Department of Labor and Employment  
Philippine Overseas Employment Administration  
Government Placement Branch

RSF NO. 190024

RECRUITMENT SPECIFICATION FORM (RSF)

EMPLOYER : ______________________________

WORKSITE : ______________________________, ISRAEL

CLASSIFICATION : Government to Government Hiring Program

a. The _____ is in urgent need of qualified applicants for the position/s:

1000 Hotelworker-Housekeepers

b. Dates for submitting complete folders for each round

For interested applicants, our e-registration process is extended until November 8, 2019.

Applicants are required to present their original documents for authentication of written information before forwarding the same to the employer.

Deadline of submission of applications:

- Applicants from the POEA Regional Offices (to be scheduled)
- Applicants from the Central Office (POEA - Ortigas) (to be scheduled)

Only those with complete documents will be accepted.

c. Qualifications and other preconditions for inclusion in the roster

Qualified Applicants should register online at www.poea.gov.ph or http://onlineservices.poea.gov.ph/OnlineServices/POEAAOnline.aspx and personally submit the following documents at the Manpower Registry Division, Ground Floor, Blas F. Ople Bldg. (formerly POEA Bldg.), Ortigas Avenue corner EDSA, Mandaluyong City (fastened in a folder and properly labeled with RSF No., Applicant’s Name, Position Applied For, Country of Destination, PEOS Online Number and E-Registration Number):
QUALIFICATIONS:

For Registration:

- With TESDA NCII Certification on Housekeeping
- At least 25 years of age
- Philippine citizenship
- Never previously worked in Israel
- Does not have parent/s, spouse or children currently working or residing in Israel
- NBI Clearance - six (6) months from the date of issuance
- Physically and mentally healthy, does not suffer from diseases or from chronic medical conditions including (but not limited to) tuberculosis, hepatitis, syphilis, gonorrhea and AIDS; and is capable of physically demanding hotel housekeeping work in Israel.
- Unified Multi-purpose ID (UMID) / UMID Common Reference Number (C.R.N)
- Passport (valid for at least three (3) years)
- They declare that they are diligent, service oriented, pay attention to details and have a polite manner.
- Good English language skills to communicate in English with hotel management and guests.
- Printed copy of Worker’s Information Sheet/E-Registration (register at http://onlineservices.poea.gov.ph/OnlineServices/POEAOnline.aspx)


d. General job description, general working and living condition

Hotel housekeeper candidates should carry out efficient, high quality hotel housekeeping services in accordance with Employer’s instructions and occupational safety and health standards.

1. Clean and prepare rooms and surrounding areas within the hotel
2. Laundry (linens, towels and guest clothes)
3. Observe workplace hygiene procedures
4. Conform to workplace safety practices
5. Provide effective customer service
6. Receive and respond to workplace
7. Work with others in a team environment (A team player)
8. Demonstrate positive work values
9. Observe prescribed housekeeping procedures
10. Deal with reasonable complaints and requests of guests with professionalism and patience

General working and living conditions:

The work will be carried out in a Hotel in Israel. Working will be set out in Standard Employment Contract
The Worker is considered a Junior Worker for the first 24 months of employment by the Employer and as a Senior Worker beginning from the 25th month of employment by the Employer and thereafter.

**Working Days and Hours**

1. The regular working day will be as follows:
   a. For junior worker – the regular working hours of the Worker will be 8.5 hours per day (not including breaks as set hereunder) for a 5-day work week and no more than 42 hours per week or 182 hours per month.
   b. For senior worker – the regular working hours of the Worker will be up to 8 hours per day (not including breaks as set hereunder) for a 5-day work week and no more than 40 hours per week or 176 hours per month.

2. The working day will be during one of the following shifts:
   - Evening shift- at least three of its hours are between 4:00 PM to 11:00 PM
   - Night shift – at least two of its hours are between 11:00 PM to 6:00 AM
   - Morning shift – a shift that isn’t an evening or night shift

3. In case the Worker is requested to split his shift due to Employer’s need, the break between the split shift shall not last more than 3 hours, in accordance with Work and Rest Hours Law, 1951.

