



## कार्यस्थल पर मेरे अधिकार

क्या आप बर्लिन में राइडर के रूप में कार्यरत हैं और कार्यस्थल पर अपने अधिकारों से संबंधित कोई जानकारी प्राप्त करना चाहते हैं? हमारे जानकारी कार्यक्रम में शामिल हों!

**समय एवं तिथि:** 11 जून, 2026 | प्रातः 10:00-11:00 बजे

**स्थान:**

ज़ूम(Zoom) के माध्यम से ऑनलाइन, लिंक नीचे उपलब्ध है।

**भाषाएँ:** अंग्रेज़ी में हिंदी उपशीर्षकों के साथ

# My rights at work 11.06.2026, online

Saravanan Ganesan, Irina Lazarova  
Berliner Beratungszentrum für  
Migration und Gute Arbeit BEMA  
Arbeit und Leben Berlin-Brandenburg gGmbH

# AGENDA

- ❖ What is AFRIW e.V.? What is BEMA?
- ❖ The employment contract and important laws
- ❖ How to protect your rights?
- ❖ Questions and answers

# What is AFRIW e.V. ?

## Action for Human Rights and World Issues

**We protect and empower international migrants by raising awareness of unethical working practices and addressing them politically. We provides information, legal guidance and counselling to help victims recognize their rights and defend themselves against exploitation.**



<https://afriw.org/>

# What is BEMA?

## Berlin Advice Centre for Migration and Decent Work

**Consultations are anonymous and  
regardless of origin or residence  
status.**

**We offer free advice and support in  
different languages.**



Berliner Beratungszentrum für  
Migration und Gute Arbeit

# Current office hours, contact details and languages

<https://bema.berlin/en/beratung-arbeitsrecht/>



Advisory services on employment and  
labour rights



# Berlin Advice Centre for Migration and Decent Work BEMA

## §-Advice

Labour law

Forced labor

## Expertise

Public Relations

Analysis &  
Statistics

International  
Collaboration

# Quiz



## Question 1:

The statutory minimum wage is currently ... € per hour?

a) 16,00 EUR

b) 12,41 EUR

c) 13,90 EUR

d) There is no minimum wage in Germany

## Question 2:

According to the law, I am entitled to at least ... Weeks of vacation a year.

a) 2

b) 4

c) there is no limit for vacation days

## Question 3:

My boss has to protect my health at work. True or false?

a) correct

b) false

## Question 4:

If I want to cancel, I write an e-mail. True or false?

