

EMPLOYER'S GUIDE TO MEXICO



YES



WRITTEN BY BETTY QUIJANO AND IGNACIO PUERTO | EDITED BY JAMES AND ELLEN FIELDS



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EMPLOYER'S GUIDE TO MEXICO

EMPLOYER'S GUIDE TO MEXICO.....	6
INTRODUCTION TO EMPLOYMENT IN MEXICO.....	6
FEDERAL LABOR LAW	6
ELEMENTS OF LABOR LAW	6
MINIMUM WAGE (SALARIOS MÍNIMOS).....	6
THE WORK WEEK (SEMANA LABORAL).....	7
WORK SHIFTS (TURNOS).....	7
SUNDAY BONUSES (PRIMA DOMINICAL).....	7
OVERTIME (HORAS EXTRAS)	8
BASE AND INTEGRATED SALARY AND PAYMENT RECEIPTS (SALARIO BASE E INTEGRADO Y RECIBOS DE PAGO).....	8
SOCIAL SECURITY AND VOLUNTARY CONTRIBUTION (SEGURO SOCIAL VS APORTACIÓN VOLUNTARIA)	8
HOLIDAYS (DÍAS INHÁBILES).....	10
VACATION TIME (VACACIONES).....	10
VACATION PREMIUM (PRIMA VACACIONAL).....	12
EXAMPLE OF HOW VACATION PREMIUM IS PAID	12
CHRISTMAS BONUS (AGUINALDO)	12
HIRING AN EMPLOYEE.....	13
WHERE TO LOOK.....	13
DIARIO DE YUCATAN.....	13
CLASSIFIED AD TYPES	13
THE LINE OR TEXT AD	13
THE SQUARE OR DISPLAY AD.....	14
LANGUAGE.....	14
WHEN TO RUN THE AD IN THE DIARIO.....	14
EMPLOYMENT WEBSITES.....	14
BOLSAS DE TRABAJO	15
BOLSA DE TRABAJO FOR THE CITY OF MERIDA.....	15
HOW THE BOLSA DE TRABAJO FOR MERIDA WORKS	15
REGISTER IN PERSON	15
BOLSA DE TRABAJO FOR THE STATE OF YUCATAN	16
LOCATION AND CONTACT INFORMATION.....	16
HOW THE BOLSA DE TRABAJO FOR YUCATAN WORKS	16
INFORMATION REQUIRED FROM AN EMPLOYEE.....	17
ACCOUNTING	17
ALBAÑILES (CONSTRUCTION WORKERS)	18
INSURING ALBAÑILES.....	18
LABOR CONTRACTS	19

HOW THE BOLSA DE TRABAJO FOR YUCATAN WORKS	16
INFORMATION REQUIRED FROM AN EMPLOYEE.....	17
ACCOUNTING	17
ALBAÑILES (CONSTRUCTION WORKERS)	18
INSURING ALBAÑILES.....	18
LABOR CONTRACTS.....	19
WHAT A LABOR CONTRACT SHOULD CONTAIN (BY WRITTEN)	19
IF THERE IS NO LABOR CONTRACT.....	19
TRAINING.....	20
LABOR UNIONS	20
WORKING MOTHERS.....	21
DAY CARE PROVIDED BY SEGURO SOCIAL.....	21
HOW THE IMSS DAYCARE SERVICE WORKS AND REDUCTION OF WORKING HOURS TO FEED A NEWBORN	22
DOMESTIC WORKERS.....	22
DIFFERENT KINDS OF WORKERS	22
HOW TO FIND SOMEONE TO WORK IN YOUR HOME.....	22
TWO KINDS OF DOMESTIC EMPLOYEES	23
HOUSEHOLD HELP.....	23
HOUSECLEANERS.....	23
WHEN TO PAY.....	24
FEEDING YOUR HOUSEHOLD HELP	24
VACATIONS	24
SICK LEAVE	25
HONESTY	25
LAUNDRY SERVICES	25
GARDENING.....	25
PET CARE.....	25
NURSE.....	26
CHAUFFEURS	26
OFFICE ASSISTANCE.....	26
OBLIGATIONS OF THE EMPLOYER.....	27
DETAILS OF OBLIGATIONS	27
IN CASE OF ILLNESS IMSS, VOLUNTARY REGIME OR PRIVATE HEALTH SERVICE	27
IN CASE OF DEATH.....	27
OBLIGATIONS OF THE EMPLOYEE.....	27
RETIREMENT.....	28
ACCOUNTING FOR AFORE.....	28
INFONAVIT	28
HOW INFONAVIT WORKS.....	28
ACCOUNTING FOR INFONAVIT	29

PROFIT SHARING	29
HOW PROFIT SHARING WORKS.....	29
WHEN PROFIT SHARING MUST BE PAID	29
HOW PROFIT SHARING IS CALCULATED.....	30
EXEMPTIONS FOR NEW BUSINESSES AND EXECUTIVES	30
EXEMPT FROM SALARY	30
FIRING AN EMPLOYEE.....	30
EMPLOYEE PROTECTION	30
EMPLOYER RIGHTS	31
HOW TO TERMINATE A LABOR RELATIONSHIP	31
EMPLOYERS MAY TERMINATE A RELATIONSHIP	32
OTHER JUSTIFIABLE CAUSES.....	33
FIRING WITHOUT JUST CAUSE	33
EMPLOYEE LETTER	34
WHAT TO PAY A DISMISSED EMPLOYEE.....	34
FIRING A HOUSEHOLD WORKER.....	35
RECOMMENDATIONS.....	35
GOING TO THE LABOR BOARD	35
LABOR LAWYERS.....	37
PEDRO RIVAS ACEVEDO.....	37
LUIS RUBÉN MARTÍNEZ ARELLANO.....	37
FERNANDO SAURI CAMPOS.....	37
YES TO MEX SERVICES.....	37
DISCLAIMER.....	38
ABOUT THE AUTHORS:.....	38
BETTY QUIJANO	38
IGNACIO PUERTO	39
ABOUT THE EDITORS:.....	39
JAMES	40
QUESTIONS AND COMMENTS.....	40
YES CONTACT INFORMATION.....	40
YES TO MEX	40
ATTACHMENT A: INTERNET RESOURCE LIST.....	41
EMPLOYMENT WEBSITES:	41
ENGLISH SPEAKING VETS IN MERIDA:.....	41
ATTACHMENT B: FINIQUITO LETTER IN SPANISH.....	42
END OF EMPLOYMENT LETTER: ENGLISH TRANSLATION.....	44
ATTACHMENT C: RECOMMENDATION LETTER IN SPANISH.....	46
RECOMMENDATION LETTER (ENGLISH TRANSLATION):.....	47
ATTACHMENT D: CARTA CONSTANCIA IN SPANISH.....	48
DECLARATION OF TIME WORKED – ENGLISH TRANSLATION.....	49
ATTACHMENT E: RENUNCIA LABORAL IN SPANISH.....	50
SIMPLE RESIGNATION LETTER – ENGLISH TRANSLATION.....	51

EMPLOYER'S GUIDE TO MEXICO

Author: Betty Quijano and Ignacio Puerto

Editors: James and Ellen Fields

INTRODUCTION TO EMPLOYMENT IN MEXICO

Federal Labor Law

In Mexico the Federal Labor Law regulates labor relations, labor unions and labor tribunals and labor courts (the Board of Conciliation and Arbitration). The law establishes basic ideas such as minimum wages, the work week, length of work days, overtime, etc. If you will be hiring employees or are considering getting a job in Mexico, the following information is important to understand.

Elements of Labor Law

MINIMUM WAGE (SALARIOS MÍNIMOS)

Before October 1st 2015, the minimum wage was divided into categories depending on the economic region on the country; now the minimum wage has been homologated in all Mexico. This year it is of \$73.04 pesos per day.

THE WORK WEEK (SEMANA LABORAL)

A maximum of 48 hours per week is the amount of hours an employee can work without being paid overtime.