4. On the day before the Worker’s weekly rest day, the working day will be 7 hours, and the Worker will be entitled to a payment for 8 working hours.

5. On days prior to holidays (excepting Israel’s Independence day), the working day will be 6 hours, and the Worker will be entitled to payment of 8 working hours.

6. Concerning Senior Worker –
   a. On an night shift the worker will work for 6 hours and 20 minutes, and will be paid for 8 hours. If the Worker works less than 6 hours and 20 minutes, his payment will be computed proportionally.
   b. On an evening shift the Worker will work for 7 hours and 20 minutes, and will be paid for 8 hours. If the worker’s shift is longer than 5 hours, the Worker will be entitled to a completion of 40 minutes relatively to the actual working time completed.

7. Junior Worker –
   a. Working on a night shift will work for 7 hours and will be paid for 8 hours.
   b. On an evening shift the payment will be according to the actual working hours.

8. The provisions set out above will not derogate from the Worker’s rights under the Israeli Work and Rest Hours Law, 1951, concerning night work as defined in that law e.g. work done for at least 2 hours between 10:00 PM to 6:00 AM.

9. The weekly working schedule of the Worker will be set by the Employer as is customary in the work place. The Worker will be notified about the weekly work
schedule. The Worker will not have a vested right to a specific day off, except his regular weekly rest day.

10. Notwithstanding the above, when the Employer’s needs so require, the Employer is entitled to change the weekly working schedule or to decide that the worker should work on his weekly rest day, providing that the Worker will be given an alternative day off, preferably in the same week, or the following week if possible, provided that the Worker did not receive any payment for the working day mentioned above in this article.

11. Despite the provisions set out above, if the Worker is at least 10 minutes late to his shift, he will forfeit all benefits involving evening shift on that day. If the worker is late more than twice on a given month, he will forfeit all benefits involving evening shifts in that month.

12. In a regular work shift, the Worker shall receive a one (1) hour break on his own account for meals and/or rest. The Worker is obligated to rest according to The Hours of Work and Rest Law, 1951. The Worker may leave his work station during his break.

13. Following is the method of deducting from the Worker’s total attendance hours at the hotel, breaks that are not considered hours of work, on condition that the employer has allowed the Worker to make use of these breaks:
   a. Each break is equivalent to 30 minutes.
   b. If the Worker stayed at the hotel for a period of at least between 3.5 to 6 hours, the Employer may deduct one break of 30 minutes, provided that the Employer enabled the Worker to make use of the break.
   c. If the Worker stayed at the hotel for at least 6 hours, the Employer may deduct 2 breaks of 30 minutes each, provided that the Employer enabled the Worker to make use of the breaks.

**Overtime**

If the Worker is required by the Employer to work overtime, due to Employer’s needs, the Worker is entitled to overtime payment as set out in the Israeli Work and Rest Hours Law, 1951, and as set out hereinafter:

   a. Junior workers will be entitled to overtime payments after 8.5 working hours per day as follows: for the first two (2) overtime hours, a payment of 125% of his regular hourly salary rate, for each additional working hour, a payment of 150% of the regular hourly salary rate.
   b. For senior workers, the first 30 minutes after the working day (8 hours) will be paid at a rate of 100% of his regular hourly salary rate. Working time beyond these 30 minutes will be considered as overtime hours. The first two (2) hours of work after the 30 minutes set out above, entitle the Worker to a payment at the rate of 125% of his regular hourly salary rate. For each additional working hour, the Worker is entitled to payment at the rate of 150% of his regular hourly salary rate.
   c. A Worker working on his day off will be paid a compensation of overtime hours, e.g. 125% for the first 2 hours and 150% from the third hour thereafter.
   d. Overtime work on the Worker’s day off will count only if the Worker worked full time in said month.
Estimated minimum salary

**Gross Minimum Wage** for a full time position of 182 hours per month, before legal deductions and before payment for overtime work hours – 5300 NIS (approximately 1500 USD exchange rate of 3.52 NIS to 1 USD). From this sum the employer will deduct sums as follows (approximately): 10% income tax, worker's contribution to private medical insurance – MAX 125.09 NIS workers' contribution for housing provided by employer – up to MAX 568 NIS. The worker will also be responsible for his own expenses for food, clothing, cable tv, telephone, travel, etc.

