



## Legal news

### Deloitte Legal – Considering future

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## **Sample Form Of Internship Contract has been approved**

On 16 September 2019, the Cabinet of Ministers of the Republic of Azerbaijan approved the "Sample Form of Internship Contract".

A sample contract form (the "Sample") has been prepared in accordance with Article 11.3 and Article 11.4 of the Law of the Republic of Azerbaijan "On Vocational Education" (the "Law"). Thus, based on the employer's proposal, those who undergo training and internships at enterprises and organizations conclude a tripartite labor contract with the participation of educational institution. According to Article 11.6 of the Law, employers pay to interns who are involved in industrial training the amount not less than the minimum salary for their work and services.

The provisions of contract concluded between an employer and a trainee have also been included in the Sample. Thus, as stipulated in article 1.5 of the sample, a temporary labor contract is concluded between a trainee and an employer for the period of internship *without a probation period*.

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According to article 1.3 of the Sample, at the end of the internship, the trainee will be issued a certificate of internship signed by the employer and vocational training institution.

The Sample also sets employer's obligations during the internship, which shall be as follows:

- to appoint an expert to guide the internship;
- to instruct trainee on labor protection, sanitary and hygienic standards and rules, equipment operating and internal disciplinary rules;
- to make compulsory insurance against loss of professional ability for trainee in accordance with Article 4 of the Law of the Azerbaijan Republic "On compulsory insurance against industrial accidents and occupational diseases" and article 20.2 of the Law.

Finally, please note that under the Sample, an employer does not have any obligation to employ an intern upon completion of the internship.

## **Rule and Form of Entering into Electronic Information System Information about New Workplace or Vacancy has been approved**

On September 16, the Cabinet of Ministers of the Republic of Azerbaijan approved "Regulation and Form of Entering into Electronic Information System Information about New Workplace or Vacancy" (the "Rules").

The Rules define the procedure and form to enter information about new workplaces or vacancies into Employment Sub-system (the "ES") of Centralized Electronic Information System (the "CEIS") of the Ministry of Labor and Social Protection of the Population of the Republic of Azerbaijan (the "Ministry").

Employers will enter such information (including salary information) into the ES using "e-government" or "e-social" internet portal of the Ministry within five working days from the date of availability of new workplace or vacancy. Annex 1 to the Rules contains the form for entering job related information.

Based on this, the ES will create a staffing schedule for each employer. If an employer terminates a vacant position, it will inform the Ministry within five working days with a formal report to be included in the staffing schedule.



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