The Work Day and rest schedule (Jornada Laboral y horario de descanso)

For every 6 days of work (Monday through Saturday), employees are entitled to one day of rest with full pay. Therefore, when you hire a full time employee, you will be paying them for 7 days per week, not 6 days. When hiring in Mexico and deciding on a salary, it is important to keep in mind that you are hiring per week and not per day. Likewise, the worker must have at least 30 minutes of rest to eat, it can be inside or outside the work source. An entry and exit control or registration must be implemented

WORK SHIFTS (TURNOS)

There are 3 work shifts in a Mexican work day:

- Day shift (eight hours)
- Night shift (seven hours)
- Mixed shift (7 1/2 hours). The mixed shift is part day shift and part night shift.

The hours worked that exceed these limits are considered to be overtime and must be paid as such. Overtime hours are to be paid double the hourly rate and cannot go over 9 hours per week. (If it exceeds 9 hours, the payment will be tripled).

Sunday Bonuses (Prima dominical)

The preferred day of rest in Mexico is Sunday. Workers that are required to work on Sundays by law will receive a 25% bonus over their ordinary wage for that day.

Overtime (Horas Extras)

Overtime hours (those hours over and above normal working shift hours) are to be paid double. Hours worked over the allowed 9 overtime hours per week are to be paid at triple the normal hourly wage. If the overtime hours fall on a holiday, they are to be paid at triple the hourly wage, even if they fall within the allowed nine overtime hours per week.

Base and integrated salary and payment receipts (Salario base e integrado y recibos de pago)

The law determines a minimum daily wage for every category of services in any given geographical area. The law also declares a minimum salary for each category of work, as well as a minimum increase after an annual salary review. Salaries vary depending of the type of work and the area of expertise. As anywhere, minimum salaries are not always a good reference when hiring specialized workers and should be taken as a rule of thumb and a number which the employer must not go below.

Employee vs. Independent contractor (Empleado o trabajador independiente)

The rights and obligations regarding these two types of work relationships are very different. If the paperwork states 'independent', but governmental review determines that the relationship is functionally that of 'employee', the Labor Court will treat that person as an employee. (Subordination)

Social security and voluntary contribution (Seguro Social vs aportación voluntaria)

The Mexican Federal Social Security system is paid into on a mandatory and pre-determined basis by the employer and is calculated based on the salary paid to the employees. This money is used to create Social Security (IMSS) hospitals, to pay IMSS staff, and to provide full medical coverage to the registered employees of the employer.

The employer is required to make contributions to the Mexican Federal Social Security (IMSS), the Living Quarters Fund (INFONAVIT) and the Retirement Savings System (SAR) for each employee. Employers also have specified obligations to pay for vacations, vacation bonuses, and Christmas bonuses. These additional benefits represent an average of 29% of any salary. Thus, employers will actually pay 129% of whatever is stated as the base salary.

The employer is required by law to register and maintain his employees within the Mexican Institute of Social Security (known as the IMSS healthcare system); if the employer fails to do this, he

or she will be liable for the employee's medical care and will also still owe Social Security payments that were not paid originally and could be subject to a financial penalty.

In order to register employees for Social Security benefits, the employer must have a social security number (Registro Patronal). In order to obtain this number from the government, the employer files a form with Seguro Social describing his or her operations, including the address and company name or employer name.

The employee must also have a Social Security number, which is only used for obtaining medical services and participating in the government-administered retirement plan called AFORE. (The Mexican equivalent of the US Social Security Number is probably the RFC (Registro Federal de Contribuyentes), which is a Tax ID number with the Federal Government or the CURP, Unique Code of Population Registry (Clave Única de Registro de Población), which is a Universal ID number for Mexican citizens.

Social Security ensures medical care to employees at no charge in an IMSS facility, where employees can get free hospital, medicine and healthcare services. Every employee is assigned to a hospital near their home, as well as to a clinic where they can consult with a General Practitioner (medicina familiar). If they require specialized treatment or surgery, the General Practitioner will direct them to other private hospitals that have a collaboration agreement or specialized locations of the IMSS.

(For more information on IMSS or AFORE, please see our Personal Insurance Guide which can be downloaded at www.yucatanexpatriateservices.com).

Holidays (Días Inhábiles)

The official national holidays in Mexico are:

- January 1st (New Year's Day)
- The first Monday of February (Constitutional Day)
- The third Monday of March (Benito Juárez's Birthday)
- May 1st (Labor Day)
- This year 2024 on June 2 (for election day)
- September 16th (Independence Day)
- The third Monday of November (Revolution Day)
- December 1st every sixth year (when a new President starts the period)
- December 25th (Christmas Day)



Vacation Time (Vacaciones)

Employees have the right to a yearly vacation, which cannot be less than twelve (12) working days.

For every year the employee continues to work for the employer, he or she must receive an additional two (2) paid vacation days.

After 5 years, the employee vacation period increases two (2) paid vacation days for every additional five (5) years he or she works for the employer.

Years Worked	Mandatory Vacation Days
1 yr	12 days
2 yr	14 days
3 yr	16 days
4 yr	18 days
5 yr	20 days
6 - 10 yr	22 days
11 - 15 yr	24 days
16 - 20 yr	26 days
21 - 25 yr	28 days
26 - 30 yr	30 days
31 - 35 yr	32 days

Vacation Premium (Prima Vacacional)

In addition, the employee is entitled to no less than a 25% vacation premium calculation on his or her salary for the vacation period (prima vacacional). For example, if an employee goes on vacation he/she gets paid the salary for the day plus a 25% of that salary as a vacation premium or a vacation bonus.

Example of How Vacation Premium is Paid

Daily salary: \$100 pesos Vacation days due: 6 days Total to pay in that week:

6 vacation days = \$600 pesos

Vacation bonus = \$150 pesos (600 x 25%) Rest day or day off = \$100 pesos

Total for the vacation week = \$850 pesos.

Normal weekly salary = \$700 pesos

Christmas Bonus (Aguinaldo)

Every year before December 20th the employer should pay 15 days of salary as aguinaldo to the employee. All employees are entitled to receive aguinaldo, even if they did not work the entire year and even if they are not full time employees. The best rule of thumb is that whatever you paid them on a weekly basis, you should pay double as aguinaldo before Christmas.

Payment day and Payment method (Día de pago y forma de pago)

For employees that work as manual laborers (industrial, construction or similar types of work), the pay day is no longer than one week. For all other workers, the normal pay period is fifteen (15) days. It is important that the payment be in Mexican pesos, in cash, by transfer and issue a payroll receipt or payment with the amount properly broken down.

HIRING AN EMPLOYEE

Where to Look

When hiring an employee in Merida, there are a few common places in Merida and Yucatan State to advertise your position.

Diario de Yucatan

It is common practice to place an ad in the local newspaper. The most popular classified ad section is in the Diario de Yucatan (www.yestomex.com).

To place your classified ad for employment, you can call Diario de Yucatan (942-2222) and ask for the employment section. There is no one there who speaks English, so if you are more comfortable, you can email them (in English) with your order.

Classified Ad Types

There are two types of classified ads: the line or text ad (Anuncio de Línea) and the square or display ad (Anuncio de Cuadro).

The Line or Text Ad

This ad runs for a minimum of 2 days. The approximate cost for 2 days is \$150.00 pesos. The line announcement can include up to 3 lines of text.

In order to place this ad, type the text of your announcement and send it in an email. Your email should specify the day or days you want the ad to appear. You will receive a return quote for the cost by e-mail and will confirm by e-mail.

You must pay for your ad in cash, and the staff of Diario de Yucatan will send a messenger to collect the money at your home or office.



The Square or Display Ad

This type of announcement can be run for one day or more. The approximate cost for a square ad of 6 cm wide by 8 cm high is \$900.00 pesos per day. You can ask for a larger ad, which will naturally cost more.

In order to place this type of ad, type the text of your announcement and send it by e-mail. Specify the day or days you want the ad to appear, and they will send you a quote for the price in a return e-mail.

