

KNOW YOUR RIGHTS

A Guide for Migrant
Workers in Albania



NON-DISCRIMINATION

In Albania, every employee is protected from discrimination without distinction, exclusion, restriction or preference based on race, ethnicity, color, language, nationality, political, religious or philosophical beliefs, economic, educational or social status, gender, gender identity, sexual orientation, sex characteristics, living with HIV/AIDS, pregnancy, parental affiliation, parental responsibility, age, family or marital status, civil status, residence, health status, genetic predispositions, appearance, disability, membership in a particular group, or any other reason.

This protection is guaranteed by National Law and International Conventions.



HUMAN RIGHTS OF ALL MIGRANT WORKERS AND MEMBERS OF THEIR FAMILIES

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- Albania is a signing country in all conventions related to human rights and as such your rights are protected by state institutions. Some, but not all are listed above:
- The right to life of all migrant workers and members of their families is protected by law.
- Migrant workers and members of their families have the right at any time to enter and remain in their State of origin.
- No migrant worker or member of his or her family can be subjected to torture or to cruel, inhuman or degrading treatment or punishment.
- No migrant worker or member of his or her family can be held in slavery or servitude.
- No migrant worker or member of his or her family can be required to perform forced or compulsory labour.
- Migrant workers and members of their families have the right to freedom of thought, conscience and religion.
- Migrant workers and members of their families have the right to hold opinions without interference.
- No migrant worker or member of his or her family can be subjected to arbitrary or unlawful interference with his or her privacy, family, , correspondence or other communications, or to unlawful attacks on his or her honour and reputation.
- No migrant worker or member of his or her family can be arbitrarily deprived of property, whether owned individually or in association with others.
- Migrant workers and members of their families are entitled to effective protection by the State against violence, physical injury, threats and intimidation, whether by public officials or by private individuals, groups or institutions.

- Migrant workers and members of their families have the right to equality with nationals of the State concerned before the courts and tribunals.
- It is unlawful for anyone, other than a public official duly authorized by law, to confiscate, destroy or attempt to destroy identity documents, documents authorizing entry to or stay, residence or establishment in the national territory or work permits.
- Migrant workers and members of their families shall not be subject to measures of collective expulsion. Each case of expulsion shall be examined and decided individually.
- You have the right to take part in meetings and activities of trade unions and of any other associations established in accordance with



A black and white photograph of a woman with dark hair tied back, smiling warmly at the camera. She is wearing a dark, collared shirt. The background is a blurred industrial setting, likely a factory, with various mechanical parts and pipes visible. The lighting is soft, highlighting her face.

SOCIAL COVERAGE

Your employer pays Social Insurance for you, as part of your salary, and that guarantees:

Social insurance provides mandatory protection to all employed persons in the event of a reduction in income as a result of temporary disability caused by illness, work accident, occupational disease and unemployment, migrant workers and members of their families enjoy the same treatment granted to nationals.

The social care services in Albania are offered through community centers, residential centers, day centers, or in-home care.

Accessible services include pre-social services like information, counseling, in-home care, psycho-social support, and early intervention. These services cater to different needs such as financial assistance for individuals or families in need of help, assistance for children, the elderly, people with disabilities, and those in vulnerable situations, providing food delivery, hygiene maintenance, and daily support.

Community-based services focus on comprehensive care in community centers, offering full or half-day programs with health, educational, and psycho-social rehabilitation services.

Temporary shelter services address emergency housing needs for individuals such as children at risk, victims of domestic violence, or the homeless, offering a range of supportive and rehabilitative programs tailored to specific circumstances.





WORKPLACE HEALTH IN ALBANIA

Your employer pays Health Coverage for you, as part of your salary, and they also have to ensure your Health and Safety while in your workplace.

Migrant workers and members of their families have the right to receive any medical care that is required on the basis of equality of treatment with nationals of the State concerned.