a) correct

b) false

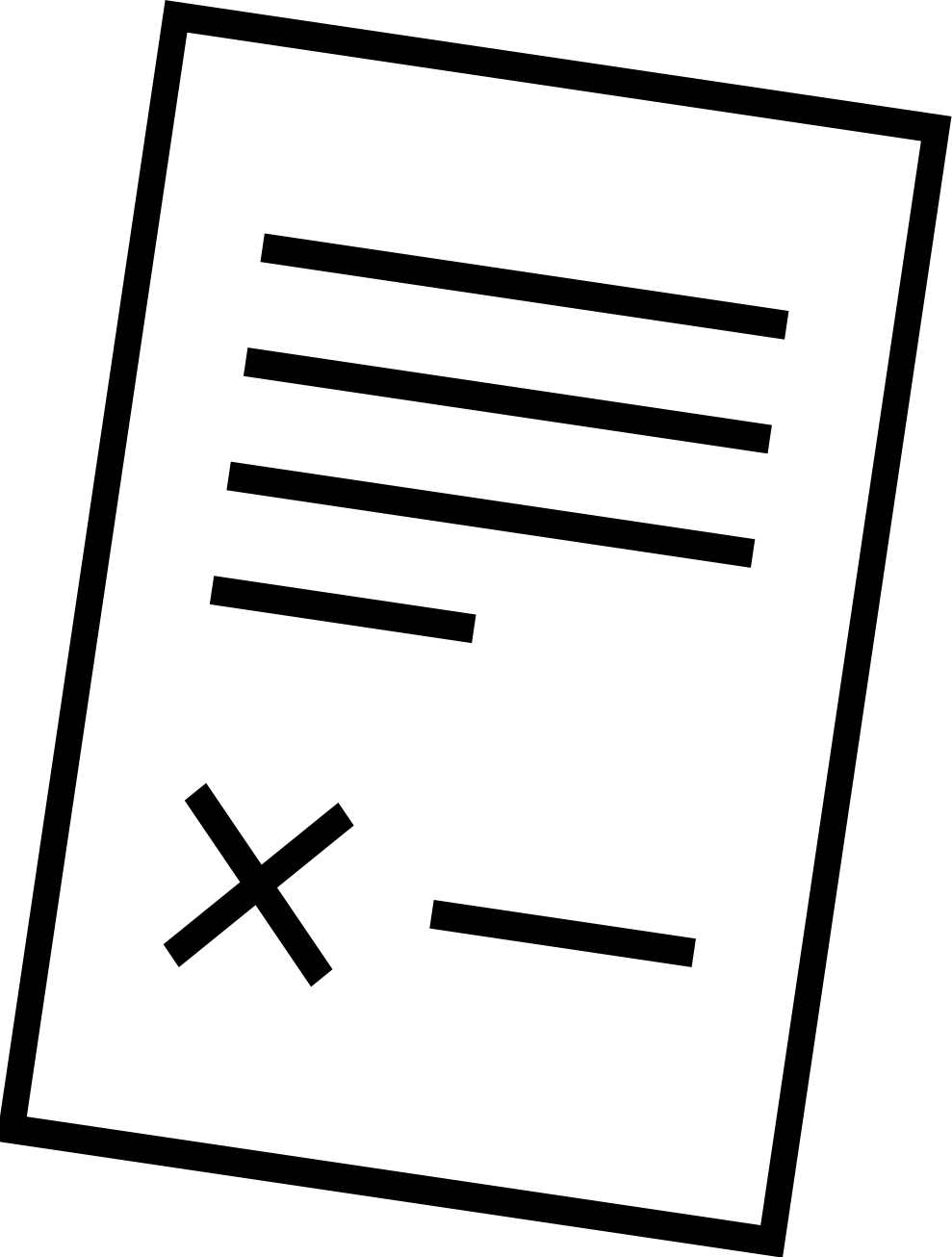
## Question 5:

I have all the employment rights if I work without a contract. True or false?

a) correct

b) false

# The work contract



# Important:



- An **oral contract** is also an employment contract!
- I don't have to sign anything I don't want or understand!
- **Collect all the documents**: employment contract, pay slips, sick leave, letters from the health insurance company, bank account statements...
- **Write down working hours**, e.g. in a working time calendar

# Working time calendar

**WORK HOURS  
CALENDAR**  
**ARBEITSZEITKALENDER**

**Write down your working hours!**  
Schreibe Deine Arbeitszeiten auf!

**Secure your salary!**  
Sichere Deinen Lohn!



**Englisch**

**Arbeit und Leben**  
BERLIN-BRANDENBURG

**BEMIA**  
Berliner Beratungszentrum für  
Migration und Gute Arbeit

Month: Year: / Monat: Jahr:

**Table for working hours**  
**Tabelle Arbeitszeit**

	Date	Start	End	Break times	Hours worked	Place of work	Type of work	Payment received	Witnesses?
	Datum	Beginn	Ende	Pausen	Arbeitszeit	Arbeitsort	Tätigkeit	Geld erhalten	Zeugen?
MO	06.06.2025	8:00	17:00	1 x 30 min.	8:30	Hotel Plaza, Pacelliplatz 3 23456 Kreisstadt	Zimmer sauber machen		Marius Mauer Empfangschef
DI	07.06.2025	8:00	17:00	1 x 30 min.	8:30	Hotel Plaza, Pacelliplatz 3 23456 Kreisstadt	Zimmer sauber machen		Marius Mauer Empfangschef
MI	08.06.2025	8:00	17:00	1 x 30 min.	8:30	Hotel Plaza, Pacelliplatz 3 23456 Kreisstadt	Zimmer sauber machen	225,42 Euro in bar am 9. August von Herrn Z. (Z. war dabei)	Marius Mauer Empfangschef
DO									
FR									
SA									
SO									
<b>Hours in total:</b> Gesamtstunden:					25:30				

24

This is an example of how to write down your working hours. Dies ist ein Beispiel. So kannst du deine Arbeitszeit aufschreiben.