The method of payment is cash, and the staff of Diario de Yucatan will send a messenger to collect the money at your home or office.

Language

Both types of ads can appear in English. If you are looking for an employee that speaks or writes English, we recommend that your ad be in English. Otherwise, you should have it translated into Spanish before placing it in the paper.

When to Run the Ad in the Diario

The Diario offices are open Monday through Friday, from 8 am to 7 pm, and Saturdays from 8 am to 1 pm. To place an ad in the paper the following day, you must call by 1 pm and the ad will only run the next day if there is available space. The best days for display ads are Sunday and Monday. We recommend calling a week in advance so that your ad can run on the exact day or days that you want.

Employment Websites

It is also advisable to advertise in human resources or employment websites for this purpose as well. (A list of the most popular ones here in Yucatan are in the Attachments at the end of this guide). Again, if you require that someone read or speak English for the job, the ad should be in English. Otherwise, the ad should be in Spanish.

Bolsas de Trabajo

Another way to advertise for employees is to post your position on one of the two bolsas de trabajo (job boards) in Merida.

Bolsa de Trabajo for the City of Merida

The Bolsa de Trabajo (Job Exchange) is a place where Meridanos go who are looking for employment. It is a physical collection of display boards in front of the Palacio Municipal de Merida building on the Plaza Grande. The jobs advertised there are for the entire state of Yucatan.

How the bolsa de trabajo for Merida works

You can advertise your job on the bolsa de trabajo in two ways.

Go to www.merida.gob.mx/empleo/. Click on registro de empresas. On the resulting page, you must register your company. After doing this, you will be asked to wait approximately 72 hours for your information to be checked and to be registered. After notification that your registration has been accepted, you can enter the page and post your announcement of employment.

Register in Person

The other option is to go directly to the Ayuntamiento de Merida office that is open from Monday to Friday, from 8:00 am to 3:00 pm.

- Ayuntamiento de Merida Calle 59 # 432 x 50 y 52 Centro Telephone: 928-1966 ext. 81530

You must bring your company's RFC and additional information including your company activity, your address, the person to contact, etc. and the information for the job request.

Your announcement will appear in the web and under the Palacio Municipal de Merida building on the physical job boards.

When advertising on the bolsas de trabajo, the ad must be in Spanish. Placing an ad on the bolsa de trabajo is free.

Bolsa de Trabajo for the State of Yucatan

The Servicio Nacional de Empleo Yucatan is a government service to link prospective employees to companies or job opportunities.

Location and Contact Information

The location and other contact information are as follows:

- Servicio Nacional de Empleo Yucatan
- Calle 66 No. 438 entre 49 y 53
- Col. Centro, Merida
- Telephone: 911-8760 ext 43504
- Web page: http://stps.yucatan.gob.mx/bolsa_trabajo_sney.php

The offices are open Monday thru Friday from 8:00 am to 3:00 pm. There are also offices of this same agency in Ticul and Valladolid.

How the bolsa de trabajo for Yucatan works

If you want to register your opening online, go to the website listed above and click on the option “formato para solicitud de personal”. On the resulting page, you will fill in all your company information, and a description of your job opening.

If you want to take a more active approach, you can click on “Lista de Personas Disponibles” (List of Available People) to see who is looking for a job.

If you prefer to do this in person or by phone, go to the Servicio Nacional de Empleo offices (address above) or call the number listed above. You should be prepared to provide information about the job opening such as:

- Salary
- Age range that you are looking for
- Abilities required
- Job description
- Working hours
- Benefits
- Hours to have interviews

The job request will be published first in the Bolsa de Trabajo of the Servicio Nacional de Empleo and then in the agency's website. This agency also has a magazine called Ofertas de Empleo. The magazine is published every 2 weeks, it is free and it can be found at various government offices.

The agency takes no responsibility for the person that you hire from advertising through their agency, and they request that once the job is filled the company lets them know, so they can remove the position from their Bolsa de Trabajo. Job listings here are free.

Information Required from an Employee

It is common practice for an employer to require prospective employees to fill out an application (solicitud de empleo) or to request a resume.

In addition, once hired, the employee must provide the following information to his or her employer:

- His or her Tax ID (RFC)
- His or her identity number (CURP)
- His or her Social Security number (número de seguro social)
- A copy of his or her Election Card (Credencial de Elector or IFE) which is the most commonly used form of ID in Mexico.

If the employee does not have a social security number, he or she can easily obtain one at the Social Security offices.

Once the employer has all of the documentation, he or she must notify Social Security of the hiring date of the employee in order to begin their coverage by Social Security. We recommend that employers always keep copies of the employee numbers and IDs for future reference. We also recommend that an employer establish a labor contract with the employee in order to establish all working conditions and expectations (please refer to Labor Contracts below).

Accounting

Even if you are familiar with these processes, we highly recommend that you hire an accountant to handle the business of determining wages, deductions from paychecks, and filing the necessary documentation with Social Security. Charges for these services are much more reasonable than fines or adverse consequences to your employee for doing it wrong. Call YES for more information and a quote.

Albañiles (Construction Workers)

If you are hiring an albañil for a day or two, it is common to pay somewhere between \$287.17 to \$300 pesos per day (2024 Salary). If you are hiring a crew of albañiles to build or renovate your house, you will probably be working with a contractor or architect who will manage them and their pay issues. By law, the albañiles must be covered by IMSS healthcare insurance.

Insuring Albañiles

There are three ways to handle this requirement:

- Go to IMSS yourself with the appropriate paperwork and sign the albañiles up for coverage
- Have a lawyer or accountant draw up a construction agreement with your contractor or architect, transferring the responsibility for insuring the workers to the contractor or architect. This also helps avoid certain tax issues (For more information about how this might affect you personally, please check with a qualified accountant)
- Hire a professional manager who will work with the albañiles, keep track of all their paperwork, work with IMSS to insure them when they start work and take them off the insurance when they have stopped working.



LABOR CONTRACTS

There are two types of employment or labor contracts. One is collective (the same for several people). In the case of a collective labor contract, the conditions are determined between the employer and the labor union. The other type of labor contract is an individual contract, where the individual negotiates his or her own employment with a specific employer.

What a Labor Contract Should Contain (by written)

A labor contract should contain:

- Employee's name
- Employee's nationality
- Employee's age,
- Employee's sex
- Marital status of the employee
- Employee's address
- CURP and RFC

It should also include the following information:

- If the employment is for an indefinite period of time, for work, season, trial or training.
- The description of the job or activities to be carried out.
- The places where the job will take place
- The work shift and arrival time and departure time.
- The amount of salary in Mexican pesos.
- The pay day, the payment method (if its payment in cash, check or transfer).
- Where the employee will be paid And payroll or electronic signature.
- Information about training
- Information about other work conditions such as: día de descanso, vacations and others conditions agreed by the employer and the employee.
- Designate beneficiaries of the worker in case of forced disappearance or death

If There Is No Labor Contract

If there is no written labor contract the employee still has understood and federally mandated rights. It is the employer's responsibility to create and oversee a mutually agreed-upon contract with the employee. It is common for the employee to claim benefits not agreed upon in writing in a work contingency.

Training

Every employee has the right to be trained by his/her employer according to plans and programs agreed to by the employer and the syndicate or employees, through the joint training and training commission, leading to higher productivity and living standards.

Plans and training programs for the employees should be registered in the Secretaria del Trabajo and there are specific rules for the trainers, programs and implementation. Not complying with the plans and training programs results in the company being subject to a fine. In practice, most small companies do not have officially-registered training programs.

However, if your company does not have such a program and it is audited by the Secretaria de Trabajo, the company will be invited to development a training program and will be given a set period of time in which to do so.

Labor Unions

Labor unions are recognized under the Federal Labor Law as a means by which Mexican employees can unite to protect their common employment rights.

There are large labor unions existing in Mexico. As a result of the labor unions, collective labor contracts are signed between the employer's representative and the representative of the labor union. Labor union collective contracts are reviewed every two years. A labor union is permitted in a place of employment provided that at least 20% of the employees belong to it.

