

## Part-Time Basis (Employment Contract/Agreement on Work Activity) for Holders of Employee Cards

**An Employee Card** is a type of long-term residence permit for the purpose of employment.

- The purpose of stay (being employed in the position for which the permit was issued) must be maintained for the entire duration of the residence permit.

**The employment contract (PS-pracovní smlouva) serves as the proof of employment and must include the following:**

- The type of work you will be performing (job position).
- The date you begin employment.
- The place where you will perform the work.
  - o If you have multiple work locations listed, such as jurisdiction within the entire region, and you will be using a company car, you must undergo regular Driver Proficiency Training to obtain a Driver Proficiency Certificate. You are required to carry this certificate with you.
- The employment contract typically also specifies whether it is a fixed-term or indefinite-term agreement (which may be tied to the duration of your stay in the Czech Republic), the probationary period, entitlement to leave, salary (referred to as gross salary), and working hours.

**ATTENTION! IN THE CASE OF PART-TIME EMPLOYMENT FOR HOLDERS OF EMPLOYEE CARDS, THE MONTHLY WAGE (SALARY OR REMUNERATION) MUST NOT FALL BELOW THE MINIMUM MONTHLY WAGE. ADDITIONALLY, THE WEEKLY WORKING HOURS MUST NOT BE LESS THAN 15 HOURS!**

- *Please be aware that if your employer officially disburses only a partial amount of your salary, you may be unable to demonstrate the required level of income for your future residence permit applications.*

**The employment contract must always be in writing and issued in two original copies, signed by both you and your employer.** One original copy is for the employer, and the other is for you. Keep your original copy securely, and do not hand it over to anyone!

**If you want to change your employer:**

- **You must first submit a notice of change to the Ministry of the Interior of the Czech Republic** (Department of Asylum and Migration Policy) using a **special form** accompanied by the required documentation.
  - o **This notice must be submitted no later than 60 days after the termination of your employment.** Remember that during any period of unemployment, you are responsible for paying your health insurance.
- **Notification regarding whether the Ministry of the Interior of the Czech Republic approves or denies the transition to a new employer:**
  - o If the transition is approved, you may begin working for the new employer.
  - o If the transition is not approved, the notice will be treated as if it had not been submitted, meaning you cannot commence employment with the new employer.



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