All companies in Albania, are required to appoint an occupational physician. Regulations establish the physician's work schedule based on the number of employees, which may be full-time, part-time, or shared among multiple companies.

The regulations also outline the frequency of periodic medical checkups, determined by the type of business activity, and specify the medical tests required based on the nature of the employee's job role. Additionally, a list of occupational diseases has been approved, which links specific health conditions directly to the patient's profession and workplace exposure.

EMPLOYERS ARE RESPONSIBLE FOR:

Requiring Pre-employment Health Assessments:

Ensuring new hires undergo a health check conducted by the persons family doctor at a health center, with a report submitted upon employment.

Initial and Periodic Health Checks:

Requesting initial health evaluations during the first three months of employment and ongoing periodic exams to ensure workers are not at risk from occupational hazards.

Specialized Medical Examinations:

Conducting regular medical checks for employees exposed to risks such as physical, chemical, biological, mutagenic, or carcinogenic agents.

Frequency of medical checkups is at least once a year and maximum once every two years.

Tests and analyses must be performed in licensed public or private healthcare institutions as per Albanian legislation.

You can chose a personal/family doctor at the Health Center nearest to your place of residence, and they will assist with all health related issues you might encounter during your stay in Albania.

These regulations aim to safeguard the health and safety of employees across all industries, ensuring compliance with national standards for workplace health management.

Employers have the legal obligation to report any workplace accidents at the State Labour Inspectorate and Social Services, in the following ways:

Email: info@slu.gov.al
Phone number +355 42 368 473
Online Form:
<https://inspektoriatiipunes.gov.al/njoftim-aksidenti-ne-pune-2/>

The following must also be notified: the Social Security Institute and the Prosecution Authorities (in case of death or any other situations that might constitute a criminal offense).





SAFETY REGULATIONS IN ALBANIA

The employer must clearly define the rules of technical safety to prevent accidents and occupational diseases.

The employer is required to pay the difference between the damages incurred and the compensation provided by social insurance if the accident or occupational disease is a result of the employer's gross negligence.

If the employer has failed to register the employee in social insurance, they must cover all expenses incurred by the employee due to the accident or occupational disease, as well as any damages resulting from the lack of registration.

The employer is obliged to ensure workplace hygiene. After consulting with employees, the employer must take necessary protective measures against specific risks posed by toxic substances and agents, machinery, heavy lifting, air pollution, noise, vibrations, and risks associated with certain economic sectors such as construction, civil engineering, mining, and chemical industries. The employer must place clearly visible warning signs at every workplace that presents a risk to employees' health and safety.

When collective protective measures are insufficient to safeguard employees, the employer must provide, free of charge, individual protective equipment to protect employees from workplace hazards. The protective equipment must be tested and cleaned before being issued to employees. It must be maintained in good working condition at all times and stored in protected areas safe from dust and other contaminants.



WORKING IN ALBANIA

In order to work and live in Albania as a foreigner you need to have a Unique Permit. The Unique Permit (Leja Unike) is a special kind of permit, which includes both WORK and RESIDENCE Permit.

You are legally working and living in Albania only if:

- You are in possession of a Unique Permit.
- You have been declared in the Social and the Health Insurance Scheme by your employer.
- You have signed a written individual contract. The Employment Contract Must Specifically Include:

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|---|--|
| a. The identity of the parties; | h. The components of the salary and the payment date; |
| b. The workplace; | i. The normal weekly working hours; |
| c. A general description of the job; | j. References to the applicable collective agreement; |
| d. The start date of employment; | k. The probation period; |
| e. The duration, if the parties sign a fixed-term contract; | l. The types and procedures for disciplinary measures, if no collective agreement is in place. |
| f. The duration of paid leave; | |
| g. The notice period for contract termination; | |

- Your salary is paid to you on your bank account.
- The salary cannot be lower than the national minimum wage, as determined by government decision.