If you will be starting and running a business that employs Labor Union employees, we highly recommend that you contract for the services of experienced accountants and lawyers to assist you in managing these relationships.

Yucatan Expatriate Services (YES) can provide you with the legal, accounting and other personnel that you will need to manage these relationships successfully.



WORKING MOTHERS

Working mothers have the following rights in the workplace:

- During pregnancy they will NOT be allowed or required to perform any job requiring considerable effort that may put their or the baby's health in danger. Forbidden activities include lifting, pulling or pushing heavy items, or any job that may cause trepidation such as standing for a long period of time, or anything that may affect the mother's mental wellbeing.
- Working mothers have the right to take six weeks off prior to and after the delivery.
- Maternity leave may be extended for as long as necessary in case of complications during the pregnancy or delivery.
- During the nursing period, a mother will be allowed two half hour breaks in
- addition to their normal break times in order to feed their babies in a clean area provided by the company, or by prior agreement with the company, you may leave one hour before your usual departure.
- Mothers will receive full pay during their normal maternity leave. If the maternity leave is extended as listed above, the mother is entitled to fifty percent of their salary for not more than sixty days.
- The job position of the woman before she gives birth will be kept available for her, provided that the mother returns within the first year after childbirth.
- Pre- and post-natal maternity leave will be included when calculating seniority on the job.

Day Care Provided by Seguro Social

Working mothers have the right to daycare provided by the State for their children from the time the child is 42 days old until it is 4 years old. The service of daycare is free to working mothers and is administered by Social Security. Social Security Day Care is available daily from 7 am to 5 pm; some of them are open from 7 am to 7 pm.

Day care is free for working mothers or widowed parents. Employers pay 1% of monthly salaries of every employee to cover the cost of federally-funded day care. IMSS, Mexico's Social Security Agency, subcontracts daycare service to private owners, paying them to provide the service under strict supervision and rules. IMSS employees make constant visits to the daycare facilities and the daycare facilities have stringent reporting requirements. The quality and type of service provided by these daycare facilities is provided according to IMSS rules on every aspect of care, including the food given to the children in their care.

How the IMSS daycare service works and reduction of working hours to feed a newborn

The working mother goes on maternity leave 42 days (6 weeks) before her due date and her second maternity leave ends 42 days after the child birth. Her right to use the social security daycare begins on day 43 until the child's 4th birthday. In order to participate in this program, she must file the documents requested by the IMSS-affiliated day care provider of her choice, sometimes waiting until there is an open spot (un lugar disponible). Mothers are required to attend the daycare for three (3) days with their children for an adaptation period. During the adaptation period, the child attends daycare on the first day for 3 hours, on the second day for 4 hours and on the third day for 6 hours. On the fourth day, the children are expected to attend alone. This adaptation period is only for children under the age of 12 months. Children one year or older are required to have the adaptation period, but without their mothers in attendance.

Children are accepted at daycare 1 hour prior to the work shift of their mother and they can stay there till one hour after the work shift ends. IMSS daycare is available Monday through Friday only.

DOMESTIC WORKERS

Different Kinds of Workers

Domestic workers for example are housecleaners, launderers, gardeners, drivers, pet sitters and dog walkers, private care nurses, housesitters, handymen, cooks and others. This section refers to any worker that provides help with the house or to the family on a regular basis. If you hire a nurse, it will be a professional contract.

How To Find Someone To Work in Your Home

You can find a domestic worker by placing an ad in the local newspaper, but few people would recommend going that route. Most of the time, domestic workers are found by recommendation from another domestic worker or by a friend or acquaintance... in other words, by word of mouth.

If you find a domestic worker by classified ad, we highly encourage you to carefully check references. Even if you find a domestic employee through a friend or family, it is always best to start with a trial period of employment before committing to a permanent relationship.

Two Kinds of Domestic Employees

There are two types of domestic workers: the ones that come to your house once, twice or every day of the week, work for the day and leave, and the ones that stay the entire week and sleep in your house. With both types of workers, you should provide food during the day. for them and some time to rest.



HOUSEHOLD HELP

There is a long tradition in the Yucatan for households of a certain financial means to hire household help. Because of this, there are rules and expectations that we suggest you follow in hiring, paying and firing these employees.

Housecleaners

In the Yucatan, it is common to have someone to clean your house. Muchachas (literally “girls” in Spanish) clean inside the house, including floors, bathrooms, dishes, appliances and furniture and cooking. A mozo is a man who does the heavier cleaning, such as patios, windows, and maybe gardening, but usually not the cooking or cleaning inside.

Housecleaners in Merida and surrounding areas are paid between \$270.60 to \$300 pesos per day. If they stay in your house for the week, an acceptable salary is between \$1,894.2 to \$2000 pesos per week. The salary table published by the federal government for 2024 indicates a minimum daily wage for domestic workers of \$270.60 per day. Workers who live in your house for the week should be allowed to regularly leave

sometime on Saturday (it depends on your agreement with them and their travel time back to their pueblo) and return to work on Monday morning. If your housecleaner lives in a pueblo outside the city, it is common practice to pay up to \$100 pesos per week for bus fare so that he or she can get back and forth to their home on the weekend.

If you have a beach house and take them with you during the summer when you go, it is absolutely expected that you will pay for their bus fare to and from home. It is common practice to pay aguinaldos (Christmas to your household help bonuses)

By now, it is practically expected and may be considered an insult not to do so. Housecleaners who become comfortable with you may eventually ask you for a loan of money. If you decide to loan them money, we highly recommend that you have them sign a note designating how much they are borrowing, and take a small amount out of their pay each week to pay back the loan. If you lend them too large an amount of money, you may find yourself without a housecleaner and without a repayment of the loan.

You are not under an obligation to pay Social Security for your housecleaners or other household help. They are expected to pay for medical care themselves or sign up for the IMSS Social Security. If you do decide to pay their Social Security, we recommend that you just pay them the money that they need to sign up for it directly (seguro voluntario).

It is not common or recommended to pay them as you would pay an employee in a company. It is also not common that you would have a labor contract with a house employee. You should, however, have their address, a copy of their IFE and perhaps some personal references. Currently there is a minimum wage table published by the federal government and establishes a daily wage of \$270.60 minimum for domestic workers.

When to Pay

Household workers get paid weekly when they leave on Saturday, or if they work on a daily basis, at the end of their day of work. You should always pay them in cash, and in Mexican pesos.

Feeding Your Household Help

If your housecleaner works for the day only, you should provide breakfast and lunch. If he or she works full time for the week, then all three meals should be provided.

Vacations

Household workers do not have a set vacation schedule. Instead, it is common practice for them to ask for permisos. Permisos are your permission to miss work for a fiesta in their pueblo or to visit their family in another city. It is expected that they will have federal holidays off.

If your housecleaner who lives with you is from Chiapas or somewhere outside the Yucatan Peninsula, it is common to give them 15 days a year (paid vacation) to go visit their family. This is paid vacation, as it is meant to be compensation for the Saturday afternoons when they would traditionally be visiting with their family, but because of circumstances, they stay in your home instead.

Sick Leave

It is not common to pay for household workers if they are sick and cannot work. You may consider lending them money, but should set up a payment schedule for them to pay you back when they start working again.

Honesty

There is a lot of debate about the honesty of household workers. You may be lucky to get an honest worker, but in general it is a good idea to keep your money or jewels in a safe and locked place. You should always see them when they leave your house so that they know that you are watching. This does not mean that the majority of workers are dishonest nor should you treat them that way.

Laundry Services

In the Merida area, laundry workers charge by the day. They are paid approximately \$270.60 pesos per day to do the laundry, which does not necessarily include ironing the clothes. The workers who do ironing charge by the piece, between \$12 to \$15 pesos per piece.

Gardening

Gardeners (jardineros in Spanish) charge a typical salary of \$270.60 pesos per day for garden maintenance. In Merida, there are also gardening services available to come to your house. They will visit the first time and give you a quotation based on the work and size of garden. You can then decide if you want the service and how often you want them to come by. Gardening services can be found in the Yellow Pages or through local ads. Gardeners are usual found by word of mouth.



