General guidelines for new migrant workers

• When you start a new Job, Three original employment contracts should be issued and approved by the labor relations department, one original copy of the contract should be kept with you.

• Contract terms should not be amended after being approved, except with the consent of the worker (if the amendment to his advantage).

• Acquired rights under the contract or labor law, should not be waived, or discharged, or compromised, or reconciled, and must be met in accordance with the law, it should be prioritized on the rest of the liabilities in case of liquidation of the business.

• Worker who spends three months at work is entitled for sick leave not less than two weeks fully paid and four weeks half paid and unpaid six months, until to be checked by the Medical Commission to decide if the worker fits to work or not.

• Worker who completes one full year at work is entitled for annual leave not less than three weeks fully paid for each year, in addition to the fractions of the year, and increases to be four weeks for each year of service after five years.

• Worker is entitled to end of service bonus not less than three weeks for each year of service, in addition to the fractions of the year.

• He is also entitled to one way ticket to his country at the end of his service.

• No penalty should be applied on the worker, except for an offense related to work and it should be stipulated in the regulations provided and approved by board. The worker may appeal against the penalty at the labor relations department.

• Normal working hours are (8) hours per day, worker may be asked to perform extra work for not more than two hours per day (paid as an overtime).

• Worker may not be running more than (5) consecutive hours or more without one rest period or more, rest period should not be less than one hour, and not more than three hours.

• Friday is the weekly day off for all workers, except for shift workers (weekly day off on rotation basis).
For inquiries relating to labor law, or to make any complaint about the work, you can visit the following labor relations department:

• Al-Montazah - opposite the American Hospital Tel: 44406548

Or contact one of the following:

• Hotline: 44241101
• email: pr@molsa.gov.qa
• Facebook: molsaqatar
• Twitter: molsaqatar
• Instagram: molsaqatar

Or visit any of the ministry locations among the country