(Since June 2024, the national minimum wage in Albania remained fixed at €396.6/40.000 Albanian Lek per month, that is 4,759 euros/480.000 Albanian Lek per year, taking into account 12 payments per year.)



WORKING HOURS AND ANNUAL LEAVE

The normal daily working hours should not exceed 8 hours. This limit is defined by government decisions, collective agreements, or individual employment contracts, ensuring it falls within the maximum weekly working hours.

Night work refers to work conducted between 10:00 PM and 6:00 AM. The duration of night work, including the day before or after, must not exceed 8 continuous hours. It should be followed or preceded by an immediate daily rest period.

Evening Hours (7:00 PM - 10:00 PM): Work performed during this time entitles employees to a wage supplement of no less than 20%.

Night Hours (10:00 PM - 6:00 AM): Work during this period entitles employees to a wage supplement of no less than 50%.

ATTENTION! Work performed on a weekly rest day is compensated with:

- A salary supplement of not less than 25%, or
- Equivalent rest time for the hours worked, plus additional rest of at least 25% of the total hours worked, which must be taken within a week before or after the work is performed.

Work performed on an official public holiday is compensated with both forms.

Overtime refers to any work performed beyond the normal daily or maximum weekly working hours, or beyond agreed schedule.

Annual paid leave is determined by collective agreements or individual employment contracts, but it must be no less than 22 working days per year.

For employees with less than a full year of service, annual leave is calculated proportionally based on the duration of employment. Temporary incapacity periods, such as sick leave, are considered as working time.

Other types of leave:

- Employees are entitled to 5 days of paid leave for marriage or death of their spouse, direct descendants or descendants.
- In the event of the birth of a child, the spouse/cohabitant benefits from 3 days of paid leave.
- Employees may request up to 30 days of unpaid leave for serious illness of descendants or direct descendants, supported by a medical report.



THE INFORMATION IS TAKEN FROM:

- Law No. 79/2021 “On Foreigners”
- Law No. 7961/1995 “Labor Code of Republic of Albania” Amended
- Law No. 10221/2010 “Protection against Discrimination” Amended
- Law No. 15/2019 “Encouraging Employment” Amended
- Law No. 7703/1993 “On Social Insurance in the Republic of Albania” Amended
- Law No. 10237/2010 “On Safety and Health at Work” as amended and the sub-legal acts



YOU CAN ADDRESS ANY ISSUES TO:

Albanian State Labour Inspectorate and Social Services / Inspektorati i Punës dhe Shërbimeve Shoqërore

Address: Rruga " Sheh Ahmet Pazari", nr. 10, Tiranë

E-mail: info@sligov.al

Phone Number: 04 2368 466

State Health Inspectorate

Address: Rruga "Aleksander Moisiu", nr. 80, Tiranë

E-mail: info@ins-shendetesor.gov.al

Phone Number: 04 223 5925

Ombudsman / People's Advocate of Albania / Avokati i Popullit

Address: Bulevardi " Zhan D'Ark", Nr. 2, Tiranë

E-mail: ap@avokatipopullit.gov.al

Phone Number: 04 2380 300 / 04 2380 333 / 0800 1111 / +355 68 903 4648

Commissioner for the Protection from Discrimination

Address: Rruga e " Durrësit", Nr. 27, Tiranë

E-mail: info@kmd.al

Phone Number: 04 2431 078 / 08000 606

National Agency for Employment and Skills

Address: Blv. "Bajram Curri", 1004, Tiranë

E-mail: kontakt@akpa.gov.al

Phone Number: +355 69 304 9917 / +355 44 52 83 63

State Police

Address: General Directorate of State's Police, Bulevardi

Bajram Curri, Tiranë

E-mail: policiaeshtetit@asp.gov.al

Phone Number: 129

Firefighters

Phone Number: 128

Ambulance

Phone Number: 127

Emergency Line

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IT WILL LEAD TO



REPORT

