

PART-TIME EMPLOYMENT



Part-time employment regulation is based on the principle of freedom to seek employment and to exercise the rights included in the legislation that governs part-time workers.



The employer must respect all labor rights stated in the Political Constitution of the Republic of Guatemala, Convention 175, on Part-Time Work, of the International Labor Organization -ILO- and current labor legislation.



What is Part-Time Employment

Work arrangement in which the employed person's hours of work are less than those of comparable full-time workers



Day shift
06:00 - 18:00
8 working hours daily
44 working hours weekly (max)



Night shift
18:00 - 06:00
6 working hours daily
36 working hours weekly (max)



Mixed shift
18:00 - 06:00
7 working hours daily
42 working hours weekly (max)

*The working day cannot exceed a total of 12 hours per day. Overtime pay is calculated:
Hourly pay rate x 1.5 x overtime hours worked.*

The salary is set on an hourly basis, in accordance with the current minimum hourly wage.

Non-agricultural activities
Q11.61 per hour

Agricultural activities
Q11.27 per hour

Export activities and maquila
Q10.61 per hour



The part time worker receives conditions equivalent to those of comparable full-time workers in the fields of:



Unionization, maternity and breastfeeding, paid leave, incentive bonus, vacations and at least one paid rest day a week.



It must be guaranteed by promoting the **same protection** as full-time workers



Severance and bonuses



Payments will be **proportional and consistent** with the employment relationship



Social Security



The worker has the right to enjoy **Social Security** in accordance with the applicable Guatemalan Social Security Institute (aka IGSS) regulations.



Part-Time Employment contract characteristics



It must be completely voluntarily



Overtime pay is recognized.



Employers must remunerate workers equally on equal terms.



The contract and the agreed schedules must be written and dully registered at the Ministry of Labor.



Both parties must be strict in complying with the conditions established in the employment contract.



Part-Time Employment stakeholders



Primary:

1. Employee
2. Employer
3. General Labor Inspectorate



Secondary:

1. Ministry of Labor (MINTRAB)
2. Guatemalan Social Security Institute (IGSS)
3. Recreation Institute for Private Workers (IRTRA)
4. Training and Productivity Institute (INTECAP)

For more information consult the Web page: www.mintrabajo.gob.gt/index.php/documentacion-legal