Month: Year: / Monat: Jahr:

**Table for working hours**  
**Tabelle Arbeitszeit**

	Date	Start	End	Break times	Hours worked	Place of work	Type of work	Payment received	Witnesses?
	Datum	Beginn	Ende	Pausen	Arbeitszeit	Arbeitsort	Tätigkeit	Geld erhalten	Zeugen?
MO									
DI									
MI									
DO									
FR									
SA									
SO									

25



Berliner Beratungszentrum für  
Migration und Gute Arbeit

## Resources and publications

Information leaflet



Work time calendar



Work time calendar



Info flyer on training courses and workshops

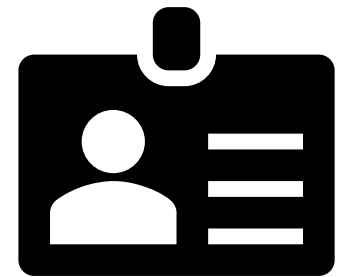


<https://bema.berlin/en/flyer-und-materialien/>

# Content of the contract

- Contracting Parties
- Place of work
- Job description
- Start of work
- Fixed-term/probationary period
- Working hours
- Remuneration/Salary/Wage
- Vacation
- Illness
- Termination

# Work contract (1)



Contracting Parties:  
Name and address of employer and employee (postal address)

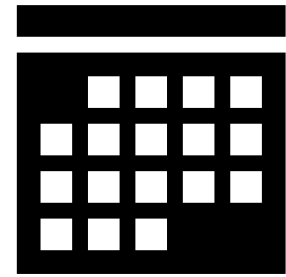


Place of work (Where do I work?)



Job description (profession, tasks)

# Work contract (2)



Duration / Duration: Start (and end) date

The contract is limited or indefinite

Is there a trial period?

Maximum 6 months (training: 4 months)

All rules apply (vacation, salary...), only termination is easier

Attention trial work!



# Probationary period and probationary work

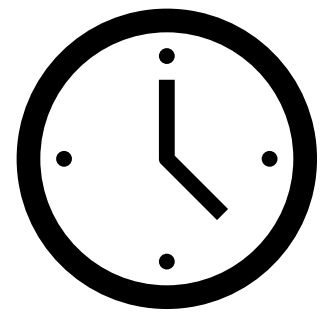
## Probationary period

- Part of the employment contract
- Max. 6 months
- All rules from the employment relationship apply, except for termination
- Notice period 2 weeks (shorter)
- No reasons need to be given

## Trial work (“introduction relationship”)

- Duration depends on the type of activity, max. a few days
- Clear contract for trial work before admission
- Goal: to get to know the work, to check suitability
- No obligation to follow instructions (no fixed working hours, work clothing obligation)
- If I work just as independently as my colleagues, it's not trial work!

# Work contract (3)



## Working hours

Full-time / Part-time

8 hours/day, max. 10 hours/day

Multiple employment relationships: working time is added together

Breaks:

at 6 hours: no break

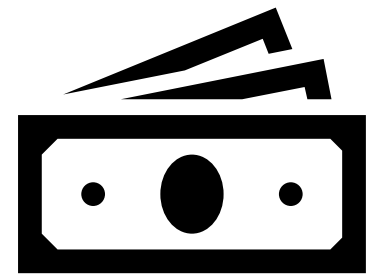
> 6 hours: 30 minutes,

> 9 hours: 45 minutes

Rest time at least 11 hours

Overtime: Money or compensatory time off, always write down overtime!

# Work contract (4)



Wages/salaries (also: remuneration)

How much money do I get (gross)?

