

€ TRAINING

Turkish Labor Law and Payroll





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Introduction:

In Turkey, the payroll frequency is monthly. Work between the first and last day of the month is typically paid on the last day of the month. In Turkey, there is no legal requirement for 13th-month payments.

Course Objectives:

At the end of this course, the participants will be able to:

- Sources of Turkish Labor Law
- Principles of Employment
- Types of Employment Contracts
- Recruitment and Hiring Practices
- Legal considerations in the recruitment and hiring process.
- Preventing discrimination and ensuring fair employment practices.
- Exploring different types of employment contracts and their implications.
- Contractual terms and conditions and their importance in the employment relationship.

Targeted Audience:

- Team leaders.
- lawyers.
- Advisors.
- Human resource staff.
- Contract administrations in state cases, government departments, companies, and various institutions.
- Employees who want to gain great skills & knowledge to improve their careers

Course Outlines:

Unit 1:

- Understanding the purpose and goals of the training course.

- Overview of Turkish labor law and its significance for employers and employees.
- Identifying the primary legal sources that govern labor relations in Turkey.
- Understanding how international conventions and treaties influence Turkish labor law.

Unit 2:

- Key principles and concepts underpinning employment relationships in Turkey.
- Employer and employee rights and obligations.
- Understanding wage and salary structures in Turkish labor law.
- Compliance with minimum wage requirements.
- Maximum working hours and rest periods for employees.
- Overtime regulations, calculations, and compensation.
- Employee entitlements to annual leave and public holiday pay.
- Leave scheduling and employer obligations.

Unit 3:

- Regulations governing sick leave, maternity/paternity leave, and other special leave types.
- Employee rights and employer responsibilities during leave periods.
- Overview of the Turkish social security system.
- Employee and employer contributions, retirement benefits, and insurance coverage.
- Legal grounds for terminating an employment contract.
- Proper termination procedures and documentation.

Unit 4:

- Understanding collective bargaining and its impact on labor relations.
- Rights and obligations of employers and employees under collective labor agreements.
- Employee rights to join unions and engage in union activities.
- Employer obligations about unionized workers.
- Calculating gross and net pay, deductions, and taxes.

- Maintaining accurate payroll records and documentation.

Unit 5:

- Understanding income tax calculations and deductions.
- Employee and employer social security contributions.
- Non-monetary benefits and incentives for employees.
- Tax implications of providing various benefits.
- Ensuring compliance with Turkish labor and tax laws.
- Preparing for payroll audits and avoiding legal risks.

Unit 6:

- Hands-on exercises in calculating salaries, deductions, and net pay.
- Solving practical payroll-related challenges.
- Analyzing actual labor law and payroll cases in Turkey.
- Applying knowledge to resolve complex scenarios.
- Final thoughts and encouragement for continued learning.
- Providing additional resources for further study.
- Evaluating participants' understanding through quizzes or assignments.
- Collecting feedback on the training course for improvement.