



EMPLOYER GUIDE

Household Staff Hiring Dossier

Everything you need before, during and after onboarding:
legal obligations, onboarding checklist and documents to sign.

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MADRID · BARCELONA · MARBELLA · SPAIN, EUROPE AND UK

MAIDSESPANIA.ES · CONFIDENTIAL CLIENT DOCUMENT

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How to use this dossier

Three parts, three different moments

This dossier contains everything you need to correctly onboard the professional you have just hired. You don't have to read it all at once: it is designed to be consulted in parts, at the moment each one becomes relevant.

HOW THIS DOSSIER IS ORGANISED

Part 1 · Employer guide (sections 01 to 12). Everything worth knowing before and during the employment relationship: working hours, salary, legal obligations, living arrangements and how to handle problems. Read it calmly before the first day.

Part 2 · Onboarding checklist (section 13). A printable page with everything that must be ready before she starts. Use it in the days before.

Part 3 · Documents to sign (annexes A to D). Record-keeping templates we recommend signing on the first day and keeping in your file.

Important notice. This document is informational in nature. It sets out the general framework applicable to the special employment relationship for household service in Spain, but it does not constitute individual legal or employment advice. For your specific case — and always before formalising a contract, a payslip or any termination notice — we recommend relying on a labour advisor (*gestor laboral*). Legislation changes frequently: check the edition date on the cover.

// 01

Welcome

A new chapter for your home starts here

You have completed the selection process with Maids & Co. From now on, the most important part begins: building a solid, stable working relationship with the professional who will be entering your home.

Experience tells us that most problems in the first months do not come from a poor choice, but from expectations that were never put in writing. This dossier exists precisely to prevent that.

INCLUDED IN THE SERVICE

- Selection and presentation of verified profiles
- Direct reference checks with previous employers
- Document validation (residence and work permits)
- Interview coordination
- Support throughout the adaptation period

GUARANTEE TERMS

- One free replacement within the first 6 months (central hubs)
- 50% refund if the relationship ends within the first month
- Outside our hubs: refund within 30 days only
- The guarantee applies to the originally agreed conditions
- Changes to the profile or conditions may involve additional fees

We are available throughout the guarantee period. Write to us as soon as you notice something is not working: the sooner we step in, the more likely it is that we can solve it without changing professional.

// IN SHORT

The five mandatory steps before the first day

The full map. Each step is explained in detail in the section indicated

Before the professional starts working there are five things that must be done. None of them is complicated, but all of them are compulsory.

STEP	WHAT IT INVOLVES	WHERE IT IS DONE
1 · Employment contract	In writing, signed by both parties, with a copy for her. Detail in section 10.	Your labour advisor · Guide and template on our blog
2 · Social Security registration	Before she starts working. From then on the monthly contribution is charged to your account. Detail in section 04.	Import@ss portal · Step-by-step guide on our blog
3 · Risk assessment of the home	A guided online questionnaire about your home and the tasks. Free, around 15-20 minutes, and it generates the documents automatically. Detail in section 05.	prevencion10.es
4 · Preventive training for the employee	A free online course she completes. If she has already done it, it is not repeated: ask her for the certificate. Detail in section 05.	eFundae platform
5 · Handover of the information and equipment	You explain the risks of your home, hand over the protective equipment if applicable, and she signs the record.	At home, on the first day. Annex A

If you get stuck on any of these steps, write to us before the start date and we will sort it out with you.

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The first day and the adaptation period

Starting well is what builds a lasting relationship

The adaptation period usually lasts between 2 and 4 weeks. Most problems at this stage are not about genuine incompatibility: they are about expectations that were never communicated. Speaking clearly from day one is the best investment you can make.

BEFORE SHE STARTS

- Prepare the space: define which areas are her responsibility and which are not
- If live-in: bedroom ready, with its own key and adequate privacy
- Have the contract signed and a copy ready to hand over
- Explain the routines: schedules, habits, preferences and the people in the household
- Introduce every member of the family, including children and pets
- Show where cleaning materials and appliances are kept

DURING THE FIRST WEEKS

- Give her time to learn the rhythms of the home before assessing performance
- Be specific: don't assume she knows how you like things done
- If something isn't working, say so directly and respectfully — don't let it build up
- If the problem persists during the guarantee period, contact Maids & Co as soon as possible

The vast majority of incidents during the guarantee period could be resolved with a direct conversation held in time. The sooner you tell us about a situation, the better we can act.

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Types of working arrangement

Hours, schedules and conditions depending on the type of employment

Working hours and conditions depend on the type of employment. It is essential that both parties understand the limits from the outset.

