JORDANIAN LABOR LAW AND EMPLOYMENT PRACTICE



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Introduction

Jordanian Labor Law and Employment Practice examines the statutory rules and daily practice that govern the employeremployee relationship in Jordan. This Training Course covers contracts of employment, working hours, wages, leave, discipline, and termination under Jordanian Labour Law No. 8 of 1996 and its amendments. Participants study the role of the Ministry of Labour, labour courts, and the Social Security Corporation. Furthermore, the programme connects legal provisions to HR routines through case studies and document drafting. As a result, delegates leave able to apply Jordanian employment rules accurately and reduce legal risk.

Jordanian Labor Law and Employment Practice Course Objectives

- Identify the sources and scope of Jordanian labour legislation.
- Draft compliant employment contracts and letters of appointment.
- Apply working hours, overtime, and weekly rest requirements correctly.
- Calculate wages, deductions, and end-of-service entitlements accurately.
- Administer annual, sick, maternity, and unpaid leave entitlements.
- Manage probation, notice, and contract variation rules properly.
- Apply disciplinary procedures and lawful penalty scales.
- Handle termination, resignation, and arbitrary dismissal claims.
- Apply Social Security Corporation registration and contribution rules.
- Build HR compliance registers and prepare for labour inspections.

Course Methodology

- Interactive workshops using real Jordanian labour dispute cases.

- Structured contract drafting labs with coached feedback.
- Payroll and end-of-service entitlement calculation exercises.
- Guided analysis of Jordanian Labour Law articles and regulations.
- Complaint and labour court procedure simulations.
- Action planning that converts each session into a workplace commitment.

Who Should Take This Course

- HR managers, officers, and employee relations staff.
- Payroll and personnel administration specialists.
- In-house legal counsel and legal advisors.
- Compliance and internal audit professionals.
- Line managers with people responsibilities.
- Finance staff handling payroll and gratuity.
- Employers and business owners in Jordan.

Jordanian Labor Law and Employment Practice Course Outlines

Day 1: Legal Framework of Jordanian Labour Law

- Jordanian Labour Law No. 8 of 1996 and its amendments.
- Scope of application and excluded categories of workers.
- Ministry of Labour role, labour directorates, and inspections.
- Labour courts and dispute referral procedures.
- Relationship with the Constitution and international labour conventions.
- Work permits, foreign workers, and residency rules.

- Recent amendments and their practical impact.

Day 2: Employment Contracts, Wages, and Working Time

- Formation of the employment contract and written particulars.
- Trial (probation) period rules and limits.
- Fixed-term versus indefinite contracts.
- Wage definition, minimum wage, and payment timing.
- Deductions, penalties, and the legal limits on withholding.
- Working hours, overtime rates, and weekly rest.
- Part-time, seasonal, and flexible work arrangements.

Day 3: Leave, Benefits, and Social Security

- Annual leave accrual and carry-over rules.
- Sick leave, maternity leave, and paternity provisions.
- Unpaid leave, study leave, and special leave categories.
- Public holidays and compensatory rest.
- Social Security Corporation registration and contribution rates.
- Work injuries, occupational diseases, and compensation.
- Health insurance and other employer-provided benefits.

Day 4: Discipline, Termination, and End-of-Service

- Disciplinary procedures and lawful penalty escalation.
- Investigation requirements and employee defence rights.
- Grounds for termination with and without notice.

- Resignation procedures and notice obligations.
- Arbitrary dismissal claims and compensation calculations.
- End-of-service gratuity and accrued leave settlement.
- Termination documentation and lawful final settlements.

Day 5: Compliance Practice, Inspections, and Disputes

- Building HR compliance registers and personnel files.
- Preparing for Ministry of Labour inspections.
- Handling employee complaints and internal grievances.
- Labour court procedures and evidence requirements.
- Settlement agreements and release of claims.
- Rights of inspection regarding working conditions and records.
- Personal action plan and continuous improvement.

Conclusion

By successfully completing Jordanian Labor Law and Employment Practice, participants will have acquired a practical command of employment contracts, working time rules, leave entitlements, discipline, and termination under Jordanian law. They will know how to calculate end-of-service gratuity correctly, document disciplinary action lawfully, and prepare for labour inspections. In addition, the course prepares delegates to handle complaints and labour court matters with confidence. As a result, they return to work ready to apply Jordanian employment practice accurately. Gentex Training Center delivers this Training Course with a practical, standards-based approach.

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FAQs for the Jordanian Labor Law and Employment Practice course

Q1 What is the "Jordanian Labor Law and Employment Practice" course about?

It is a five-day programme that explains the statutory rules and daily practice governing employment in Jordan. It covers employment contracts, wages and working hours, leave entitlements, Social Security obligations, disciplinary procedures, termination, end-of-service gratuity, and compliance with Ministry of Labour inspections.

Q2 What are the key benefits of the "Jordanian Labor Law and Employment Practice" course?

Participants gain the ability to apply Jordanian employment rules correctly, reduce the risk of labour court claims, and calculate end-of-service and leave settlements accurately. They also learn to run lawful disciplinary procedures and to prepare personnel files that withstand inspection.

Q3 What skills will I gain from the "Jordanian Labor Law and Employment Practice" course?

Jordanian employment contract drafting and review, wages, overtime, and leave entitlement calculation, disciplinary procedure administration with lawful termination handling, and Social Security compliance with labour inspection readiness.

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Q4 What tools, methods, or standards are covered in the "Jordanian Labor Law and Employment Practice" course?

The course covers Jordanian Labour Law No. 8 of 1996 and its amendments, employment contract templates and letters of appointment, probation and notice period rules, minimum wage and deduction limits, overtime and weekly rest provisions, annual and sick leave accrual rules, maternity leave entitlements, Social Security Corporation registration and contribution rates, work injury compensation procedures, disciplinary penalty scales, and end-of-service gratuity calculation methods.

Q5 How is the "Jordanian Labor Law and Employment Practice" course applied in real-world practice?

Delegates apply it through employment contracts, personnel files, payroll calculations, leave records, disciplinary notices and investigation reports, termination letters, end-of-service settlements, Social Security registrations, and inspection preparation checklists. They also use it to advise managers on day-to-day employment questions and to update internal HR policies.