

Country Roadmap

GREECE PAYROLL GUIDE

With the importance of payroll within businesses growing constantly, we prepared a short guide with everything you need to know to help you understand the complex & ever-changing Greek payroll regulations.

Greece Overview

Greece is located in southeastern Europe, at the tip of the Balkan Peninsula, bordering with Turkey, Bulgaria, North Macedonia and Albania. Greece covers an area of 130,000km² and has a population of 11 million. Greece is a parliamentary republic and a developed country, with an advanced high-income economy, and a high quality of life, ranking also very high in the Human Development Index. The primary spoken and written language used in Greece is the Greek language. The English language is widely used in Greece's business community.

Its economy is the largest in the Balkans, where it is an important regional investor. Greece is a founding member of the United Nations, member of the EU and the Eurozone since 2001, as well as member of numerous other international institutions, including NATO and OECD.

People Employed



Source: Hellenic Statistical Authority, People 15+

Basic Facts

-  **Currency:**
The Euro (€)
-  **Language:** Greek
English is widely spoken
-  **Employer Taxes:**
approx. 22.5%
-  **Min. Wage:**
830€

What are the general employment rules?

- A full-time working week consists of 40 hours.
- Full-time workers are entitled to a minimum of 20 days' paid leave per year.
- Employees in Greece are entitled to 13th and 14th month payments.
- Severance payments may be required for employees with more than one year of service.

Companies planning to extend their business in Greece should be familiar with local rules and regulations stipulated by the Greek government. The same also assists in managing payroll in Greece and enticing the top talent in the country. Moreover, a company also requires a broad understanding of tax systems, payroll cycle, payroll options, entitlement and termination terms, salary structure, social security contributions, etc.

Pay your Team

Employer Registration

Setting up payroll in Greece involves several registration processes. This includes registering with the local tax office to receive an employer tax number and registering with the Unified Social Security Fund (e-EFKA). The latter will issue an employer's social security ID for payroll processing.

Payroll advice for Greece

Get expert guidance from our team to find the best payroll setup for your business.

Contact us



National Minimum Wage (NMW)

Since 2019 Greece has had a standard official monthly minimum wage with no different rate for employees under 25 years old.

Greece's official monthly minimum wage for employees is designed to accommodate 14 payments for a year. An unofficial but prorated and commonly accepted monthly minimum wage to adjust 12 payments for a year is determined by multiplying the official minimum monthly salary by 14 and dividing the result by 12.

The official monthly minimum wage for employees increases by 10% of the standard value every three years of service up to nine years of service.

The daily minimum wage for craftsmen increases by 5% of the standard value every three years of service up to 18 years of service.

Both increases use years of service completed since February 2012.



As of 1.4.2023, the legal minimum wage for full-time employees, without age discrimination, was determined at 830,00€

Hours of Work

The normal working week is 40 hours per week, divided into a five-day week of eight hours per day or a six-day week of six hours and 40 minutes per day. Employees may also request a four-day week of 10 hours per day and offset the additional hours worked against another working day.

Employers may require two additional hours of work per day for up to a four-month period if employers reduce the workday by the same amount immediately following this period.

Sunday is considered an obligatory public holiday.

Employers may also grant employees an additional day of rest instead of providing a period of reduced work. In both cases, employees may reject the change in hours.

Employers must provide all employees with 11 hours of rest a day between shifts, and employees must be granted a break of at least 15 and up to 30 minutes after four hours of work.

Employees' working time should be recorded in real-time on a Digital Work Card that allows authorities to monitor employers' compliance with working-time laws.

Pay your Team



Overtime Work

Employment over 45 hours per week for businesses applying five days or 48 hours a week for their six-day work system is considered overtime. Employees are allowed to work up to 3 hours daily beyond the normal working hours.

Employees shall be entitled to a 40% premium over the regular pay rate for overtime work for each hour, up to 3 hours daily and up to 150 hours per year.



Did you know?

Legal overtime hours must be submitted electronically through the ERGANI system before starting.



Bonuses and Special Benefits

Employers must pay all employees bonuses at Easter, when employees take annual leave, and at Christmas.

The Easter and vacation bonuses usually equal half a month's salary, while the Christmas bonus equals a month's salary.

Employees who did not work for the employer during the entire period of 1 January to 30 April for the Easter bonus or 1 May to 31 December for the Christmas bonus should be given these bonuses on a prorated basis.



Working Remotely– payment and arrangements

Employers must pay remote workers at least €13 per month to use the remote workspace, €10 per month for communications costs unless the employer directly covers such costs, and €5 per month for equipment maintenance.

The amounts are prorated if employees work remotely for less than 22 days per month. The payments must be made separately from the employee's normal wages.

