

An Introduction to Slovenia

Data on Slovenia

Establishment: 25 June 1991
State regulation: Democratic republic
Surface: 20,273 km²
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: 13,146 EUR
Active population: 932,772
Registered unemployment rate: 7.3 % (XII/2007)
Registered unemployment rate according to the ILO: 4.9 %
Total number of new jobs taken in 2007: 159,997
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
Road and traffic status: ++386 1 543 1341
The international entry telephone number is 386, while the international exit telephone number is 00.

Useful Contacts

Employment Service of Slovenia <http://www.ess.gov.si>
Ministry of Public Administration <http://www.mju.gov.si>
Ministry of Labour, Family and Social Affairs <http://www.mddsz.gov.si>
The Health Insurance Institute of Slovenia <http://www.zzzs.si>
Tax Administration of the Republic of Slovenia <http://www.durs.gov.si>
Ministry of Higher Education, Science and Technology <http://www.mvzt.gov.si>
Ministry of Education and Sport, Kotnikova 38, 1000 Ljubljana
<http://www.mss.gov.si>

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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 counsellor in your country.

As a citizen of European Union, you have the right to enter the country with valid identity card or passport.

Traffic information: <http://www.dars.si/>, <http://www.amzs.si/>

Aircraft information: <http://www.adria.si> <http://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 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. The European employer who offer the service in Slovenia with his employees, should register the beginning of service at least 1 day before the service is actually being executed. 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

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.

Annexation of photograph is not a practice in Slovenia.

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>

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

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/

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.

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

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 Euro 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/

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

Federation of European Employers: <http://www.fedee.com>

Taxes and charges on labour

A monthly social security contribution and advance payment on income tax is paid by employees out of their salaries. Income tax is paid by residents of Slovenia. You are a resident of Slovenia if:

- your permanent place of residence is in Slovenia,
- your usual place of residence or the centre of your personal and economic interests is in Slovenia,
- you spent more than 183 days in total in Slovenia during one tax year,
- you reside outside Slovenia due to employment in a diplomatic body, consulate and similar.

Tax obligations are determined by income brackets. In assessing advance income tax some tax relief is allowed, e.g. for supported children or other family members.

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.

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.zzzs.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, in Koper, Maribor and Celje. 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 euros, one-room flat 494 Euros, two-room flat 727 Euros and three-room flat 1.075 Euros.

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>

Statistical Office of the Republic of Slovenia: <http://www.stat.si>

Institute of Macroeconomic Analysis and Development:

<http://www.sigov.si/zmar/>

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/>

Labour market information

Short overview of the labour market

Slovenia is a central European country bordering Austria (to the north), Italy (to the west), Hungary (to the north-east) and Croatia (to the east and south). It has a surface area of 20,273 km² and a population of 2,024,375. The capital city is Ljubljana.

Since 1993, when the country emerged from the transition crisis, economic results in Slovenia have been positive. With restructuring largely complete, the economy has become more competitive and export-oriented. Thanks to more extensive foreign trade and greater investment activities, economic growth of 6.5 % was achieved in the first half of 2007.

The processes of economic restructuring, which began in the late 1980s, have been reflected in the sectoral structure as a decline in the agricultural and non-agricultural sector and the growth of the service sector. Production has fallen in individual activities such as the mining, textile, leather, food and wood processing industries. **In manufacturing, on the other hand, production is increasing**, in particular of chemicals, chemical products, man-made fibres, products made of rubber and plastic, metals and metal products, machines and instruments and electrical and optical equipment. Another important sector, alongside manufacturing, is construction. **Commerce continues to strengthen, while the country is also developing tourism.** The **fastest growth** is being recorded in the field of **business services**. Successful large enterprises include the following companies or groups of companies: Gorenje, Krka, Merkur, Mercator, Unior, SIJ – Slovenska industrija jekla (Slovenian Steel Group), Primorje, Prevent, Petrol, Pivovarna Laško, Hidria, Helios, Cimos, Hit, Sava.

Economic growth is also affecting conditions on the labour market, where employment is increasing and unemployment is decreasing. Despite the shedding of jobs in individual labour intensive sectors, the number of economically active persons has been on the increase since 2004. Figures for June 2007 show that there were 856,151 economically active persons in the country, while the average for the first six months of 2007 was 847,227 (figures from the register of economically active population of Slovenia), 4.9 % of whom were employed in the agricultural sector, 37.8 % in the non-agricultural sector and 57.3 % in the service sector.

In August 2007 the number of **registered unemployed** was 68,539 (unemployed persons registered with the Employment Service of Slovenia), which is 17.5 % fewer than a year ago. The structure of unemployment remains problematic, in particular among women and older people, while recently the proportion of the unemployed with further and higher education qualifications has been growing, especially among the young. The registered unemployment rate in June 2007 was 7.5 %, while the average figure in the first half of the year was 8.0 %. According to the internationally comparable data from the Labour Force Survey, in the second quarter of 2007 the survey rate of unemployment was 4.6 %, which is below the European Union average. The level of activity of the population was 60.2 % and the level of economic activity 57.5 %.

Where are the available jobs?

The structure of Slovenia's economy dictates demand for individual occupations. Labour demand is also affected by the current supply of workers, which does not correspond to the requirements of the jobs available and the needs of employers. There is unmet

demand for workers above all in the [construction, metalworking, mechanical engineering and catering sectors, for specialists in science and technology and for healthcare personnel](#) (nurses and doctors of various specialisations).

Demand will be greatest for the following (unmet labour demand):

2130 Analysts and information systems designers
2145 Mechanical engineers etc.
2221 Medical doctors
3231 Nurses
5122 Cooks
5169 Protective services workers not classified elsewhere
7122 Bricklayers
7124 Carpenters and joiners
7211 Metal moulders etc.
7212 Welders etc.
7214 Structural-metal preparers and erectors
7222 Toolmakers etc.
7241 Electrical mechanics, fitters and servicers
8324 Heavy truck and lorry drivers
9312 Construction and maintenance labourers: roads, dams and similar constructions
9313 Building construction labourers

Where are the available workers?

The long-term unemployed are persons with no professional qualifications and no suitable work experience and persons with specific impediments to employment such as age, disability, etc. Manpower surpluses also arise as a consequence of economic restructuring or excessive enrolment in specific education/training programmes. Difficulties in finding employment are experienced by unemployed persons with low educational qualifications, those with a general secondary school qualification (e.g. those who leave a gimnazija having passed the matura examination) and social sciences graduates. Besides educational qualifications, work experience and additional skills (driving licence, knowledge of foreign languages, computer skills, etc.) are frequently of decisive importance when it comes to finding employment.

Difficulties finding employment will be experienced by (unmet job demand):

4115 Secretaries etc.
4141 Library and filing clerks
4212 Tellers and other counter clerks
5131 Child-care workers, fosterers
7433 Tailors, dressmakers, hatters, etc.
7436 Sewers, embroiderers and related workers
8263 Sewing-machine operators (textiles, leather, fur etc.)
8266 Shoemaking- and related machine operators
9151 Messengers, package and luggage porters and deliverers
9152 Doorkeepers, watchpersons and related workers
9320 Manufacturing labourers