



Information for recipients of the Single Residence and Work Permit

Single Residence and Work Permit

You have received a Single Residence and Work Permit (Single Permit) that allows you to reside and work in Slovenia. Single Permits are issued by Administrative Units and are valid until the date indicated on the card. In addition to a Single Permit, you have also received an information sheet containing all details of the employment you may undertake / employer, job, etc. /

Keep the information sheet safe. You are required to show it to inspection and control bodies when requested to do so.

Arrange the renewal of your Single Permit at the Administrative Unit before it expires.

Your Single Permit has been granted on the basis of the consent of and the information sheet issued by the Employment Service of Slovenia. It is the basic precondition for employment in Slovenia. You may only be employed by the employer to which the consent/information sheet refers and that is stated on the consent/information sheet. You may only perform work for which you have signed an employment contract and that is stated on the information sheet.

If you wish to change employer or job, or if you wish to be employed by two employers (this only applies to foreign nationals with higher education and at least one month's employment with the first employer), have a Single Permit that is still valid and the previously granted consent has not been withdrawn (withdrawal of consent), you must submit an application to the Administrative Unit (Form 2/1 – Consent to change employer). Consent to change employer is issued by the Employment Service of Slovenia, which sends it directly to the employer/foreign national.

A consent/information sheet for employment, self-employment or work (personal consent) issued under Article 14 of the Employment, Self-Employment and Work of Aliens Act (ZZSDT) provides free access to the labour market. For this type of consent, the employer and type of employment are not entered on the information sheet. This is because it allows the holder to make their own choice regarding employer and employment.

Employment in Slovenia

During your employment in Slovenia, your employer is required to comply with Slovenian labour law. Your rights are therefore identical to those enjoyed by Slovenian citizens. Basic information:

- Your employer is required to register you for compulsory social security insurance at the Health Insurance Institute (ZZZS) no later than 15 days from the day the Single Permit is delivered to you abroad, or 10 days from the day the Single Permit is delivered to an Administrative Unit in Slovenia.
- Your employer is required to supply you with a copy of the M1 Form/Certificate of Registration, which proves that an application to register for compulsory social security insurance has been submitted, i.e. registration of your employment at the ZZZS. Note – Registration of employment is only possible for the same job stated on the consent/information sheet and the employment contract.
- Unless you have at least a higher education qualification, you may undertake only full-time employment in Slovenia.
- If your employment is terminated and you are at no fault for the termination, you may acquire entitlement to benefits at the Employment Service of Slovenia if you meet the conditions set out in the Labour Market Regulation Act.
- Your employer may post you abroad to work if they provide services there. In such cases, they are required to comply with the labour law of the country to which you are posted (Austria, Germany, etc.). Before posting you to work abroad, the employer is required to obtain an A-1 form for you from the ZZZS.
- The employer with which you are employed may not send you to work for another employer.
- Workers or jobseekers may not be charged the costs of acquiring permits, or any costs associated with acquiring them.
- Do not sign a blank employment contract, i.e. a document that does not contain all the essential details.

Your rights as an employee in Slovenia:

- The right to payment for your work regardless of the type of work or the employment contract. In Slovenia, the statutory minimum wage, which is set in January for the calendar year, was €1,277.72 in 2025.
- The right to perform the work specified in the contract. A foreign national may only perform the work for which they obtained consent/an information sheet and signed an employment contract.
- The right to work in safe working conditions.
- The right to a statutory number of working hours. For full-time employees, working hours are 40 hours a week. Any hours in excess of this are classed as overtime and must be paid in accordance with Slovenian law.
- The right to break and rest periods. If you work full-time, you have the right to a 30-minute break during the working day and to an uninterrupted rest period of at least 24 hours in any given period of seven consecutive days.
- The right to paid annual leave. If you are employed in Slovenia, you are entitled to paid annual leave or a 13th monthly salary (annual leave allowance). The allowance must be equal to at least the minimum wage.
- The right to personal data protection and privacy.

Residence in Slovenia

You must register with the Administrative Unit within eight days of arriving in Slovenia. If your accommodation is provided by your employer, it must meet at least the minimum living and hygiene requirements.

For further information, contact:

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| Administrative units – List of Administrative Units in Slovenia www.gov.si/drzavni-organi/upravne-enote/ | Information points for foreign nationals (Employment Service of Slovenia) +386 (0)1 330 8120 info-tocka@ess.gov.si | Slovenian embassy in Manila 18/F, Tower 2, RCBC Plaza, 6819 Ayala Avenue 1200 Makati City, Metro Manila Philippines <ul style="list-style-type: none">• +63253171120• sloembassy.manila@gov.si |
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If the provisions of your employment contract are breached, contact the following organisations:

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| Labour Inspectorate of the Republic of Slovenia Štukljeva cesta 44, 1000 Ljubljana +386 (0)1 280 3660 gp.irsd@gov.si | General Financial Office Šmartinska cesta 55, 1000 Ljubljana +386 (0)1 280 3660 Confidential tel helpline no: 080 11 22 prijave.fu@gov.si |
| Workers Advocacy Association Dalmatinova 4, 1000 Ljubljana 080 14 34 – Toll-free no +386 (0)1 434 1293 info@delavskasvetovalnica.si | Association of Free Trade Unions of Slovenia Dalmatinova ulica 4, 1000 Ljubljana +386 (0)1 434 1200 zsss@sindikat-zsss.si |

We wish you every success and hope that you enjoy living and working in Slovenia.