Minimum wage 2026: 13,90 €/hour gross

Minimum wage from 2027: 14,60 €/hour gross

Attention: Higher minimum wages in some industries, e.g. cleaning 15,00 €/hour

# What does **gross** actually mean?

→ Salary including all taxes and social security contributions

Social security contributions are for:

Health insurance (KV)

Long-term care insurance (PV)

Pension insurance (RV)

Unemployment insurance (AV).

# Important:

➤ **Compulsory social insurance coverage only starting at 603,00€**

**Up to 603.00€ Minijob (approx. 43 hours/month)**

**No taxes and social security contributions, except pension insurance**

**But: Exemption from pension insurance possible**

**Labour rights also apply to Minijobs!**

## Do public holidays also apply?

**Yes!** If you have a mini-job, you are entitled to **continued payment of wages on public holidays**, provided that you would have worked regularly on this day. You do not have to make up for this time!

## Do I have claims in the event of pregnancy?

**Yes!** Pregnant women in mini-jobs are protected by the **maternity protection act**. You will receive maternity benefit if you are insured within a statutory health insurance fund. Should you be subject to an employment ban for expectant mothers, you are entitled to maternity pay. Important: You are also entitled to parental allowance and parental leave.

## Do I have protection against dismissal?

**Yes!** The protection against dismissal act also applies to mini-jobs. However, in order to apply the employment must have lasted for at least 6 months prior to notice.

A termination notice must be given in **writing**. A **statutory notice period of at least 4 weeks** to the 15th or end of the month applies. Within 3 weeks after receiving the notice of termination, you are entitled to file a complaint with a labour court.

## Do you have any questions? You can find advice here!

The citizens' telephone service of the Federal Ministry of Labour and Social Affairs provides **advice on labour law on 030 221 911 004** (Monday through Thursday from 8 a.m. to 8 p.m.).

The Minijob Centre provides a lot of information on mini-jobs on [www.minijobzentrale.de](http://www.minijobzentrale.de)

## Or you may contact us ...!

The **representatives for good work** answer questions on employment relationship, working condition, payment or co-determination in the workplace - in person, by telephone or by e-mail. **Get in touch with us! Together we will find solutions and answers.**

**Romana Wittmer (Bezirk Friedrichshain-Kreuzberg)**  
Rathaus Kreuzberg, Yorckstr. 4-11, 10965 Berlin  
+49 30 90298 4819  
[gute-arbeit@ba-fk.berlin.de](mailto:gute-arbeit@ba-fk.berlin.de)  
[www.berlin.de/bga-fk](http://www.berlin.de/bga-fk)

**Heike Fahrnländer (Bezirk Lichtenberg)**  
Rathaus Lichtenberg, Möllendorffstr. 6, 10367 Berlin  
+49 30 90296 8007  
[gute-arbeit@lichtenberg.berlin.de](mailto:gute-arbeit@lichtenberg.berlin.de)  
[www.berlin.de/bga-lichtenberg](http://www.berlin.de/bga-lichtenberg)

**Tatjana Winkler (Bezirk Pankow)**  
Bezirksamt Pankow, Fröbelstr. 17, 10405 Berlin  
+49 30 90295 5215  
[gute-arbeit@ba-pankow.berlin.de](mailto:gute-arbeit@ba-pankow.berlin.de)  
[www.berlin.de/bga-pankow](http://www.berlin.de/bga-pankow)

**Sventha Schütz (Bezirk Tempelhof-Schöneberg)**  
Rathaus Schöneberg, John-F.-Kennedy-Platz, 10825 Berlin  
+49 30 90277 2241  
[sventha.schuetz@ba-ts.berlin.de](mailto:sventha.schuetz@ba-ts.berlin.de)  
[www.berlin.de/ba-ts/bga](http://www.berlin.de/ba-ts/bga)

Authors: This flyer was created by Heike Fahrnländer and Romana Wittmer. Status: 09/2025

Translation: Parts of the content may not be accurately translated due to the limitations of the translation software "DeepL". The original text is the German version of this flyer. Any discrepancies or differences created in the translation are not binding and have no legal effect for compliance or enforcement purposes.