Pet Care

There is a wide range of quality in the veterinarians and petcare providers in Merida. In addition, there is a wide range in the type of care that owners expect for their pets. To that end, we highly recommend that, if it matters to you, you check references for the vet or petcare provider that you employ. Two veterinarian offices with English-speaking vets are listed in Attachment B at the end of this guide.

Some vets provide boarding services, and most of them provide grooming, in addition to basic medical care. Boarding a medium sized dog at a vet costs approximately \$250-\$300 pesos per night, with food provided by you or charged additionally.

There are also combination pet/housesitters available for approximately \$250-\$300 per night, depending on the size of the house and the number and size of the pets. These can usually be found through word of mouth.

Nurse

The cost per day for a private nurse will depend on the nurse's level of experience. There are nurse technicians up to and including Level 3 intensive care nurses available for in-home care. The prices range between \$450 to \$700 pesos per day, depending on qualifications. One way to find a nurse for in-home care is to place an ad in the local newspaper (the Diario de Yucatán). Again, it is more typical and reliable to find nursing care through the recommendation of another nurse working with a friend or a family member.

Chauffeurs

Chauffeurs (chofers in Spanish) charge for the day or for the time that they are providing service. For three hours of driving, it is normal and customary to pay \$800 pesos. The drivers are paid per day, according to the 2024 minimum wage, a salary of \$273.92 per day. If the chauffeur is permanent and works only for you, customary salary is between \$ 7,500 to \$10,000 pesos per month.

Office Assistance

If you need an office assistant that speaks English, you have a few options. You can advertise at the Merida English Library or on Yucatan Living (see websites and information in the Attachments) for a local expat who is looking for work.

You can also hire a student to work part-time, as many students in Merida speak some English. In this case, you may want to place an ad at local bilingual schools or place a newspaper ad. If you want a full-time employee, then you may want to hire an English-speaking secretary. Typical local wages for an English-speaking office worker are between \$350 to \$500 pesos per day. If you are running a business and your office assistant will work for you in that business, it is important to register him or her for Social Security as outlined earlier in this guide. All the conditions of employment as outlined above will apply.

Obligations of the Employer

Anyone employing a domestic worker must know and live up the following obligations as mandated by law.

Details of Obligations

The employer must be considerate to the domestic worker, refraining from any mistreatment by word or action. For live-in staff, the employer must provide a comfortable, clean place to sleep, healthy and sufficient food, and working conditions that ensure the employees' wellbeing.

IN CASE OF ILLNESS IMSS, VOLUNTARY REGIME OR PRIVATE HEALTH SERVICE

In addition to those obligations in case of illness the employer must:

- Pay the employee normal wages for up to one month.
- If the illness is not a chronic illness, the employer must provide medical assistance until the employee is cured or a welfare provider becomes responsible for their health.
- If the illness is a chronic illness, and the employee has worked for a minimum of six months, the employer must provide medical assistance until the employee is cured or a welfare provider becomes responsible for their health.

In Case of Death

In case of death, the employer will be expected to pay for the funeral expenses.

Obligations of the Employee

The domestic workers also have obligations to their employers.

- They must always be considerate and respectful to the employer, his or her family and those who attend the home they work in.
- Exercising care in the preserving of the home and its contents.

Any breaches of these obligations are cause for employment termination.

Retirement

The employer pays into the employee's retirement fund through Social Security. A portion of the employee's salary is to be deposited in an AFORE account that is set aside by the government for each employee. The employee's employers pay into this account throughout their working life.

Accounting for AFORE

If you are employing an employee "on the books", you will need a qualified accountant to set up the process by which you, as an employer, make these mandated payments.

INFONAVIT

The National Institute for the Development of Living Quarters for Workers (Instituto Nacional para el Fomento a la Vivienda para Trabajadores) was created in the early 1970's. Today it is known as the INFONAVIT Fund.

How INFONAVIT Works

INFONAVIT places a small tax on the employer, approximately 5% of the salary paid to the employee. This money is deposited into an account for the employee, the purpose of which is to create living quarters (small housing) for the worker. After an initial trial period, the employee can qualify for a loan through INFONAVIT to purchase, repair or pay a debt related to a house. For payment, a monthly sum is automatically subtracted from the employee's salary and is used to make the monthly payment for the mortgage or the loan related to the house.

Steps to follow to register as employers are:

1. First you have to register and create your account in the INFONAVIT Business Portal. Some requirements include having an employer registration number, the employer's complete data (RFC, CURP, email, etc.) and having the company's e-signature, among others.
2. On the platform you will have to provide company information, information about the legal representative, validation of your registration that will be issued to you by the platform and after that you will proceed to activate your account.

Subscribing employees to the INFONAVIT program does not oblige the employer to sign the employee up for IMSS. If the employer stops paying for two consecutive months, INFONAVIT automatically deletes the employer and his workers. Remember that the amount by law that the employer must contribute to the worker is equal to 5% of their integrated daily salary. The integrated daily salary is made up of his salary plus all the benefits established in his contract. The employer has the obligation to deduct the monthly payment of his credit from the worker's salary, as developed in his credit contract.

Accounting for INFONAVIT

Again, if you are employing an employee "on the books", you will need a qualified accountant to set up the process by which you, as an employer, make these mandated payments. If you want to sign up a household employee for the INFONAVIT program only, you still may benefit from the advice and assistance of someone who speaks Spanish. Yucatan Expatriate Services is available to help with these and other issues.

Profit Sharing

By law in Mexico, employees must participate in the profits of their employers, based on the percentage determined by the National Commission for Workers' Participation in their Employers' Earnings.

How Profit Sharing Works

The employee share of profits is to be distributed among the employees (that are working for the employer or worked for the employer for 60 days or more during the period in question). The distribution is to be made within 60 days following the date in which they must pay their annual income taxes.

When Profit Sharing Must Be Paid

As a corporation in Mexico, you have an obligation to file your annual tax return on or before March 31st. In that case, the last day to pay the profit sharing is May 30th. If you pay taxes as an individual and you have business activities (for Hacienda purposes), then you are obliged to file your annual tax return on or before April 30th and the last day to pay the profit sharing is June 29th.

How Profit Sharing is Calculated

The profit sharing pool is 10% of the profits of the company for the fiscal period (calendar year) and is to be divided in equal shares in the following way:

- The first half to all employees, using the aggregate number of employees that worked for the employer during the year.
- The second half is to be divided among the employees in proportion to the salaries they earned during the year.

Exemptions for New Businesses and Executives

New businesses are exempt from this profit sharing requirement for the first two years of their business activities.. The directors, administrators and general managers of the company are excluded from profit sharing. Managers and above who do not participate in the profit sharing are often incentivized with the use of an automobile, year end bonuses and assistance in the purchase of a home. These benefits are not mandated by law and can be awarded as each company sees fit.

Exempt From Salary

This income from profit sharing from the previous year is not to be added when calculating salaries in order to determine the amount of participation in the profit sharing benefit.

FIRING AN EMPLOYEE

Employee Protection

Mexican Federal Labor Law is very protective of Mexican employees. Employers are not permitted to dismiss employees without just cause. If an employee feels they have been fired without cause, the employee has a right to file suit for reinstatement or indemnification. The labor courts will presume that the person stating he was your employee is in fact your employee and that you dismissed him without cause. In addition, the labor courts will require proper representation of the employer (and proper Power Of Attorney if an agent is sent to represent the employer in labor court).

If the issue is resolved in favor of the employee, he has the right to reinstatement plus all back wages that were incurred while the court process was going on. If the employee decides not to return to the job, then he may receive three months salary, all back wages, plus other items that were owed him or her prior to the dismissal (such as unpaid vacations, year-end bonuses, profit sharing, seniority pay, maternity leave, and any other benefit stated in a contract or customary by law).