LIVE-IN EMPLOYEE

- Maximum 40 hours per week of effective work
- Standby time — hours when she is available to you without working, for example waiting for the children to arrive: maximum 20 h/week, and it must be paid or compensated with rest
- If she performs any task during standby time, it counts as effective work
- Entitled to 2 hours per day of meal breaks, not counted as working time
- Minimum weekly rest of 36 consecutive hours (usually Saturday afternoon and Sunday)
- Rest between working days: 12 hours, reducible to 10 with compensation over 4-week periods
- Limited night availability: she cannot be on call 24 hours a day
- Private room with its own key and decent conditions, provided by the employer
- Meals and accommodation provided by the employer — never deducted from salary

LIVE-OUT EMPLOYEE

- Does not live in the home. Maximum 40 hours per week and 8 hours per day of effective work
- Minimum 12 hours of rest between working days
- If the working day exceeds 6 consecutive hours, entitled to a 15-minute break
- May be full-time, part-time or hourly, depending on the contract
- Overtime: paid at the same rate or compensated with rest. Maximum 80 h/year

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Salary, payslips and Social Security

The employer's administrative obligations

Once the professional is hired, the employer is responsible for registering her with the Social Security Treasury (TGSS) **before** she starts working. Social Security charges the monthly contribution directly to the employer's bank account.

The agreed salary must be paid on time and reflected in a monthly payslip. Always keep proof of payment: in the event of a dispute, it is your main evidence.

THE MONTHLY PAYSリップ MUST INCLUDE

- The agreed base salary
- Extra payments, pro-rated if that is what was agreed
- Social Security contributions
- Income tax (IRPF) withholding, where applicable
- The share of the contribution that corresponds to her (4.7%), if you choose to deduct it rather than absorb it yourself

WHAT THE EMPLOYER CONTRIBUTES

- Common and occupational contingencies: the contribution covering illness, accident and retirement
- Unemployment and wage guarantee fund (FOGASA) contributions, mandatory since the 2022 reform
- Reductions may apply to the employer's contribution. Your labour advisor can check which ones apply to your household

Minimum wage figures, contribution bases and brackets are updated every year. To avoid working with outdated data, always check the current tables at maidsespana.es («Tabla salarial» and «Bases de cotización» sections) or ask your labour advisor. If you need a recommendation for a trusted advisor in your city, write to us.

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Occupational Risk Prevention

Royal Decree 893/2024 — fully enforceable since November 2025

Legal obligation. Since 14 November 2025, every household that employs someone in domestic service — even for just a few hours a week — must comply with Royal Decree 893/2024. Non-compliance may result in penalties.

WHAT IT ACTUALLY INVOLVES, IN TWO MINUTES

It is simpler than it sounds. The risk assessment is done at **prevencion10.es**, the free official website of the National Institute for Safety and Health at Work, under the service «Evalúa-t Hogar».

It is a set of questions about your home and the tasks she will carry out: whether there are stairs, which cleaning products are used, whether someone with reduced mobility needs care. Around 15 to 20 minutes, no technical knowledge required.

When you finish, the tool generates the documents by itself: the assessment, the preventive measures plan and the information you have to hand over to her. You just download, print and file them. It must be done **before** she starts working. Free phone support: 913 63 43 00, weekday mornings.

Two frequent clarifications. The employee does not sign the risk assessment: it is produced by the employer, and what must be evidenced is that she received the preventive information (that is what the Annex A record is for). And you are not obliged to hire an external prevention service: it is an option, not a requirement.

1 • RISK ASSESSMENT AND PREVENTIVE MEASURES

WHAT YOU HAVE TO DO

- Carry out an initial risk assessment of the home and the position, before she starts working
- Document the preventive measures in writing, with the date they were adopted, and give her a copy
- Inform her of the specific risks: chemical products, machinery, stairs, care of people with reduced mobility
- Provide free of charge the protective equipment identified in the assessment, replace it when needed and ensure it is actually used
- Make sure cleaning products are correctly labelled and stored
- Update the assessment whenever working conditions change or an incident occurs

2 • PREVENTIVE TRAINING FOR THE EMPLOYEE

NEW — SYSTEM IN FORCE SINCE MAY 2026

The employee is entitled to receive preventive training **at the time of hiring**. The SEPE Resolution of 8 May 2026 (published in the BOE on 15 May) finally sets out how it is delivered, self-assessed and certified.

It is free and online, through the **eFundae** platform (State Foundation for Training in Employment). There is no cost for you or for her.

It is a one-off. Even if she works for several families, she completes it once. If she has already done it, ask her for the certificate and keep it on file.

