any one calendar year. In case of sickness, it can be extended for a further period of unpaid leave of a maximum of 120 days.

Insurance

- The employer is obliged to ensure the employee providing him with a regular insurance against injuries and sickness during work.

Maternity Leave

- The Italian law approves maternity and nursing benefits such as: maternity leave and daily time in lieu. Alternatively, the working mother or the working father has the right to take the parental leave and the childcare leave.

Trade Union Rights

- The employee representing a Trade Union is entitled to carry out his/her duties within his/her own working places, according to the procedures provided by Italian law.

Equal Opportunities

- Male and female workers have the same rights and opportunities in an environment free from every kind of discrimination.

Termination of Employment

- No employee may be dismissed except for “just cause and with justification”. Nevertheless the termination of employment has to adhere to timing and procedures provided by Italian law.

Social Security and Pensions

- Assistance and providence are guaranteed by Italian law and international agreements.

Main Working Duties

Due Diligence

- The employee has to commit to carry out its own duties with due diligence.

Loyalty

- The employee has to pledge for loyalty at his/her working place, to keep confidentiality of any work-related subject and to avoid any interference with other duties which are not compatible to his/her own.

Official Secrecy

- The employee must respect official secrecy.

Adherence to Work Timetable

- The employee has to adhere to working hours. During this time, he/she must avoid stepping out of the office without any previous requests or authenticated medical causes.

Respect of Internal Rules

- The Employee must comply with all applicable provisions of disciplinary, organizational and regulatory terms within his/her working place.

Documentation and Compliance

- The employee must provide documents which will ascertain leave requests due to sickness, injuries, other serious causes, etc.

What to do in case of disputes

In the event of any dispute regarding your employment relationship, you can contact the Ministry of Foreign Affairs, Diplomatic Protocol, Office II – *Cerimoniale Diplomatico della Repubblica, Ufficio II* – which will assist for the purposes of seeking a solution before making recourse to the procedures foreseen by the legislation. You can also contact the Ministry of Labour and Social Policies, General Directorate for Industrial Relations and Employment – Division IV, in order to obtain technical and juridical assistance regarding the interpretation and application of this regulation.

Useful Numbers

- Ministry of Foreign Affairs, Diplomatic Protocol, Office II – *Cerimoniale Diplomatico della Repubblica, Ufficio II* – Disputes and Legal Issues Section: +39 06.36.91.34.27 / +39 06.36.91.20.75; email: ceri2@esteri.it
- Ministry of Work and Social Policies, General Directorate for Industrial Relation and Employment – Division IV. +39 06.46.83.48.