



## WORK

The right to work is guaranteed by the Constitution and laws in Turkey, and everyone is entitled to this right. Therefore, you are also entitled to work in Turkey. However, you have to obtain a work permit to be able to do so. One of the best ways to blend is to seek employment or start your business in Turkey.

*Employment of children under the age of 15 is strictly prohibited in Turkey. Employment of children aged between 15 and 18 is subject to certain restrictions.*

*Violation of such rights is subject to serious sanctions.*



*Work permit is provided by the Ministry of Family, Labor and Social Services. The application is made in two types, both in Turkey and from abroad.*

## Right to Work and Work Permit Application

Before starting a job as a foreigner living in Turkey, you have to obtain a work permit. However, if you have received a refugee or subsidiary protection status, you can work dependently or independently as of the date you received this status.

Work permits are issued by the Ministry of Family, Labor and Social Services. You can apply for a work permit either in Turkey or from abroad. Both types of applications must be made by an employer or a business.

If you are willing to come to Turkey for employment, you should lodge your application at a foreign mission of Turkey in the country where you live. Please keep in mind that you will have to present to the foreign mission of Turkey the employment contract that you made with your employer. The reference number that will be issued to you after your application is submitted to your employer in Turkey and the employer will be asked to make an application on your behalf. After this step, your employer will be able to make an application on your behalf through the online system.

If you are a resident in Turkey, in case you hold a residence permit valid for at least 6 months; if you are an international protection applicant, after 6 months following your application; if you are a conditional refugee or temporary protection holder, after 6 months following the issuance of your identity card, you will be granted the right to apply for work permit. If you fulfill the condition of duration, your employer will be able to make an application on your behalf online.

*If you are under temporary protection and seeking employment in seasonal agriculture or livestock, you can apply in person at the Provincial Directorate of Labor and Employment Agency.*

## Important Information on Work Permit

- ▶ *After having signed an employment contract with your employer you can apply for work permit.*
- ▶ *Charges and fees for the application should be paid by the employer, and the employer should not ask or force you to pay said charges.*
- ▶ *If you are an international protection applicant or conditional refugee in Turkey, you can only work in the province of your residence. If you want to work in another province, you have to obtain permit from the Provincial Directorate of Migration Management in your province.*
- ▶ *If you are under temporary protection and if you want to work in a province other than your residence province, you have to obtain permit from the Provincial Directorate of Migration Management in your province.*
- ▶ *If you are under temporary protection or work permit holder, when your temporary protection expires, your work permit is also deemed expired.*
- ▶ *When you apply for renewal of your work permit, you can work for the same business and at the same job for 45 days following the expiration of your last work permit.*
- ▶ *Employers of foreigners without work permit are imposed administrative fines for each employed foreigner.*
- ▶ *Both employers and employees have certain rights and obligations in business life. An employed foreigner with a work permit has the same rights and obligations as a Turkish citizen.*

## Looking for a Job

There are several ways of looking for a job in Turkey. You can try following methods to increase your chances of finding a job.

- ▶ *You can tell your friends, neighbors and family members that you are looking for a job.*
- ▶ *You can browse job postings online or register on human resources websites.*
- ▶ *You can track job postings on newspapers.*
- ▶ *You can register with companies that offer employment consultancy.*
- ▶ *You can apply directly to organizations and businesses.*
- ▶ *You can increase your chances of finding a job by registering on Turkish Employment Agency (İŞKUR), which is one of the most reliable ways of finding a job.*



## Turkish Employment Agency (İŞKUR)

İŞKUR is the government agency that conducts employment and vocational training procedures for job seekers. Foreigners as well as Turkish citizens can sign up to İŞKUR. If you have a foreigner identity number, you can use the services offered by İŞKUR after registering on İŞKUR website or through the Provincial Directorate of Labor and Employment Agency in your province. If you reside in Turkey under temporary protection, you can join training programs organized by İŞKUR after residing in the country for at least 6 months under temporary protection. Such programs can help you receive vocational or on-the-job training at the workplace. For further information, you can call **444 75 87** or the **hotline 170**, or visit **[www.iskur.gov.tr](http://www.iskur.gov.tr)**.



*You can make an application to the Provincial Directorate of Labor and Employment Agency in your province to attend the training programs offered by İŞKUR.*

The primary services offered by İŞKUR are as follows:

- ▶ *Supporting applicants seeking a job*
- ▶ *Providing employment or vocational consultancy services*
- ▶ *Assigning unemployment pay to the unemployed under the unemployment coverage*
- ▶ *Start-up subvention for the disabled and ex-convicts*
- ▶ *Vocational training for the disabled*
- ▶ *Vocational training, entrepreneurship training, and on-the-job training courses for the unemployed individuals registered on İŞKUR, who want to improve their skills.*

## Training courses organized by the Turkish Employment Agency

**Vocational training courses:** Such courses are designed to enhance the qualifications of the unemployed and help them find a job.

**On-the-job training courses:** Such courses are offered to help the unemployed gain job experience and improve their practical skills. Those who will join such courses are trained in a workplace. The applicants may find the employer on their own or ask İŞKUR to find one for them.

**Entrepreneurship training programs:** This program is intended to help those who are registered with the agency to start and grow their own business.

You can make an application to the Provincial Directorate of Labor and Employment Agency in your province to attend the training programs offered by İŞKUR.

## Matters of Concern before Signing for Employment

There are certain matters to pay attention to after you found a job that matches your criteria. Observing the matters mentioned below will help you avoid any loss in your working life.