Photo: Friedrichshain-Kreuzberg district office



## Multilingual information on "mini-jobs"

# Work contract (5)



## Vacation

Employer pays salary during vacation

The law says: at least 4 weeks (20 days with a 5-day week) a year

Entitlement to full vacation only after 6 months in the company

Before: prorated per month

→ e.g.: at 20 days (20 T : 12 M = 1,66 days per month)

# Work contract (6)



## Illness

- call your boss
- go to the doctor
- sick note to the boss → deadline 1-3 days
- boss pays the first 6 weeks (continued payment of remuneration), after which the health insurance company pays 72 weeks of sick pay (70% of gross salary)

**Attention:** for sick pay I need (digital) sick notes from the doctor!

# Accident at work

- Accident at work, or on the (direct) way to work, or on the (direct) way home
- Call a doctor immediately, call your employer
- Saying it happened at work
- There are special doctors for accidents at work: **"D-doctor" search:**

<https://diva-online.dguv.de/diva-online/> (accident insurance doctor)

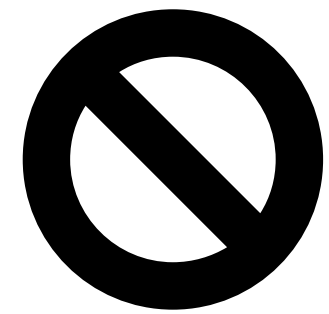
Your accident at work must be registered by insurance company: Berufsgenossenschaft Transport und Verkehr (Phone: +4930259970) for Lieferando, Uber Eats and Wolt or Berufsgenossenschaft Handel und Warenlogistik (Phone: +4930 853010) for Flink and Getir

Money from accident insurance cover more than sick pay, also better rehabilitation measures

# Accident at work

- Protection from accident at work through **safe equipment**
- In the event of unsafe driving conditions due to the weather, you may refuse to work without negative consequences
- Collect evidence – thunderstorm warnings, flash ice, extreme sub-zero temperatures

# Work contract (7)



Termination:

Always in writing + paper!

Notice period: Time in which I continue to work and receive money

Notice period: 2 weeks during the probationary period, then at least 4 weeks

Termination without notice: without notice → be careful!

*I do not agree with the termination?*

I have to go to the labor court.

I only have **3 weeks** to do that!

