

Temporary residence permit on a work basis

You can obtain a Lithuanian residence permit if you meet the established conditions, have submitted the necessary documents to the Migration Department, a Lithuanian employer agrees to employ you under an employment agreement, and you are satisfied with the proposed working conditions, functions, and salary.

Starting to work

Before starting to work in Lithuania, you must have a written employment agreement in duplicate – one copy for you and one for your employer. The agreement must be concluded in Lithuanian language and a language that you understand. The employer must answer all of your questions about the employment agreement.

The employer must also inform you about the working conditions, workplace rules, workplace procedures, and employee safety and health requirements.

The employment agreement must specify the functions you will perform, the address of your workplace, and the amount of your salary. The employment agreement must also specify the terms for payment of your salary.

Carefully read all the information provided in your employment agreement. Make sure that you understand everything that is written. Do not hesitate to clarify, which language will be used in your communication with your employer.

Do not sign any documents if you have doubts about their content, your questions are not answered, or if the answer is vague. Do not sign a blank sheet or the edge of a sheet without knowing the content of the text above, also, do not sign any applications without dates.

Establish all agreements with your employer in writing, as, in an event of a dispute, proving oral agreements is nearly impossible.

Remember that an employment agreement comes into force as you begin to work.

The employer must report your employment to the State Social Insurance Fund Board (SODRA) no later than one business day before the start of your work. This guarantees that your employment will be legal, covered by taxes, and you will be eligible to insurance benefits in case of an accident at work or a sick leave.

Work payment

The employment agreement must indicate the established monthly work (monthly salary) or an hourly rate, which cannot be lower than the minimum monthly salary or the minimum hourly rate, established by the Government of the Republic of Lithuania.

The minimum salary keeps changing and you can check what it is at Sodra website <https://www.sodra.lt/lt/situacijos/statistika/pagrindiniai-socialiniai-rodikliai>.

Minimum salary applies only to unqualified work. Unqualified work refers to work, which does not require any special qualifications or professional skills. If your work is qualified, your salary must be higher than minimum.

Your employment agreement also may indicate agreements on premiums, bonuses, or other additional compensations according to various remuneration systems. Your salary cannot be lower than other employees performing the same work for the same employer.

If you work on your resting day, which is not planned in your working schedule, you must be paid at least the double rate. The same applies for working on public holidays.

The employer must present the information on the amounts calculated, paid or deducted, as well as on the time worked with a separate indication of the amount of overtime work to you in writing or by e-mail at least once a month.

Your salary must be paid at least twice a month or as a lump sum once a month if you requested so.

Your salary or other payments, also daily allowance and compensation of business trip expenses must be paid by making a transfer into your banking account.

Working hours

The employer must employ you on a full time basis, i.e. 40 hours per week. Your working hours must be indicated in your agreement. Your work time schedule must be clearly defined, indicating the distribution of the working hours.

The daily work time (including overtime) cannot exceed 12 hours.

You cannot work more than 6 days in a row in a period of 7 days.

The duration of daily uninterrupted rest between working days (shifts) cannot be less than 11 consecutive hours, and you must get at least 35 hours of uninterrupted rest within a period of 7 consecutive days.

Your weekly overtime cannot be more than 12 hours. Except in exceptional cases, your employer may only order you to work overtime with your consent.

Your overtime must be remunerated with 1.5 times your usual rate, established in the employment agreement.

Working at night, i.e. from 10 p.m. to 6 a.m. must be remunerated with 1.5 times your usual rate as well.

Annual leave

After 6 months of consecutive work at the same workplace, you have a right to an annual leave, paid by the employer.

Later, the annual leave must be granted at least once a year of your employment.

You must receive the payment for your annual leave no later than 3 business days before the beginning of your leave, unless you have agreed otherwise.

Working for several employers

You can work for no more than 4 employers at the same time, and all of these employers must be indicated in a single employment agreement, while your total work time based on that agreement cannot exceed 40 hours per week. This agreement must indicate the primary employer, who acted as your intermediary with the Migration Department.

Changing employers

If you wish to change your workplace or job position, you must obtain a permission from the Migration Department first. You will acquire the right to change your employer after 6 months since the issue of your residence permit. The application to change your employer must be submitted while you are still working for your previous employer.