**Salary**

1. The Worker’s monthly gross salary will be 5300 NIS (which shall not be less than 5300 NIS per month which is the 2018 monthly Minimum Wage in Israel for full time employment. In the case of a change in the relevant minimum wage in the State of Israel, the above gross salary shall be revised and shall not be less than the Minimum wage in force).

2. The worker will register his attendance to Employer’s instructions, at the beginning and at the end of each working day. The Employer will confirm the work hours on the attendance record.

3. The salary shall be paid by the end of the month for which it is paid and no later than the 9th day of the following month.

4. The employer shall provide the Worker with a printed pay slip detailing the wage components as set out in the Wage Protection Law, 1958.

5. For purpose of wage calculations and without prejudice to the Employer’s obligations to employ the Worker in a full-time position:
   a. The daily wage will be the monthly salary divided by 22;
   b. The hourly wage for a junior worker will be the monthly salary divided by 182. The hourly wage for a senior worker will be the monthly salary divided by 176.

6. Additional payments without prejudice to contract duration as set out in Section 5:
   c. In addition to the monthly salary, the Employer will pay the worker a cost of living allowance, under the conditions set out in the Collective Agreement.
   d. As of the 36th month of employment by the Employer, the Worker will be entitled to an additional payment for a seniority increment of 0.8% of the worker’s monthly salary.
   e. Dead Sea addition – If the Hotel is located in the Dead Sea area of Israel, after employment for 24 consecutive months in the Hotel, the Worker will be entitled to an additional payment of 185 NIS per month.

**Weekly Rest Day, Holidays and Vacation**

1. The Worker shall be entitled to a weekly day of rest of at least 36 consecutive hours. The Worker will declare whether his rest day will be on Friday, Saturday or Sunday.
2. The rest day will start at 5:00 PM on Friday evening or on the evening prior to the weekly rest day, based on the worker’s declaration as set out in (a) above, and continue until Sunday at 5:00 AM, or until 5:00 AM on the day following the worker’s above declared rest day. The Employer is entitled to change the rest day starting hour, providing that the weekly rest day will be of at least 36 hours.

3. Employment on the Worker’s rest day is prohibited except in cases in which general or specific permits for such work have been issued according to the Hours of Work and Rest Law, 1951. If the Worker works on his rest day, the Worker shall be entitled to receive a wage at a rate of 150% of his regular hourly rate for the regular work hours, at a rate of 175% for his first two overtime hours, and at a rate of 200% for any additional overtime hours. In addition, the Worker shall receive from the Employer an alternate rest day as set out in the law.

4. After 3 months of employment under this SEC, the Worker will be entitled to 9 days off with pay for Philippine Religious/National Holidays or for Israeli religious/National Holidays, as declared by the Worker, when those holidays do not fall on the weekly rest day of the worker.

5. The Worker will be entitled to yearly paid vacation, after coordinating the dates of such with the Employer at 14 days in advance. The number of vacation days for which the Worker is eligible in the first five years under this SEC will be 16 days (12 working days not including the weekly rest days) as set out in the Yearly Vacation Law, 1951.

Medical Insurance and Sick Pay

1. The Employer will provide the Worker with private Medical Insurance which includes all the services set out in the Foreign Worker Ordinance (Basket of Health Services for the Employee) 2001.

2. The Worker agrees to truthfully complete and sign any medical declaration or other forms necessary for the entry into effect or for extending the validity of the medical insurance policy.

3. A copy of the medical insurance policy in the English language will be given by the Employer to the Worker and attached by the Employer as Annex C to this SEC, after the arrival of the Worker to Israel.

4. The Employer may deduct monthly from the salary of worker, one third of the cost of the above medical insurance, but no more than the maximum sum set out in the relevant Israeli regulations, the lower of the two. This sum will be updated by the Israeli Government from time to time.

5. If the Worker cannot work due to illness, he shall be paid 50% of his salary by the Employer for the second and third day of absence and 100% of his salary from the fourth day of absence, upon presentation of a medical certificate certifying that he could not work due to illness. The entitlement to sick pay shall not exceed a cumulative period as set out here forth:
   a. From 1 month to 12 months 2 work days per month (up to 24 days a year)
   b. From 13 months to 36 months 66 working days
   c. From 37 months to 84 months 110 working days.

