



# Onboarding leaflet



SCIENCE IS THE FUTURE

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Dear fellow,

This leaflet will guide you and help you to get started with your work in Slovakia.

# WELCOME TO SLOVAKIA!

Slovakia is often called „the heart of Europe“ and you can find many interesting historical places here as well as mountains and UNESCO heritage here.

To find out more about our beautiful country here are some links to follow:

- <https://slovakia.travel/en>
- <https://theculturetrip.com/europe/slovakia>
- <https://www.atlasobscura.com/things-to-do/slovakia>
- <https://www.orangesmile.com/travelguide/slovakia>

Slovaks are friendly but tend to smile less to people they don't know

When meeting with unfamiliar people, it is customary to shake hands regardless of gender, maintaining eye contact. Women offer their hand for a handshake first. Of course, corona changed lots of habits as well

It is considered polite to say „Bless you“ if one sneezed, it is acceptable to skip it during business meetings though

## Useful facts and habits

### What do you need to know before your first day at work?

As a foreigner you have to follow specific administrative steps and fulfil some criteria.

To make sure you are aligned with valid legislation and your entrance to the country as well as the start of your work is smooth, visit following links where you can find all the necessary information:

- <https://euraxess.ec.europa.eu/information>
- <https://www.employment.gov.sk/en/information-foreigners/employment/>
- [https://ec.europa.eu/info/index\\_en](https://ec.europa.eu/info/index_en)

Due to the pandemic situation we recommend to follow the official Slovak COVID-19 page where all the restrictions and safety measures are updated:

 <https://korona.gov.sk/en/>

## Your first day at work

During your first day at work you will be introduced to fellow colleagues, working premises and basic working habits.

The administration work will also be done this day (working contract signature, GDPR acknowledgement, tax questionnaire, other internal documents related to your employers operations) so please make sure to bring following documents with you:



## You may also be asked to bring the following documents:

- Health certificate from GP (general practitioner - medical doctor)
- Original PhD. Diploma
- Personal Questionnaire (attachment)
- Bank account number (IBAN: [https://en.wikipedia.org/wiki/International\\_Bank\\_Account\\_Number](https://en.wikipedia.org/wiki/International_Bank_Account_Number))



For other information please check also: <https://euraxesspoint.sav.sk/domov-english/>

## Your first month at work

You will be spending your first month mainly participating in legal trainings (e.g. safety at work). One of the legal conditions for working in Slovakia is to successfully pass the medical check where the doctor will confirm your medical status suitability for the selected work. You will be informed about the details of the medical check in advance.

Moreover, the first month will be dedicated to familiarize with the environment, fellow colleagues and scientist in charge. Scientist in charge will guide you through your work plan and provide you with the support needed.

More information about your rights and obligations as an employee can be found here:



<https://www.slov-lex.sk>

## What you need to know when being an employee in Slovakia

### Probationary period



As for a full-time employee, the probationary period can last maximum 3 months. During this period the employee as well as the employer can decide to stop the employment relation anytime without stating a reason or following the notice period.

### Working time



Your working time will be 37,5 hours per week. During the working day you are entitled for lunch break (the employer provides a subsistence allowance) and to have small refreshment breaks, basic and optional parts.

### Home office or telework



After agreement with the employer and researcher in charge, there will be a possibility of teleworking arrangements or remote home office work (this can be very convenient for families with small children).

## Additional information:



### Working time:

Breastfeeding women are entitled to special breaks during the working day. Based on the agreement between the employer and employee there is always a room to negotiate tailor made arrangements which will suit the employee and the employer in order to maintain a necessary his/her work-life balance while contributing to efficiency and higher productivity levels leading to superior



### Home office/telework:

The possibilities of home office and telework need to be discussed with your employer first and must be documented (amendment to the employment contract).



## Doctor's visit:

If you need to visit a doctor for a planned examination or not planned visit, you have to contact your employer and inform him about your absence. You then need to visit a doctor you have signed a contract with. It is necessary to ask for a „confirmation of doctor's visit“ (see the picture) which you then have to provide to your employer 3 working days after your absence, the latest.

In total, you have 7 days in a calendar year covered and paid by the employer for doctor's visits. Should you need more days of visiting the doctor, your absence will still be approved after providing the confirmation from the doctor to the employer but that day will not be paid.

## Sick leave:

Should you turn ill and the doctor advises you to stay home you need to send the sick leave confirmation paper signed by the doctor to your employer 3 working days after the sick leave started, the latest. The same has to happen when sick leave is over – the doctor needs to confirm the sick leave paper and you need to provide it to the employer 3 working days after, the latest. The compensation during the sick leave changes depending on the number of days spent on sick leave.



More details to be found: <https://www.socpoist.sk/social-insurance-system-in-slovakia/24533s>



## Sick leave of a child:



You are entitled to stay home and take care of your sick child. For that you need the confirmed paper from the doctor that needs to be sent to the employer 3 working days after, the latest. However, the employer needs to be informed immediately.

These sick leave days are then paid by either employer or social insurance company based upon the valid legislation.

*In case of any absence planned or not planned it is essential to contact and inform your superior/scientist in charge always.*

## Paid holiday:

In total you are entitled for at least 4 weeks of paid holiday provided by your employer per year, should you be aged 33 or over the minimum weeks of paid holiday is 5. You have to plan your holiday in advance and always inform your employer. The holiday can be taken after employer's approval only. To get more details about the vacation planning or planning the absence during holiday period, please contact your scientist in charge.



## Salary:

The actual gross salary may vary depending on employment conditions and items entering the gross salary. All salaries are subject to tax and deductions under the Slovak Law. To find out more about the taxation and salary processing in Slovakia click the links below:



<http://www.slovataxcalculator.com/en/Home.alej>

All about employment and social security details to be found here:



<https://www.employment.gov.sk/files/praca-zamestnanost/vztah-zamestnanca-zamestnavateľa/zakonnik-prace/zakonnik-prace-anglicka-verzia-labour-code-full-wording-2012.pdf>



<https://www.socpoist.sk/>

## **Ethics:**

As a fellow you are required to commit yourself to conduct your research to the highest standards of integrity as outlined in the following documents:



**SAS Code of Ethics**



**The European Charter  
for Researchers**



**The European Code of  
Conduct for Research  
Integrity**

*The whole SAS team is wishing you lots of success in your new role and many positive experiences in Slovakia!  
Enjoy our team and culture!*



# CONTACT

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