It is possible that your previous employer will terminate your employment agreement while your application is being processed. Don't worry, the Migration Department will continue to process your application and your residence permit will not be withdrawn in the meantime. If the Migration Department allows you to change the employer, your residence permit will continue to be valid during your employment for the new employer too.

Applications regarding the change of the employer or work position are processed in 1 month.

The decision to change the employer or work position is valid for 1 month.

You can start your employment for the new employer or change your job position only upon receiving a permission from the Migration Department.

State fees

Submitting your application to the Migration Department, its processing and adoption of the final decision is subject to state fees.

Accepting an application for a temporary residence permit and its processing in 3 months as per general procedure, is subject to EUR 160 fee, regardless if the application is satisfied or not.

The same process of accepting and processing an application urgently in 45 days is subject to a fee of EUR 320, regardless if the application is satisfied or not.

If your planned work in Lithuania exceeds the expiration of your temporary residence permit, you must have it renewed. You can do this via MIGRIS Lithuanian migration information system www.migracija.lt.

You can submit an application for a renewal of your temporary residence permit, when the time until its expiration date is fewer than 6 months.

As a general procedure, your application for a renewal may be examined in 2 months and will be subject to a fee of EUR 160.

Urgent application processing – in 1 month – will be subject to a fee of EUR 320.

The application for a renewal of an employer is subject to a fee of EUR 100.

Other important information

If the Migration Department decides that your employer:

- has provided the Migration Department with false data, illegally obtained or forged documents; or
- the employer – a temporary employment company – has been removed from the list of temporary employment companies compiled by the State Labour Inspectorate and published on its website; or
- has been punished for permitting illegal work, unregistered work or violating the procedure for employing foreigners in accordance with the provisions of the Law on Employment, and the period since the date on which the fine was paid, or the obligation was fulfilled is less than one year,

...you will receive a notice that, unless you change your employer in 3 months, your residence permit will be withdrawn.

Upon receiving this type of a notice, in 3 months you should do one of the following:

- terminate the employment agreement with your employer and leave Lithuania, or
- find another employer in Lithuania, who agrees to act as an intermediary with the Migration Department, and submit an application to change your workplace.

If you work on placement abroad, your stay in another European Union or Schengen state cannot exceed 90 days in a period of 180 days.

Ending your employment and leaving Lithuania

If your employment was terminated and you have not submitted an application to change your employer or job position, you must leave the Republic of Lithuania.

Upon receiving a notice from the Migration Department that your temporary residence permit has been withdrawn, you must leave Lithuania in 14 days.

If you do not leave the country in this term, a decision will be made regarding your return or expulsion from Lithuania.

You must return your withdrawn residence permit to the Migration Department.

Exploitation

Immediately contact the institutions listed below, if you believe that you are exploited for work or services, forced to:

- work under particularly bad/slave-like or other inhumane conditions;
- work longer hours than established in your employment agreement, work overtime without additional remuneration, or cannot use your breaks;
- ignore the work and rest regime;
- work for a payment lower than the salary indicated in your employment agreement or without receiving other compulsory payments (if indicated in the agreement);
- sign documents the content of which is not explained, if the employer refuses to let you get acquainted with their content, take pictures, make copies, etc.
- sign an application for an unpaid leave. Remember that your employer has no right to force you to sign this application.

If your employer is restricting your movement of freedom, takes your documents, threatens with physical violence or psychologically, does not let you leave your work, you may be recognised as a victim of forced labour or human trafficking.

If the prosecutor investigating your case recognizes you as a victim, you will be able to apply to the Migration Department for a temporary residence permit as a victim of human trafficking or illegal work. In such case, you will be issued a temporary residence permit for 6 months.

Institutions to contact

General helpline – 112 (24/7)

Migration issues:

Migration Department
+370 707 67 000
info@migracija.gov.lt

For reporting violations of employment procedures or your rights as an employee:

Consultations on employment agreement issues:
State Labour Inspectorate
+370 5 213 9772 (press 1)
info@vdi.lt

Anonymous line for reporting alleged violations at work, for example, improper working conditions, exploitation during work or rest time, refusal to sign an employment agreement:

State Labour Inspectorate
+370 5 213 9772 (press 2)
info@vdi.lt

If you believe that you are at risk of or already have become a victim of human trafficking:

Assistance to victims of human trafficking
+370 616 91 119
info@stop-trafficking.lt

Centre Against Human Trafficking and Exploitation
+370 679 61617
info@anti-trafficking.lt