Employer Rights

The employer may choose not to reinstate the employee for unjustified dismissal when:

- The employee has been an employee for less than a year
- The employee and employer are constantly in direct contact and the Board of
- Conciliation and Arbitration deems that the two cannot work together
- If the employee was a “trusted” employee (entrusted with confidential administrative, managerial or administrative activities)
- If the employee was arrested
- If the services provided were the rendering of socially-oriented public services imposed by law or order issued by authority
- If the employee was working as an occasional worker

How to Terminate A Labor Relationship

The labor relationship may terminate by:

- Mutual agreement (employer/employee) (Note: employees cannot be obligated to work at a specific job for more than one year. However they may continue if they wish)
- By death of the employee
- By termination (completion) of the job performed or by expiration of the time for which the employee was hired (in order for a job to be of a determined time period, it should not be of a type that is normally considered as ongoing or have some circumstance that makes it so)
- By mental or physical incapacitation of the employee
- By resolution of the Courts or labor tribunals.

Employers May Terminate a Relationship

The employer may terminate the labor relationship due to:

- Deceit or fraud by the employee with his fellow workers that is relative to the employee's capabilities
- Misconduct, threats or injuries caused by the employee
- Bad conduct by the employee with his fellow workers which causes a break in the discipline of the group (i.e., being a bad influence)
- Bad conduct by the employee outside the work place which affects the employer, the administrative personnel or their families
- Intentional damages to the employer or his assets while working
- Grave damage to the employer caused by the employee's unintentional negligence
- Imprudence or inexcusable carelessness by the employee which places the establishment or personnel of the employer in an unsafe situation
- Immoral acts at the place of business by the employee
- Revealing trade secrets of the employer
- Having more than three (3) absences from work within 30 days, without justification or the employer's permission
- Unjustified disobedience by the employee relative to his employment
- Refusal by the employee to adopt preventive measures to avoid accidents or illness
- Drunkenness or drinking of intoxicants at the place of work, other than with a medical prescription and notification in advance to the employer
- Imprisonment of the employee
- Other grave similar causes

Other Justifiable Causes

In Mexico there is also justified suspension of the labor relationship (usable by both the employer and the employee), when:

- The employee has a contagious illness
- There is temporary incapacity on the part of the employee due to an accident or illness, which does not constitute a work-related risk
- Preventive (temporary) imprisonment of the employee, followed by an absolving judgment (if the employee has acted in defense of the person or interest of the employer, then the employer is obligated to pay the employees wages during his imprisonment)
- The arrest of the employee
- Rendering of socially-oriented public services imposed by law or order issued by authority
- Rendering of services as representative of labor-related posts, such as members of labor courts and tribunals and others.
- When the employee does not have certain documents required by law to work in his particular job (e.g. sanitation cards, driver's license).

Firing Without Just Cause

If an employer wants to fire an employee without just cause (as stated in the Federal Labor Law), the employer must pay the employee three months salary (calculated on the last integrated salary paid before dismissal), plus the seniority bonus corresponding to 12 days of salary (double the minimum) for years worked. The employer must also pay the proportionate part of his or her vacation premium and Christmas bonus (aguinaldo).

If the employee resigns, the employer is obligated to pay the employee the proportionate part of his or her vacation premium and aguinaldo (Christmas bonus).

If the employee has worked for the employer for more than 15 years without interruption, then the employee is entitled to receive an additional sum equivalent to 12 days salary (based on no more than two times the minimum salary of Zone A) for each year the employee worked for the employer.

Employee Letter

We highly recommend that the employer prepare and have signed by the dismissed employee a letter (called a finiquito) which constitutes a receipt for all wages and bonuses paid upon dismissal. The letter details exactly what the employee is being paid for, and should be signed by the employee and fingerprinted (additionally, the employee must put below his signature "I RATIFY THE CONTENT OF THIS SETTLEMENT, ACKNOWLEDGING IT WITH MY HANDWRITTEN SIGNATURE AND FINGERPRINT", and immediately put his name, print and signature). In effect, the letter is the employee's agreement that all wages and benefits due have been paid and no further dispute will be forthcoming. An example of a letter for this purpose is in Attachment B in this guide. That should also be accompanied by a simple resignation letter, such as is in Attachment E, which must also be ratified as the settlement.

What to Pay A Dismissed Employee

When the employee is dismissed without just cause, he or she must receive three months salary (payable upon dismissal). If the compensation is not paid when the employee is dismissed (as in the case when there is a labor dispute), then the employer must pay all salaries that would have been earned during the period in which the delay takes place (in the case that the employee wins the labor dispute), up through the date of the payment.

When the employee has worked for the employer for less than one year and has a determined period of time labor contract, the employee will be compensated (indemnified) in a sum equal to one half of the salaries of the period that he or she worked for the employer. If this period is greater than one year, then the compensation is to be equal to a sum of six months salary of the first year and the wages of twenty days per year for each of the following years.

In the case that the employment is for an undetermined period of time, then the amount due will be wages for 20 days for each year of services given. Only when the worker claims reinstatement and a court or tribunal issues a ruling recognizing the unjustified dismissal and orders the worker's reinstatement.

In order to determine the amount payable for compensation (in order not to be sued for wrongful dismissal), the employer must use the base salary of the employee corresponding to the date on which the right to receive this payment occurs (the settlement of the dispute or the end of employment). Again, the services of an accountant are highly recommended for this activity. Compensation is with integrated daily salary (base salary, bonuses, commissions)

Firing a Household Worker

The employee may terminate the employment at any time, after giving the employer an eight day notice. Keep in mind, however, that it is very common for domestic workers to simply not return without giving any prior notice.

The employer may terminate the employment relation without any justification if termination occurs within a thirty day probation period. By law the employer is required give severance pay. It is customary for compensation to not be any more than one or two weeks of salary, as long as the employee has not worked at the home for a long time. If the employee has been working at the home for years, the amount of severance pay is decided by the employer.

A general rule of thumb would be as follows:

- For less than 1 year of work: 2 weeks termination pay
- From 1 year to 5 years: 1 month termination pay
- More than 5 years: 1 month to 1 ½ months termination pay

If the person has spent a lot of time working with you, we recommend that you take him or her to the Labor Board and register that they are leaving your employment, and that there are no further obligations between him or her and you, the employer. You can skip the step of going to the Labor Board, if the relationship has been a good one and you don't think it is necessary, but it is a risk that you take.

Recommendations

If an employee asks for a recommendation letter, you may provide one of two kinds. If you are pleased with their service, you would use the Recommendation Letter in Attachment C. If you were not pleased, you should provide them with the Carta Constancia, an example of which is in Attachment D.

Going to the Labor Board

The labor board address is:

- CECOLEY (Centro de Conciliación Laboral del Estado de Yucatán) Edificio CIOSPOA (CEJOM) Calle 145 número 299 Entre calle 54 y 64 Colonia San José Tecoh C.P. 97298 Mérida, Yuc.

The Labor Board offices or (CECOLEY offices) are open from Monday thru

The documents you should bring with you are:

- Employee ID, original and a photocopy
- Finiquito (see example in Attachments at the end of this guide) with the detailed list of amount to be paid to the employee (daily salary, integrated daily salary, position, start date of the employment relationship, and date of termination of the employment relationship, address of the source of work)
- CASH or Check to the name of the employee
- If the employer is a company, take the Employer representative ID and a photocopy. Usually, the person going to the Labor Board will be a Human Resources manager. The HR manager should bring a power of attorney letter, signed by the legal representative of the company with power to act in labor matters.
- If you are firing a household worker, bring your personal ID (passport and Mexican Resident card), an original and a photocopy.

The employee must go with you and must agree to sign the papers.

The Convenio de Terminacion Laboral (Declaration of termination of labor) will be created by an officer of the Junta and will contain all the information above. The cash or check will be given to the officer and they will give it to the employee after the convenio is signed in front of the officer by the employer and the employee.

