



Overview for employers

This leaflet provides brief information on what you should do in a number of situations and what the SZW unit of RCN can do for you.

Contract

- A contract of employment should include at least: the details of the employee and employer, the type of work, the duration of the contract, the number of working hours and the remuneration.
- As an employer you are obliged to pay your employee at least the minimum wage. All the amounts can be found at www.rijksdienstcn.com.

Employee from abroad

- In order to protect the labour market you are obliged to recruit your staff locally. You can register your vacancy with Plenchi di Trabou (Bonaire) or the Labour Office (Saba and St. Eustatius).
- If, despite your efforts, you are unable to find an employee locally, you can apply for a work permit for an employee from abroad. You can find the application form and the checklist on the website www.rijksdienstcn.com (Social Affairs).
- Apply for a new work permit 3 to 4 months before the current one expires. Your application will be reassessed.

Conflict at work

The Labour Affairs employee at the RCN Unit for Social Affairs and Employment (RCN SZW unit) has a neutral position and can advise both employers and employees.

Official holidays

- If an official holiday falls on a normal working day, an employee must continue to be paid even if a business is closed due to the official holiday.
- If employees work in a schedule outside normal business hours on a holiday, separate rules apply. For this, visit www.rijksdienstcn.com

Safety at work

You can find information about the conditions for a safe and healthy workplace per sector on the website www.rijksdienstcn.com (under Social Affairs and then click the Employment section).

Workplace accident

- Report an accident to the Labour Inspectorate (+599 795 4832 or arbeidsinspectie@rijksdienstcn.com) if it results in serious or lasting injury or a fatality.
- If one of your employees becomes incapacitated for work, you should report this on the first day of absenteeism via MijnCN.nl. Your notification of absenteeism will serve as an application for sick pay due to loss of wages which SZW pays out after a check has been carried out by the insurance company's doctor.
- Your employee is entitled to continued payment of wages after a workplace accident. You are required to pay on the usual dates.
- If your employee resumes work on a date other than the date agreed with the insurance doctor, you should submit a notification of recovery via LD.szw@rijksdienstcn.com.



Sick employees

- Your employees are entitled to at least 80% of their daily wage in the event of illness. You are required to pay their wages on the usual dates.
- You should register your employee as sick on the first day of absenteeism via [MijnCN.nl](https://www.mijnCN.nl). Your notification of absenteeism will serve as an application for sick pay due to loss of wages which SZW pays out from the fourth day of sick leave onwards.
- If your employee resumes work before there has been any contact with the insurance doctor, or on a date other than the date agreed with the insurance doctor, you should submit a notification of recovery via LD.szw@rijksdienstcn.com.

Sick families member

If your employee has to look after a sick family member at home or abroad, SZW will not reimburse the wage costs. In this situation you should make an agreement with your employee.



Pregnancy

- Pregnant employees are entitled to a total of 16 weeks of leave (20 weeks in the event of a multiple birth) with retention of salary. Pregnancy leave starts 4 to 6 weeks before the due date, depending on your employee's wishes. In the event of a multiple birth the leave starts 8 to 10 weeks before the due date.
- As an employer you can receive a reimbursement via the loss of income benefit for the wage costs you incur, up to a maximum of the daily wage. You should submit a notification via [MijnCN.nl](https://www.mijnCN.nl) 2 to 4 weeks before the start date of the leave. The notification should be accompanied by the letter from a midwife stating the expected due date.
- You only have to contact us via LD.szw@rijksdienstcn.com if your employee returns to work on a date other than the date agreed.

Dismissal

- If an employee has to be fired through no fault of its own, the employer must apply for a permit to terminate the employment contract at the Labour Affairs department of SZW.
- Pay the severance payment (Cessantia) to the employee unless the dismissal is clearly due to the employee's culpability or wishes.

Contact

You can find more detailed information about all these subjects at www.rijksdienstcn.com, in the Social affairs section. For advice on your specific situation, you can contact the RCN SZW unit on your island:

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