6. The accumulated sick days cannot exceed more than a maximum of 110 days.

7. The Employer may require the Worker to undergo medical examination once a year by a physician agreed upon by the parties at the expense of the Employer.

Severance Pay, Pension and Social Benefits

1. In addition to the above salary, the Employer shall deposit only in the “Foreign Workers Deposit Fund” managed by PIBA, a sum as set out in the Pension Extension Order, 6.5% for Pension and 6% or 8.33% for Severance Pay, of the gross
monthly salary of the Worker as defined in the 1964 Severance Pay Regulations (Calculation of Severance Pay and Resignation Which is Considered as Dismissal), for each month in which the Employer employs the Worker, as set out in the Foreign Worker Regulations (Deposit For Foreign Workers) 2016.

2. In addition to the above deposits, the Employer will deposit, for a senior worker, an additional 7.5% of the worker’s salary only to the above “Foreign Workers Deposit Fund” for Continuing Education Payments as set out in the Foreign Worker Regulations (deposit for foreign workers) 2016.

3. The worker will receive the accumulated sums deposited in the fund as above, from PIBA, less legal deductions, after leaving Israel permanently, or at the airport at the time of his permanent departure from Israel, as per an application filed to PIBA in a timely manner. If the worker overstays in Israel illegally, a portion of the accumulated sum will be deducted by PIBA for each month of illegal unjustified overstay, and after 6 months of such overstay, the worker will forfeit the entire sum.

4. In addition to the above deposits to the “Foreign Workers Deposit Fund”, in case of the worker’s dismissal or in other relevant cases, the Employer who has deposited only 6% of the Worker’s salary for Severance Pay as set out in subsection (a) above, will pay the worker at the end of the employment, an additional 2.33% of his salary for severance pay, as stipulated in Severance Pay Law -1963

**Foreign Worker Deposit Fund**

An additional sum, over and above the salary of each hotel housekeeper, must be deposited monthly by the into a fund held by Israeli Immigration Authority (PIBA) which will be paid to worker after legal deductions of taxes and bank fees, on account of employer deposits for severance pay and pension, subject to the hotel housekeeper leaving at the end of his legal work permit period. If the hotel housekeeper overstays illegally in Israel, a portion of the above sum will be deducted monthly, and if the illegal overstay is 6 months or above the worker will forfeit the entire sum.

f. **Estimated costs associated with the recruitment and employment of the hotel housekeeper**

There will be no recruitment fees collected from the applicants at any stage of the recruitment process. Beware of unauthorized agents who may request illegal fees or who promise to arrange hotel work in Israel – as the worker who arrive in Israel will only be those qualified applicants who are randomly chosen by Israel from the final database (no more than 75% of the applicants up to 100 workers)

The applicant will be responsible for paying for the plane ticket to and from Israel, as well as for his medical examination in the Philippines, to be carried out as per a form set by Israel. (See list of fees/deductions from salary attached as Addendum A

**Maximum duration of permitted employment**

As per current Israeli Government quotas, the duration of the employment shall be until June 2021. If the above duration is extended as per relevant Israeli Government Decisions, the duration of the permitted employment will be extended from time to time, up to the maximum legal permitted duration of 63 months from the date of arrival in Israel.
g. General description of the recruitment procedure including the selection process and the link to website containing a Foreign Workers’ Rights Handbook

Each applicant shall initially file his application with POEA via online registration and receive an e-registration number. After registering online, each applicant will present the required original documents and submit one (1) set of photo copies fastened in a folder labeled with his full name and e-registration number at the relevant POEA office. Each applicant will then receive from POEA a registration card confirming receipt of the applicant’s complete documents. The applicant can thereafter check the status of his application with POEA. Each applicant shall present proof and declare that he meets all qualifications and shall sign a declaration per Israeli formats which includes a waiver of confidentiality of information. Professional examinations or recorded interviews may be carried out by the Israeli side. Be aware that inclusion in the database does not ensure selection for work in Israel, as Israel will randomly select no more than 75% of the qualified workers in the final database of applicants. In addition, the maximum number of selected workers shall in no case be more than 1000 workers.