We recommend that you use a labor lawyer for this process in order to get a quicker response from the authorities. The labor lawyer will set up the appointment and will accompany you. He or she will review the Convenio de Terminacion Laboral. He will also protect you from any labor lawyers that tend to frequent the offices of the Junta, looking for clients that they can convince to sue their employers. These labor lawyers are called coyotes.

LABOR LAWYERS

The following labor lawyers are experts in Merida on Mexican labor law. They speak varying degrees of English, but none of them are fluent. They all, however, have extensive experience dealing with US corporations and expat labor issues.

We recommend that if you need the services of these lawyers, that you considering engaging YES as your representative and translator when working with them.

- **Pedro Rivas Acevedo**

Calle 9 x 20 # 199 Col. García Ginerés
Mérida, Yucatán.
Phone: (999) 925-7925 & (999) 925-9302
Email: privasa@rivasconsultores.com

- **Luis Rubén Martínez Arellano**

Calle 25 # 159 x 28 y 30 Col. García Ginerés
Mérida, Yucatán. Phone: (999) 920-3050
Email: lmartinez@puertoypino.com

- **Fernando Sauri Campos**

Calle 23 # 126 x 26 Col. México
Mérida, Yucatán.
Phone: (999) 927 0803 & (999) 927 1695
Email: fdosauri@prodigy.net.mx

YES TO MEX SERVICES

Although this guide covers many important aspects employment when living or running a business in the Yucatan, Yes to Mex is available to assist you in any and all aspects of hiring employees, maintaining employees and firing employees. Some of the services we have provided to our customers include:

- Determining needs for personal or corporate employment
- Hiring and firing employees
- Registering employees for Social Security
- Payroll calculations
- Personal employment assistance
- Staff selection process
- Employee training or training programs
- Checking references
- Setting up and maintaining the files for your employees regarding vacation, payroll receipts, application forms, etc

- Obtaining payroll debit cards for your employees
- Employee disputes
- Calculation of employee bonuses
- Job inspection (gardener, house cleaners, etc.) (i.e., looking after your property and employees to ensure that they are doing their job.)
- Translation in employee interviews
- Salary analysis and benchmarking
- And more!

DISCLAIMER

The contents of this guide are meant to give a general idea of labor law in Mexico and guidelines to be followed but its application to actual situations without the advice of an experienced labor lawyer is not recommended.

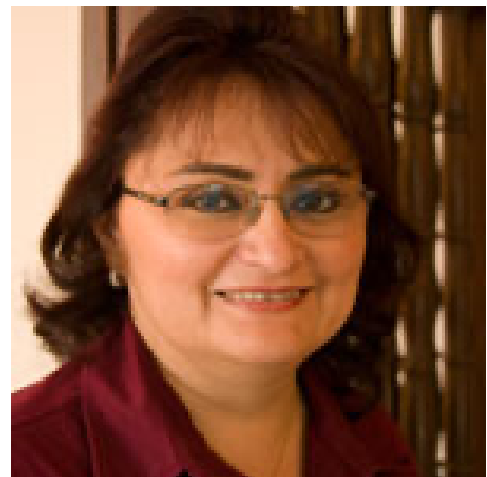
Neither the author, the editors, nor YES (Yucatan Expatriate Services) is responsible for the application of the content of this guide without proper direct labor supervision.

For the reasonably-priced services of an experienced labor lawyer or any other services related to employment in Mexico, please contact YES.

ABOUT THE AUTHORS:

Betty Quijano

Betty is a native Yucatecan who has extensive experience dealing with expatriates' problems in the corporate world. For 15 years, she managed the local manufacturing operations of two gold and diamond jewelry companies headquartered in Florida and New York. Betty interacted daily with American colleagues and clients, as well as Dominican, Cuban, American and Canadian co-workers.



Betty is a public accountant and has received a Masters degree in Business Administration, which allows her to manage investment projects, to help expatriates understand the business language in Mexico, and to participate in the planning and managing of their projects. Betty has not only dedicated herself to expatriates and their projects in Merida, she has also helped numerous friends and family members relocated to Merida.

Ignacio Puerto

Ignacio was born in Yucatan and studied at Yale University in New Haven, Connecticut. He has specialized in corporate law related to foreign investment for more than 20 years. Before starting his professional career in Merida, he had experience abroad as an associate lawyer at Fried, Frank, Harris, Shriver & Jacobson in New York. During his career Ignacio has assisted in closing deals with important American and international companies to establish manufacturing and services plants in Southeast Mexico. He has also supported expatriates changing their residence to Yucatan due to job assignments.



Ignacio is a faculty member at Universidad Marista de Merida, where he teaches corporate law. He is Secretary of Confederación Patronal de la República Mexicana de Mérida and is part of the pro-education organization, Impulso Universitario. In addition to his brilliant professional career, Ignacio has given himself the time to form a beautiful family with his wife, two boys and two girls.

ABOUT THE EDITORS:

James and Ellen Fields James and Ellen Fields came to live in Merida, Yucatan from Central California in 2002, after a career in the software industry. Ellen's background includes working in sales and marketing for IBM, Unisys and Veritas software, including producing intranets, radio and video programs and corporate advertising. She was also a technical recruiter for many years, and created and administered a stock option program.



James

worked in technical, engineering and marketing positions for TRW and Veritas, including video direction and production, technical writing, UI design, and programming. In Merida, James and Ellen started [Eclectec SA de CV](#), a web design and internet marketing company which produces websites, photography and videos for many local and global companies. Their flagship website is an online magazine, [YucatanLiving.com](#), written by the 'Working Gringos', the Fields' nom de plume, with articles, interviews, reviews, videos, news, events listings, vacation rental listings and additional information for anyone interested in living, working, investing in or traveling to the Yucatan Peninsula in Mexico.

QUESTIONS AND COMMENTS

Questions, comments and information you may share will help us improve our guides each time we update them. We hope you will feel free to write us with suggestions or corrections at: info@yestomex.com

YES CONTACT INFORMATION

YES to Mex

Calle 19 No. 227 by calle 13, Fraccionamiento Montejo, Merida, Yucatan C.P. 97070

Phone: +52-999-927-2437

Skype: YucatanYes

Website: www.yucatanexpatriateservices.com

Email: info@yestomex.com

ATTACHMENT A: INTERNET RESOURCE LIST

Diario de Yucatan - www.yestomex.com

Employment Websites:

- Computrabajo - www.computrabajo.com.mx
- OCC - www.occ.com.mx
- Addeco – www.addeco.com.mx

Merida English Library – www.meridaenglishlibrary.com

Yucatan Living - www.yucatanliving.com

English Speaking Vets in Merida:

- Planned Pethood – www.plannedpethood.com
- Pets and Company – www.petsandcompany.com

Yucatan Expatriate Services (YES) - www.yucatanexpatriateservices.com

Esfera, accounting - http://grupo-esfera.com/esfera/?page_id=14.com/

Puerto y Pino Lawyers in Merida – www.puertoypino.com

ATTACHMENT B: FINIQUITO LETTER IN SPANISH

BUENO POR: **\$AMOUNT IN PESOS**

RECIBI DE XXX, la cantidad que se desglosa a continuación, que se me entrega con motivo de la terminación de la relación de trabajo voluntaria que nos unía, en pago de los siguientes conceptos:

PERCEPCIONES

- SUELDO* = \$
- SEPTIMO DIA* = \$
- PARTE PROPORCIONAL DE VACACIONES = \$
- PRIMA VACACIONAL = \$
- PRIMA DE ANTIGÜEDAD* = \$
- PARTE PROPORCIONAL DE AGUINALDO = \$
- SALDO APLICABLE A CUALQUIER OTRA PRESTACION* = \$
- INDEMNIZACION CONSTITUCIONAL* = \$

TOTAL PERCEPCIONES = \$

DEDUCCIONES

- IMSS = \$
- ISPT = \$
- INFONAVIT = \$

TOTAL DEDUCCIONES = \$

TOTAL = \$

Hago constar que durante todo el tiempo de la prestación de mis servicios (del DAY de MONTH de YEAR al DAY de MONTH de YEAR) me fueron íntegra y oportunamente pagados mis salarios y todas las demás prestaciones que me correspondieron conforme a la Ley y al Contrato de Trabajo, así como que no sufrí riesgo de trabajo alguno, por lo que desde luego declaro libre de toda responsabilidad presente o ulterior a XXX a sus socios y representantes y por cuanto no tengo cosa ni cantidad alguna que reclamar de ellos por ningún concepto, otorgo en su favor el más amplio y eficaz finiquito.

