



Q & A related to Work Permit for Syrians in Jordan

(Requirements, Procedures & Rights)

Q1: What are the required documents for the issuance of a work permit for Syrians?

A- Required document(s) from worker

1. A copy of passport if available or MOI service card
2. Blood test (health certificate)

B- Required document(s) from employee

1. Certificate of registration
2. Valid vocational license
3. A statement from the Social Security
4. Work contract

Q2: What are the procedures to issue a work permit?

1. Visit the labor office
2. Fill application
3. Attach above documents
4. Approval from MoL committee
5. Pay the fees, which varies upon profession

Q3: What does the application form includes?

1. The employer name and the institute/company name, the name of the owner and the responsible manager, the address and the activity(s) of the institute and its all branches if exist.
2. The employee name according to the passport, date of birth, the nationality and the working field in the working permit.

Q4: What are the main labor rights for workers?

1. The minimum wage rate is 150JD
2. 8 working hours/day provided that the total do not exceed 48 hours/week
3. 14 days paid annual leave
4. 14 days paid sick leave or more according to medical reports
5. Overtime compensation if work more than 8H/D
6. Compensation if work at weekends or national holidays
7. The wage should be paid within a maximum period of seven days from the date of its entitlement.
8. The working woman shall have the right to obtain a paid maternity leave totaling 10 weeks, and 1 paid hour for nursing

Commented [s1]: Suggestion to add Security approval as one of the procedures

Commented [s2]: Suggestion to mention a minimum fee of 400JD
Or a rate between 400-500JD

Commented [s3]: This question is complementary and can be removed



9. Subscribe in to the Social Security
10. Compensation for work injury