It covers seven types of household task defined by the INSST: cleaning, cooking, driving, care of people and night or live-in work, among others.

Training time is not her own time. It must be delivered during working hours wherever possible; if not, compensated with equivalent rest time.

If the tasks in your home involve exceptional risks, the supplementary training is at your expense.

3 • OTHER RIGHTS OF YOUR EMPLOYEE YOU SHOULD KNOW ABOUT

- **Stopping work in the event of serious and imminent risk**. She may interrupt her activity and leave the home if there is a serious and imminent danger. She must tell you immediately and cannot suffer any detriment for it
- **Participation**. She may propose health and safety improvements, and you must allow it
- **Protection against violence and harassment**. If she leaves the home for that reason, the law establishes that it is neither resignation nor grounds for dismissal
- **The cost never falls on her**. No safety measure may be deducted from her salary
- **No benefit surcharge**. If there is an accident and safety measures were missing, in other regimes Social Security imposes a surcharge on the employer; here it does not apply

WHICH PAPERS YOU HAVE TO KEEP

- Risk assessment, preventive measures plan and the information document handed over
- Signed record of receipt of that information and of protective equipment (Annex A)
- The eFundae training certificate and any later update to the assessment

Keep them together, on paper or in a digital folder. They do not have to be sent anywhere.

Does it have to be repeated every year? No: it is done per position, not per person. Update it only if the tasks change, you move, you renovate or there is an accident. If the employee changes, hand over the information again and collect her signature.

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Accommodation and living arrangements — live-in employee

What you must provide, the limits, and how to manage it well

When you hire a live-in employee, meals and accommodation are the employer's responsibility and are never deducted from salary. This also applies to candidates relocating from another city, region or country to work in your home.

YOU MUST PROVIDE

- A private room with its own key — it is her temporary home
- Decent conditions: heating, ventilation and adequate lighting
- Access to a private or exclusive-use bathroom where possible
- Three meals a day or free access to the kitchen, as agreed
- Space of her own for personal belongings
- Wi-Fi access

NEVER PERMITTED

- Replacing salary with accommodation or meals
- Housing her in unsuitable spaces (storage room, no window, no heating)
- Requiring availability outside working hours because she lives in the home
- Preventing her from going out or limiting her free time on rest days
- Removing her belongings or changing the lock on her room

Her room is her temporary home. Even though she lives in your house, removing her belongings without notice or changing the lock may be treated as unfair dismissal or a violation of basic rights. Any departure must be handled with notice, empathy and respect.

COMMON AREAS, VISITORS AND END OF ACCOMMODATION

- Define from the start which common areas she may use: living room, kitchen, terrace
- Personal visits should be agreed in advance — they are not an automatic right
- Extended absences of the employer should be notified in advance
- Agree in the contract a period to vacate the accommodation after termination (72 hours is a reasonable standard)
- Make clear that the right to accommodation is tied to the employment contract
- Discuss food preferences, allergies or dietary restrictions from the first day

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Candidates relocating from another city or country

Travel, tickets and conditions to agree in writing

When the candidate has to relocate from another city, region or country to join your household, it is essential to agree the terms of that relocation in writing **before** confirming the hire. It is one of the most frequent sources of conflict — and one of the easiest to avoid.

POINTS TO AGREE IN WRITING

- **Outbound ticket:** in most cases the employer covers it. Confirming this beforehand avoids misunderstandings
- **Return ticket:** define whether it is covered and under what conditions (termination by the employer, probation not passed, etc.)
- **Probation period:** agree a clear term. If the contract is cancelled within that period, the employer should at least cover the return ticket
- **Expense reimbursement:** establish whether allowances, local transport or other costs are covered during the relocation
- **Early termination:** agree what logistical and financial support is offered if the relationship ends in the first months at the employer's initiative
- **Accommodation from day one:** the room must be ready and accessible from the moment she arrives

IF THE CANDIDATE RELOCATES TO ANOTHER COUNTRY

When the professional moves to another European country, the employment relationship is governed by the law of the destination country, not by Spanish law. The points above still apply, but the legal framework changes: contract, contributions, working hours and severance follow local legislation.

Contact Maids & Co before agreeing terms — we will guide you on the specifics of the destination country.