If your employment period is no longer than a year, you do not have to make an employment contract. However, a written contract is compulsory for longer periods of employment.

You should read the terms of the contract carefully before signing an employment contract. You should pay particular attention to such matters as job description, place of work and wage.

You should make sure that you keep a copy of the contract.

The maximum probation period at the beginning of employment is 2 months. Your employer is obliged to pay your wage and insurance contributions during your probation period.



# Learn Your Employment Rights!

- ▶ *No one is allowed to discriminate against you on the grounds of language, race, color, sex, disability, political views, beliefs, religion, denomination, etc.*
- ▶ *No one is allowed to force you to work.*
- ▶ *The employer is obliged to pay for your insurance just as done for other employees.*
- ▶ *The employer is obliged to pay you the wage that you deserve in return for your labor. In case of a failure to pay wage, you can apply to the employer or file a lawsuit to claim your wage.*
- ▶ *The employer is not allowed to prevent you from using the annual leaves that you deserve. In addition, the employer is obliged to grant you at least 24 hours of uninterrupted leave per week.*
- ▶ *Your employer is obliged to take measures and precautions to ensure your occupational health and safety.*
- ▶ *You have the right to join a trade union.*
- ▶ *Both you and your employer have the right to terminate the employment contract provided that the period of notice is observed.*
- ▶ *If the employment contract is terminated by your employer or by you for a valid reason, you are entitled to receive severance pay. (You may not be able to receive severance pay if the employer terminates the employment contract for valid reasons. You can call the hotline **ALO 170** operated by the Ministry of Family, Labour and Social Services, or visit **[www.ailevecalisma.gov.tr](http://www.ailevecalisma.gov.tr)** for further information about such valid reasons.)*
- ▶ *There are certain jobs in Turkey, at which foreigners are not allowed to be employed. Further information about such jobs is available at **[www.ailevecalisma.gov.tr](http://www.ailevecalisma.gov.tr)**.*



*If you leave the company without using your annual leave, the employer must pay you the corresponding fee.*

## Minimum Wage

The legal employment time for a full-time job is 45 hours per week. You are entitled for minimum wage if you work 45 hours per week. Minimum wage is determined on annual basis.

If your period of employment is more than 45 hours a week, your employer is obliged to pay you “overtime wage.”

## Leaves

You are entitled to various leaves in employment.

Just as for every employee, your annual leave is guaranteed by regulations. You will be entitled for annual leave once you complete a year of employment in a workplace. This includes your probation period. In addition, the duration of your annual leave depends on your period of employment in a workplace.

*You will be entitled for;*

- ▶ *at least 14 days of annual leave for 1 to 5 years of employment in a workplace,*
- ▶ *at least 20 days of annual leave for 5 to 15 years of employment in a workplace,*
- ▶ *at least 26 days of annual leave for more than 15 years of employment in a workplace.*

If you quit your job before using your annual leave, the employer is obliged to pay you the wage corresponding to the unused days of your annual leave. In addition to the annual leave, you are entitled for rest breaks during your work day.

- ▶ *It is compulsory to allow 15 minutes of rest break for 4-hour or shorter shifts,*
- ▶ *half an hour for 4 to 7.5-hour shifts (including 7.5 hours),*
- ▶ *an hour for shifts longer than 7.5 hours.*

## PUBLIC HOLIDAYS

- October 29, the Republic Day (1.5 days)
- January 1, the New Year
- April 23, the National Sovereignty and Children's Day
- May 1, the Labor and Solidarity Day (Workers' Day)
- May 19, the Commemoration of Atatürk, Youth and Sports Day
- July 15, the Democracy and National Unity Day
- August 30, the Victory Day
- Eid-al-Fitr (Ramadan Feast) and Eid-al-Adha (Sacrifice Feast) are also considered public holidays.

## Rights of Female Employees

As is the case in every aspect of life, gender equality is observed in labor market. The employer cannot discriminate against, underpay or mistreat you just because you are a woman.

Female employees have certain rights in addition to general regulations.

- ▶ *Female employees are not allowed to be employed for more than 7.5 hours on the night shift. If you work on the night shift, your employer is obliged to arrange your transportation to your home.*
- ▶ *If you are pregnant or a breastfeeding mother, you are never allowed to be employed on the night shift.*
- ▶ *If you are pregnant, you are entitled to 16 weeks of paid leave in total - 8 weeks before and 8 weeks after the birth.*
- ▶ *Also, if you have a child younger than 1 year of age, you are entitled to 1.5 hours of breastfeeding break per day. It will be at your discretion to decide on the hours and in how many parts you will use this right.*



In our country where more than 50 thousand foreign companies are located and more than 12 billion dollars of direct investment is made, you can invest in the same conditions and rights as Turkish citizens.



## Starting a Business in Turkey

With its rapidly-developing successful economy, Turkey is one of the countries that attract investors worldwide. Its young (more than 30 million people) and dynamic population, well-qualified and competitive labor force, developed infrastructure of transportation, telecommunication and energy industries, and its central location put Turkey among the leading economies in the world.

Turkey receives more than \$12 billion in direct investment, and has more than 50,000 companies run by foreigners. You can also invest in Turkey with similar conditions and rights as Turkish citizens.

You can invest in contribution to an existing company in Turkey or start your own business.

In addition, if you prove to the Ministry of Industry and Technology that you made a total fixed capital investment of minimum \$500,000 in Turkey, you will be entitled to apply for Turkish Citizenship.





***In Turkey, if you work without a work permit;  
You cannot benefit from the rights and protections  
that the law provides to the employee.***