The link to website containing Foreign Workers’ Rights Handbook in English: [https://www.gov.il/BlobFolder/generalpage/foreign_workers_rights_booklet/he/emg_0718](https://www.gov.il/BlobFolder/generalpage/foreign_workers_rights_booklet/he/emg_0718)

Important Notification

The Government of the State and/or PIBA are not and will not be the employers of the hotel housekeepers, and the deployed workers will be directly employed by hotel owners or managers who hold permits allowing them to employ foreign hotel housekeepers.

Date: 23 October 2019

Distribution List:

- Office of the Administrator
- DA, Welfare and Employment
- CSD
- GPB
- MRD
- RDD
- ROCO
- WEO
- PESO
Addendum A – Costs to Workers (Pre-Deployment and Post Deployment) and to Employers

<table>
<thead>
<tr>
<th>Content</th>
<th>Payer</th>
<th>Estimated Cost</th>
<th>Remarks and Clarifications</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Pre-Deployment Costs</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Flight expenses to and from Israel</td>
<td>Worker</td>
<td>650$ (1 way only)</td>
<td>≈33,150 Php (1 way only) Rates vary based on airline and flight dates</td>
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<tr>
<td>POEA Processing fee</td>
<td>Worker</td>
<td>50USD</td>
<td>≈2,550Php</td>
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<tr>
<td>OWWA contribution</td>
<td>Worker</td>
<td>25 USD</td>
<td>≈1,275 Php</td>
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<tr>
<td>Passport Issuance Fee</td>
<td>Worker</td>
<td>900 Php</td>
<td>Regular 1200 Php expedited</td>
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<td>NBI Clearance</td>
<td>Worker</td>
<td>130 Php</td>
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<td>DFA Authentication</td>
<td>Worker</td>
<td>100 Php per document</td>
<td>If applicable</td>
</tr>
<tr>
<td>Notarization</td>
<td>Worker</td>
<td>300 Php per document</td>
<td>If applicable</td>
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<tr>
<td>Birth Certificate</td>
<td>Worker</td>
<td>155 Php</td>
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<tr>
<td>Medical Examination Fee</td>
<td>Worker</td>
<td>2,000 – 3,000 Php</td>
<td>Rates vary in accordance to DOH-accredited medical clinics</td>
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<td>Philhealth Contribution</td>
<td>Worker</td>
<td>Minimum rate is 2,400 Php per year</td>
<td>Required to ensure continuity of medical coverage in the Philippines for Worker upon his return</td>
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<tr>
<td>Pag-IBIG Contribution</td>
<td>Worker</td>
<td>PhP 600 (minimum of 6 months)</td>
<td>Free</td>
</tr>
<tr>
<td>Pre-Departure Orientation Seminar (PDOS) conducted by OWWA</td>
<td>Worker</td>
<td></td>
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<tr>
<td><strong>Total Pre Deployment Costs</strong></td>
<td></td>
<td>≈ PhP45,000</td>
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<tr>
<td><strong>Post Deployment Costs</strong></td>
<td></td>
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</tr>
<tr>
<td>Israeli Income Tax</td>
<td>Worker</td>
<td>10% of salary (up to 6240 NIS)</td>
<td>According to Israeli income tax regulations. Tax rates for salary higher than 6240 NIS as set out in Israeli tax law</td>
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<tr>
<td><strong>Monthly Israeli Social Security Coverage</strong></td>
<td>Worker</td>
<td>0.04% of salary (up to 5944 NIS)</td>
<td>For salary higher than 5944 NIS – rates are as set out in Israeli social security</td>
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<tr>
<td><strong>Monthly Hotel Worker share of the Israeli mandatory private health insurance</strong></td>
<td>Worker</td>
<td>123.61 NIS or a third of the insurance-whichever is lower- to be deducted from salary by Employer</td>
<td>The private health insurance will cover Hotel Workers only for the period in which they remain legally employed in full time hotel work in Israel.</td>
</tr>
<tr>
<td><strong>Monthly Housing and utility expenses through salary deduction</strong></td>
<td>Worker</td>
<td></td>
<td>The employer must provide housing and may deduct from the worker a sum according to the area of the Hotel Worker’s living quarters (255-468 NIS). Related expenses Deductions (electricity, water and municipal taxes) – 92.27 NIS</td>
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<tr>
<td><strong>Payment according to collective agreement for meals supplied by the Employer to the Hotel Worker from the hotel dining room (if supplied)</strong></td>
<td>Worker</td>
<td></td>
<td>1. For breakfast or cold dinner – 1.76 NIS 2. For lunch or hot dinner – 3.52 NIS.</td>
</tr>
<tr>
<td><strong>Monthly payment to representative Trade Union Organization</strong></td>
<td>Worker</td>
<td>0.4% of the monthly basic salary</td>
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</table>