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Holidays, public holidays and paid leave

Non-waivable rights every employer should know

ENTITLEMENT	DURATION	CONDITIONS
Annual holiday	30 calendar days	They may be split, but at least one period must be 15 consecutive calendar days. The dates are agreed between the two parties; failing agreement, you set 15 days according to the family's needs and she freely chooses the other 15. During her holiday, a live-in employee is not obliged to stay in your home or to travel with you.
Public holidays	14 per year	If she works on a public holiday: compensatory day off or additional payment.
Marriage or registered partnership	15 calendar days	Paid leave.
Birth and care of a child	17 weeks	Contract is suspended. The benefit is paid by Social Security, not by the employer. Extended for single-parent families.
Serious accident or illness, hospitalisation or surgery of a relative	5 days	Relatives up to the second degree, spouse, registered partner or a cohabitant requiring care.
Death of a spouse, partner or relative up to the second degree	2 days	4 days if travel is required. A reform extending this leave has been announced: confirm the position at the time.
Force majeure for urgent family reasons	Up to 4 days per year	Paid absence, by the hour, to deal with urgent and unforeseeable situations.
Change of habitual residence	1 day	Paid leave.
Nursing leave	1 hour per day	Until the child is 9 months old. Can be accumulated into full days if agreed.

There are additional work-life balance entitlements (parental leave, reduced hours for care, schedule adaptation) whose regulation has changed several times in recent years. If your employee raises one of them, check with your labour advisor before answering.

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Sick leave: who pays and what to do

The single biggest source of disputes — worth getting right

Household employment has its own rules on temporary incapacity, different from the general regime. Knowing them prevents the most common problem: the end of the month arrives, the family does not pay the payslip because legally it is no longer due, and the employee is left with no income because nobody told her she had to apply for direct payment.

SITUATION	WHO PAYS	AMOUNT
Common illness · days 1 to 3	Nobody	There is no entitlement to benefit during the first three days, unless a voluntary supplement has been agreed.
Common illness · days 4 to 8	The employer	60% of the regulatory base —the base she contributes on, which in practice is usually close to her monthly salary—. These five days are at your expense and must appear on the payslip.
Common illness · days 9 to 20	INSS or mutua	60% of the regulatory base, paid directly to the employee.
Common illness · day 21 onwards	INSS or mutua	75% of the regulatory base.
Work accident or occupational illness	Mutua	75% of the regulatory base from the day after the medical leave begins.

WHAT YOU NEED TO DO

- Keep paying Social Security contributions and maintain her registration throughout the leave, even if no salary is due
- Issue the payslip anyway, even if the net amount is zero
- From day 9, remind her to apply for **direct payment** to the INSS or the mutua: if she does not, she will not be paid
- Provide the employer certificate that the managing body will request from her
- Remember: entitlement to common-illness benefit requires at least 180 days of contributions over the last five years

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Contract and termination of employment

Everything must be formalised in writing from day one

The contract must be in writing. Both parties must sign it and the employer must give a copy to the employee. In the absence of a written agreement, the relationship is presumed to be permanent and full-time.

THE CONTRACT MUST INCLUDE

- Identification details of employer and employee
- Type of working arrangement, schedule and duties
- Agreed salary and payment structure (12 or 14 payments)
- Agreed standby time and overnight arrangements, where applicable
- Start date and duration (permanent or fixed-term)
- Probation period, if agreed: maximum 2 months (1 month for fixed-term contracts of less than 6 months)

How the employment relationship can end

This is where most employers get it wrong. **Since the September 2022 reform, free withdrawal no longer exists:** you cannot simply let the employee go because you no longer need her. Every termination must be based on a cause and communicated in writing.

THE AVAILABLE ROUTES

Mutual agreement or resignation by the employee. Always formalise it in writing, with the final settlement signed by both parties.

Disciplinary dismissal. Applies in the event of a serious and culpable breach (repeated unjustified absences, insubordination, breach of good faith). It requires a dismissal letter setting out the facts and dates. No severance is due, but the final settlement still is.

Termination for household-related causes (what used to be called withdrawal). Only one of these causes may be invoked, and you must be able to evidence it: a fall in household income; an increase in expenses due to unforeseen circumstances; a substantial change in the family's needs; or a reasonable and proportionate loss of trust based on the employee's conduct.

IF YOU TERMINATE FOR HOUSEHOLD-RELATED CAUSES, YOU MUST

- Communicate it in writing, expressly stating the cause
- Simultaneously make the severance available to the employee: 12 days' salary per year worked, capped at 6 months' pay
- Formalise in writing the final settlement — everything still owed to her — signed by both parties
- Deregister her from Social Security and issue the employer certificate

Notice periods

WHO ENDS IT	NOTICE	DETAIL
The employer · relationship over 1 year	20 days	Counted from the day you communicate the decision in writing. You may replace it with a payment equivalent to the salary for those days.
The employer · under 1 year	7 days	Same rules as above.
The employee resigns	Whatever the contract says	The household-service regulation sets no period. That is why it is worth agreeing one in writing when signing the contract: 15 days is the usual reference.
Either party, during probation	As agreed, maximum 7 calendar days	If nothing was agreed, the contract can be ended without notice.

