

EMPLOYMENT REGULATIONS

WHAT YOU NEED TO KNOW

The QFC Employment Regulations set out minimum standards all employers must comply with. However, they can provide more favourable conditions to their employees.

WORKING HOURS



There are daily and weekly limits on working hours. Employees must not work more than 48 hours per week and must be allowed to a minimum of 24 consecutive hours of rest. The daily working hours cannot exceed 10 hours, inclusive of overtime.

OVERTIME



Employees may be required to work over the normal working hours provided that the overall working hours per day do not exceed 10 hours. Overtime must be compensated with equivalent compensatory time or with an amount additional to the basic wage, as agreed between the parties.

PROBATION PERIOD



The employee can be subjected to a probation period of a maximum of 6 months during which the employment can be terminated with no less than a 2-week notice.



APPLICABILITY

Regulations apply to all QFC employees.

They do not apply to:

Consultants

Agents

Domestic workers

Temporary employees whose employment does not exceed 3 months in any consecutive 12 months.



PUBLIC HOLIDAYS

In addition to the annual leave, employees are entitled to the following paid holidays each year:

Three (3) working days

for Eid El-Fitr

Three (3) working days

for Eid Al-Adha

One (1) working day

for Qatar National Day

Three (3) working days

to be specified by the Employer

One (1) working day

for National Sport Day

and Any other day declared by the State of Qatar as a public holiday and announced by the QFC Authority as applicable to the QFC.

If the employee works during any of the above holidays, he is entitled to an equivalent rest day or compensated with an additional amount, as agreed with the employer.



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ANNUAL LEAVE



Employees are entitled to a minimum of 20 working days of annual leave per year during which they are entitled to their normal pay. Compensation in-lieu of accrued but not taken annual leave must be paid upon termination of the employment.

SICK LEAVE



Employees are currently entitled to up to 30 days of annual sick leave without any medical opinion and up to 90 days with medical opinion.

MATERNITY LEAVE



Female employees who have completed one year of service preceding 8 weeks before the childbirth are entitled to paid maternity leave for a period of 3 months.

If the employment period is less than a complete year preceding the 8 weeks before the expected week of childbirth, the female employee is entitled to unpaid maternity leave for the same period. The maternity pay shall be equal to the normal weekly pay for the first 45 days and to 50% for the next 45 days.

TERMINATION WITHOUT NOTICE



Employees can be terminated without notice in case of material breach of the contract or of the Regulations.

TERMINATION WITH NOTICE



Employers and employees must give written notice of their intention to terminate the employment that is equal to:

- 2 weeks, if the continuous period of employment is less than 3 months;
- 1 month, if the period of continuous employment is more than 3 months but less than 5 years;
- 3 months, if the period of continuous employment is 5 years or more.