**Attention!** Termination agreement

# Protection against dismissal

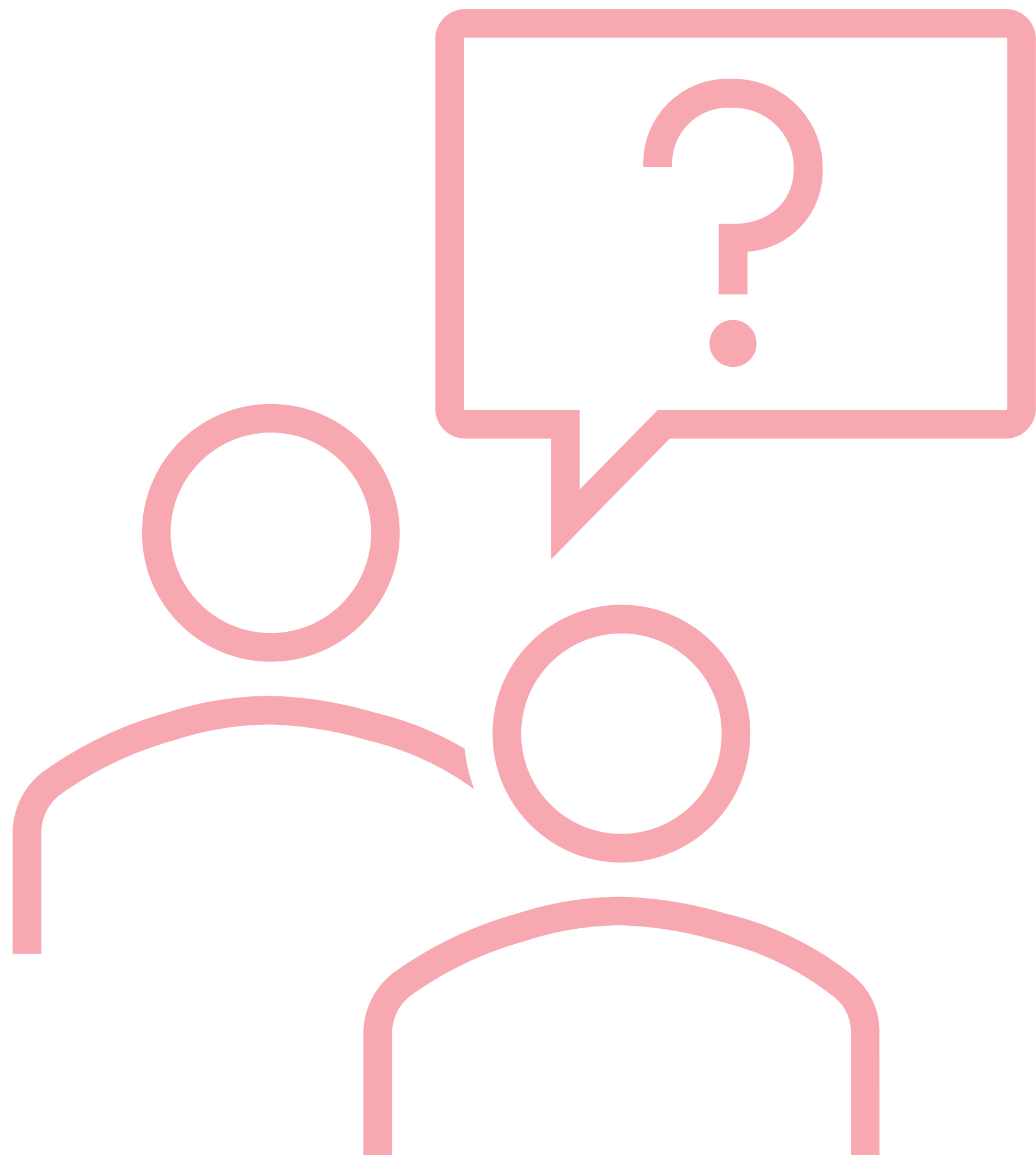
- Has been with the company for at least 6 months
- At least 11 employees
- Only 3 ways as reason for the dismissal:
- **Operational reasons** (e.g. there are no orders, but: social selection)
- **Behavioural** (breach of contract, loss of trust, warning)
- **Personal** (the employee can no longer perform his tasks, e.g. a bus driver loses his driver's license)

# Protection for pregnant workers

- Protection against dismissal!
- Working hours: max. 8.5 hours/day
- No night work
- Maternity leave: 6 weeks before the due date – 8 weeks after the birth: no work, normal wage
- Twins? Disability? Premature birth? Maternity leave up to 12 weeks after birth

# HOW TO PROTECT YOUR RIGHTS

- Save a **copy of your digital working time** list from your firm account. It should be available to you even if you do not have access to the system.
- Download and save also another important documents from your online profile for example **pay slips**, timesheets etc.
- Always **compare your timesheets with your pay slip**. If there is a discrepancy, contact us.
- **Working time** also includes meetings with supervisors, loading, waiting for food, phone calls to dispatchers, etc. If you start to work from one restaurant your **working time starts already when you leave home**.
- Contact us when your employer does not provide you working hours according to the contract (**less work**).
- Keep a **record of all communications** and agreements with your employer.
- In the event of termination of employment: contact us as soon as possible. You only have **3 weeks from the date you receive the notice** to file a claim with the labour court.
- Don't sign any documents you don't understand.
- Don't sign an "**Aufhebungsvertrag**" if you don't understand the consequences.
- The best way for long term protection is **trade union membership**.



# QUESTIONS

For further information:

[www.bema.berlin](http://www.bema.berlin)

[migration@berlin.arbeitundleben.de](mailto:migration@berlin.arbeitundleben.de)

Facebook: @BeratungBEMA

Instagram: @bema\_berlin

LinkedIn: @Arbeit und Leben Berlin-Brandenburg