Leaves & Public Holidays

Employees get the following benefits according to payroll rules and regulations in Greece.

Annual Leave: 20 days of annual leave, gradually increasing to 25 days (annual leave entitlement of employees with a 5-day working week); 14 public holidays.

Sick leave: In case of sickness, employers must pay the employee 13 days in the 1st year of service and 25 days from the 2nd year onwards. Both the employer and the EFKA pay the days; the employer's obligation to pay sick pay salary is reduced by the amount provided by the employee's Social Security fund.

Maternity leave: Maternity leave is 17 weeks. 56 calendar days (8 Weeks) should be taken before the birth, and the remaining 63 calendar days (9 weeks) after the birth.

In addition to maternity leave, 9-month leave is paid at the minimum wage by the labor authorities, without any obligation by the employer; this may also be taken while the employee is working part-time.

Employers must also reduce nursing mothers' working days by one hour for the 30 months after the new mother returns from maternity leave.

Paternity leave: Every working father is entitled to 14 working days of paid paternity leave, which must be taken upon the child's birth.

Parental leave: 4 months for each parent; parental leave allowance paid during the first 2 months

Unpaid leave: Employees and employers may agree in writing for the employee to take unpaid leave for up to a year.

The employment contract is suspended during the leave period, and no social taxes are owed.

Other leave: Marriage leave, Children's school grading leave, Adoption Leave Bereavement leave, Caregivers leave, Election leave.

Public Holidays

Date	Description
1 Jan	New Year's Day
6 Jan	Epiphany
Varies	Orthodox Ash Monday
25 Mar	Independence Day
Varies	Orthodox Good Friday
Varies	Orthodox Easter Sunday
Varies	Orthodox Easter Monday

Date	Description
1 May	Labour Day
Varies	Orthodox Whit Sunday
Varies	Orthodox Whit Monday
15 Aug	Assumption Day
28 Oct	Ochi Day
25 Dec	Christmas
26 Dec	2nd Day of Christmas

Termination of Employment



The employer is granted the additional option – no obligation – to notify the employee in writing of the imminent termination of the indefinite-term employment contract.

In such a case, the employer must pay half (1/2) of the severance pay stipulated by law for terminating the employment agreement without notice.

The notice period is determined by law upon consideration of the years of continuous employment with the same employer.

Notice Period	Length of Service	Notice Period
	12 months to 2 years	1 month
	2 -5 years	2 months
	5-10 years	3 months
	beyond 10 years	4 months

Employers must provide employees with severance payments regardless of the type of work performed. Lump-sum severance payments are taxable at rates separate from other employment income. The required severance pay amounts for all workers are as follows:

Amount of Severance	Length of Service	Severance
	Less than 1 year	No
	1 -4 years	2 months of wage
	4-6 years	3 months of wage
	6-8 years	4 months of wage
	8-10 years	5 months of wage
	10 years	6 months of wage
	11 years	7 months of wage
	12 years	8 months of wage
	13 years	9 months of wage
	14 years	10 months of wage
	15 years	11 months of wage
	16 years	12 months of wage

Employees who had been working for the same employer for over 16 years by the 12th of November 2012 are entitled to an additional one month for each year over 16 with max—limit of 12 additional wages for 28 years of service.



Did you know? ? ? ?

ERGANI platform is the official tool provided by the government for submissions of declarations related to working conditions.

Income Tax

Employment income in Greece is subject to progressive tax rates. The lowest rate is 9% and applies to income not exceeding 10,000€ per year. The top rate is 44% and applies to annual income above the 40,000 € threshold.

Income	Tax Rate
Up to 10.000 €	9%
10.001 € - 20.000 €	22%
20.001 € - 30.000 €	28%
30.001 € - 40.000 €	36%
Over 40.000 €	44%



Did you know?



Payroll in Greece is processed once a month. Payments to employees are usually made at the end of the month. The prevalent payment method is bank transfer. Every employee should receive a payslip at the end of each payroll run. Both paper and electronic payslips are legally valid.

Social Security Contributions

Social security contributions are shared between employee and employer, the latter paying the bigger share. Following several reductions, the most common contribution rates to Greek social security are currently set at 22.29% for employers and 13.87% for employees. There are different rates for special types of employees like engineers, lawyers, doctors, etc.

It is the employer's responsibility to withhold the employee's social security contributions during the payroll process and submit them to the authorities with their contributions monthly. Payments are made towards the Unified Social Security Fund (e-EFKA). The due date is the last working day of the following month. An electronic social security declaration (APD) must be filed on the same day.



Thank you!
Hope you are
interested!

Contact us

Phone +30 2130 311137

Website gr.Andersen.com

Email info@gr.Andersen.com

Address Vas. Sofias 103, Athens, Greece