### Costs borne by the Employer

<table>
<thead>
<tr>
<th><strong>Visa fee for entry into Israel</strong></th>
<th>Employer</th>
<th>≈48 USD</th>
<th>170 NIS</th>
<th>To be reimbursed by Employer to Worker</th>
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<tbody>
<tr>
<td><strong>Employment Permit/Application Fee</strong></td>
<td>Employer</td>
<td>≈339USD</td>
<td>1,190 NIS</td>
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<tr>
<td><strong>Monthly Employer’s share of Israeli Social Security Coverage</strong></td>
<td>Employer</td>
<td>2% of worker’s salary</td>
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<tr>
<td>Description</td>
<td>Payor</td>
<td>Amount</td>
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<td>----------------------------------------------------------------------------</td>
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</tr>
<tr>
<td>Monthly Employer’s share of the Israeli mandatory private health insurance</td>
<td>Employer</td>
<td>Two-thirds of the cost of the insurance or the difference between the cost of the insurance and the 123.61 NIS paid by the Hotel Worker - the higher of the two.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sums agreed upon in writing by the Employer and Hotel Worker for specific debts of the Hotel Worker to the Employer</td>
<td>Employer</td>
<td>The total of the deductions from the worker’s salary by the Employer for specific debts, for the accommodation and related expenses and for the medical insurance, shall not be more than 25% of the salary after taxes and social security deductions (excluding the last month of employment)</td>
<td></td>
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<tr>
<td>Monthly Salary</td>
<td>Employer</td>
<td>Minimum basic monthly salary – 5300 NIS (the Hotel Worker will be eligible to additional payment as set out in the collective agreement in the hotel sector and detailed in the SEC)</td>
<td></td>
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<tr>
<td>Yearly work permit</td>
<td>Employer</td>
<td>9500 NIS</td>
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<tr>
<td>Employment of foreign worker fee</td>
<td>Employer</td>
<td>20% of Hotel Worker’s salary</td>
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<tr>
<td>Monthly deposits for Pension and Severance Pay</td>
<td>Employer</td>
<td>12.5% of salary (663 NIS on the minimum) To be deposited in PIBA held deposit fund for the Hotel Worker subject to pending legislation.</td>
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<tr>
<td>Category</td>
<td>Obligation</td>
<td>Description</td>
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<tr>
<td>Salary</td>
<td>Employer</td>
<td>7.5% of the Hotel Worker’s monthly salary beginning from the 25th month of employment with a particular Employer.</td>
<td></td>
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<tr>
<td>Education</td>
<td>Employer</td>
<td>To be deposited in PIBA held deposit fund for the Hotel Worker subject to pending legislation. Sums in the PIBA fund are given to workers after legal deductions, when they leave Israel in a timely manner and PIBA may deduct sums from the accrued sums in case of unjustified illegal overstay of workers.</td>
<td></td>
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<tr>
<td>Annual</td>
<td>Employer</td>
<td>378 NIS per day for a minimum of 5 days at the end of the first year of employment and at the end of each year of work thereafter.</td>
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<tr>
<td>Guarantee</td>
<td>Employer</td>
<td>50 USD</td>
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<td></td>
<td></td>
<td>To be paid by the Employer via the Israel Ministry of Tourism through a mechanism to be determined and agreed upon by the Joint Committee.</td>
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