Mérida, Yucatán, a día de mes del año

EMPLOYEE NAME and SIGNATURE

Huella Digital

*These may or may not be included, depending on the specific case

End of Employment Letter: English Translation

Good for: \$ AMOUNT IN PESOS

I received from YOUR COMPANY, SA DE CV or YOUR NAME, the amount detailed below, given as the voluntary termination of my work relationship, payment for the following:

BENEFITS

- Salary =\$
- Seventh Day =\$
- Proportion of Vacations Earned =\$
- Primary Vacations =\$
- Vacation Bonus =\$
- Seniority Bonus =\$
- Proportion of aguinaldo earned =\$
- Balance Applied to any other Benefit =\$
- Constitutional indemnity =\$

Total Benefits =\$ DEDUCTIONS

- IMSS =\$
- ISPT =\$
- INFONAVIT =\$ Total Deductions =\$

TOTAL PAID =\$

I clearly state that during the time I was working for this company (from DAY/MONTH/YEAR to DAY/MONTH/YEAR) I was satisfactorily paid all my salaries and the employment benefits corresponding to the Law and the Work Contract; also, I did not suffer from any work-related accident. Therefore I declare free of all responsibility at the moment or in the future to YOUR COMPANY, SA de CV or YOUR NAME, its partners and representatives and therefore I have no reason or amount to claim for my services or any other issue, I give wide and effective settlement according to the law.

Mérida, Yucatán, DAY/MONTH/YEAR

Employee name

Fingerprin

ATTACHMENT C: RECOMMENDATION LETTER IN SPANISH

Carta de Recomendación

En hoja membretada

Mérida, Yucatán a DAY de MONTH del YEAR

A quien Corresponda:

Por este medio me permito hacer de su conocimiento que él (la) Employee name, laboró con nosotros durante NUMBER OF YEARS WORKED años ADDITIONAL NUMBER OF MONTHS WORKED meses, como JOB TITLE y siempre demostró ser responsable y competente en el trabajo.

Por lo anterior lo recomiendo ampliamente, agradeciendo de antemano la atención a la presente.

ATENTAMENTE

EMPLOYER NAME

RECOMMENDATION LETTER (ENGLISH TRANSLATION):

Letter of Recommendation

(To be typed on letterhead)

Mérida, Yucatán (insert date here).

To Whom It May Concern

By this means I inform you that EMPLOYEE NAME worked with us for TIME WORKED as POSITION WORKED and always showed himself/herself to be responsible and competent in his/her position.

For this reason, I strongly recommend him/her, thanking you in advance for your attention to this issue.

Sincerely,

EMPLOYER NAME

ATTACHMENT D: CARTA CONSTANCIA IN SPANISH

Mérida, Yucatán a DAY de MONTH del YEAR.

A quien Corresponda:

Por este medio me permito hacer de su conocimiento que él (la) Employee name, laboró con nosotros durante NUMBER OF YEARS WORKED años ADDITIONAL NUMBER OF MONTHS WORKED meses, como JOB TITLE.

Por lo anterior se expide la presente constancia para los fines que se consideren convenientes, agradeciendo de antemano su atención.

ATENTAMENTE

EMPLOYER NAME

DECLARATION OF TIME WORKED – ENGLISH TRANSLATION

Merida, Yucatan on MONTH DAY, YEAR

To Whom It May Concern:

Allow me to introduce EMPLOYEE NAME, who worked with us for NUMBER OF YEARS WORKED years, and ADDITIONAL NUMBER OF MONTHS WORKED months, as a JOB TITLE.

We do hereby certify person presented above for the stated time worked at our company. Thank you in advance.

Sincerely,

EMPLOYER NAME

ATTACHMENT E: RENUNCIA LABORAL IN SPANISH

COMPANY NAME P R E S E N T E.

Por este medio, y por así convenir a mis intereses me permito informarle que haciendo libremente uso de mis facultades y sin coacción alguna con esta fecha, **RENUNCIO DE MANERA VOLUNTARIA E IRREVOCABLE** al puesto de ***** que venía desempeñando para Usted en el domicilio ubicado en ***** de esta ciudad de Mérida, Yucatán, desde el día 03 de noviembre del año 2019, reconociendo que durante todo el tiempo que presté mis servicios personales me fueron cubiertas en tiempo y forma todas y cada una de las prestaciones que conforme a derecho y a la Ley Federal del Trabajo me correspondían, como son salario diario de \$214.28, y un salario integrado de \$000.00 que se realizaba en efectivo, descansos obligatorios, séptimos días, proporcionales de vacaciones, primas vacacionales, aguinaldos; así también, manifiesto que nunca desempeñé horas extras ya que mi jornada laboral siempre fue de lunes a sábado con un horario de entrada de 08:00 am y un horario de salida de 16:00 horas, contando con media hora para tomar mis alimentos y descansar dentro de la empresa; y que además, no sufrí ninguna enfermedad o accidente de trabajo, por lo que no tengo cosa ni cantidad alguna que reclamarle en lo presente ni en lo futuro, no reservándome ninguna acción en su contra derivada de la relación de trabajo que hoy termino de manera voluntaria ya sea en materia laboral, civil, mercantil, administrativo o de cualquier otra índoles, otorgando el finiquito más amplio que en derecho corresponda, agradeciendo las facilidades brindadas en el desempeño de mis labores. Sin más por el momento, quedo de Usted,

Mérida, Yucatán a DÍA de MES de AÑO

ATENTAMENTE
NOMBRE DEL EMPLEADO, HUELLA Y FIRMA.

Se recomienda poner la siguiente leyenda del puño y letra del trabajador: "RATIFICO EL CONTENIDO DE LA PRESENTE RENUNCIA, RECONOCIENDO COMO DE MI PUÑO Y LETRA LA HUELLA Y FIRMA QUE LA CALZA" , inmediatamente debe poner su nombre completo, fecha, firma y huella.

SIMPLE RESIGNATION LETTER – ENGLISH TRANSLATION

COMPANY NAME DEAR SIR:

By this means, and in order to suit my interests, I allow myself to inform you that, making freely use of my powers and without any coercion with this date, I VOLUNTARILY AND IRREVOCABLY RESIGN the position of ***** that I had been holding for you in the address located at ***** of this city of Mérida, Yucatán, since November 3, 2019, recognizing that throughout the time that I provided my personal services, each and every one of them was covered in a timely manner of the benefits that corresponded to me according to law and the Federal Labor Law, such as a daily salary of \$214.28, and an integrated salary of \$000.00 that was paid in cash, mandatory breaks, seventh days, proportional vacations, vacation bonuses, bonuses; Likewise, I state that I never worked overtime since my work day was always from Monday to Saturday with an entry time of 08:00 am and a departure time of 16:00 hours, having half an hour to eat my meals and rest within the company; and that in addition, I did not suffer any illness or accident at work, so I do not have anything or any amount to claim from you in the present or in the future, not reserving any action against you derived from the employment relationship that I am ending voluntary today whether in labor, civil, commercial, administrative or any other matter, granting the broadest settlement that corresponds by law, thanking the facilities provided in the performance of my duties.

With nothing else to say at the moment,

Mérida, Yucatán, MONTH DAY, YEAR

Sincerely,

EMPLOYEE NAME AND SIGNATURE

It is recommended to put the following legend in the worker's handwriting: "I RATIFY THE CONTENT OF THIS RESIGNATION, ACKNOWLEDGING THE FINGERPRINT AND SIGNATURE", and then you must immediately put your full name, date, signature and fingerprint. . .

YES

