

Documentation on the worker's posting:

16. What information about the posting of a worker should the company have available to the competent labor authority?

The Directive allows the host Member State to require the employer:

- Keep, make available or save paper or electronic copies of the employment contract, payslips, time sheets and wage payment receipts, or copies of equivalent documents.
- Provide a translation of the documents mentioned above into the official language of the host Member State or into one or more other languages accepted by the host Member State.
- The employer of the posted worker must ensure that the amount paid to the worker during the posting is at least equivalent to the remuneration derived from the application of the rules of the host Member State. The comparison between the amount actually paid to the worker and the amount due under those rules is based on gross remuneration (i.e. before contributions, deductions and taxes).

17. What information should I receive from my company before starting my temporary posting to another Member State?

As a posted worker, I have the right to receive from my company, before the posting and in writing, the following information:

- The remuneration to which the worker is entitled under the applicable legislation of the host Member State (*)
- Specific travel allowances, if they exist, and any provision relating to the reimbursement of travel, accommodation and subsistence expenses (*)
- A link to the single national official website developed by the host Member State (*)
- The expected duration of the work you are going to do abroad;
- The currency for payment of remuneration;

- The benefits in cash and in kind linked to your trip abroad, if any.
- The conditions of repatriation of the worker.
- The country or countries in which the work abroad will be performed.

(*).- The information indicated with a (*) is the minimum mandatory for workers posted for a consecutive period of more than four weeks.