TWO DETAILS WORTH KNOWING

- During the notice period, a full-time employee is entitled to 6 paid hours per week to look for a new job
- If she is live-in, termination cannot be communicated between 17:00 and 08:00 the following morning, except for a very serious breach that completely destroys trust

Be careful with the procedure. A defect in the process — not stating the cause, not evidencing it, not making the severance available — can turn the termination into an unfair dismissal —meaning a judge finds it unjustified—, with compensation of 33 days per year worked and up to 24 months' pay. Before communicating any termination, consult a labour advisor. If you are within the guarantee period, talk to us first.

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Day-to-day management

Practical recommendations for a stable, lasting relationship

These principles apply to both live-in and live-out employees.

BOUNDARIES AND PRIVACY

- Define which spaces are private, and agree whether she may receive visitors and how she may use her phone during working hours
- Respect her rest time and days off — don't contact her outside working hours except in an emergency
- If she has access to private household information, discuss confidentiality from the start

COMMUNICATION AND FEEDBACK

- Set a communication routine: a short weekly or fortnightly conversation works well. Positive feedback matters as much as corrections
- Raise problems directly — don't let them accumulate, and don't give instructions through third parties
- If there is a conflict you don't know how to resolve, contact Maids & Co during the guarantee period

MATERIALS AND UNIFORMS

- Provide the necessary materials: cleaning products, tools and protective equipment
- If you require a uniform or work clothing, it is your obligation to provide it
- You may not deduct any material or work tool from her salary

BOUNDARIES THAT PROTECT THE RELATIONSHIP — PRACTICAL WARNINGS

Don't lend money. Personal loans create dependency and tension that end up affecting the working relationship. If she is going through financial difficulty, point her towards external resources.

Don't give way on schedules repeatedly. An occasional exception is reasonable; repeated changes without a formal agreement create ambiguity. If your needs change, update the contract.

Don't accumulate informal concessions. Leaving early, arriving late or skipping tasks becomes an expectation, and what is not in writing is hard to reverse.

Keep boundaries kindly. A close relationship is positive, but professional clarity protects both parties in the long run.

Be prudent with keys. We recommend waiting 2 to 4 weeks before handing over keys giving independent access to the home.

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When something isn't working

Incident protocol

Most situations can be resolved if they are dealt with in time. The key is to document, communicate directly, and contact Maids & Co as soon as you notice something is off.

SITUATION	WHAT TO DO
She isn't meeting the agreed duties	Tell her directly, with concrete examples. If there is no improvement, contact Maids & Co before taking any unilateral decision.
She and the family don't fit	Contact Maids & Co. This is exactly what the replacement guarantee is for. Act within the guarantee period.
Living-together conflicts arise (live-in)	Talk to her directly. If it isn't resolved, contact us — we mediate before it escalates.
She goes on sick leave	See section 09. You keep contributing, you cover days 4 to 8, and you must remind her to apply for direct payment from day 9.
Repeated absenteeism or unjustified absences	Document every absence in writing. Consult a labour advisor before starting any disciplinary process.
She wants to leave	She is entitled to resign with notice. Make sure it is formalised in writing.
You want to end the contract	See section 10. Every termination requires a cause and written notice. Never remove belongings or change locks.

REPEATED ABSENTEEISM — HOW TO PROCEED

- Record the situation in writing (WhatsApp or email) for every absence
- Ask for medical justification or the reason for the absence
- If the pattern repeats, give a formal written warning that unjustified absences may lead to disciplinary dismissal
- Consult a labour advisor before communicating any disciplinary measure
- Document everything: dates, messages, replies. In the event of a legal dispute, that documentation is your protection

TERMINATION AND VACATING THE ACCOMMODATION (LIVE-IN)

- Always manage the departure with a reasonable notice period — never immediately, except for serious cause
- Never remove her belongings or change the lock on her room: it is her temporary home
- If she refuses to leave the accommodation, contact Maids & Co to mediate within the first 48 hours
- If there is no solution, legal proceedings for improper occupation may be initiated
- Every termination must be formalised in writing: date, conditions, settlement and signatures of both parties

Contact during the guarantee period: maidsespana.es · WhatsApp +34 686 08 50 14 · Response within 24 hours on working days.

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Onboarding checklist

PART 2 · Print this page and keep it to hand in the days before she starts

BEFORE THE FIRST DAY

- ☐ Employment contract drafted, signed by both parties, copy handed over
- ☐ Social Security registration completed (before the activity begins)
- ☐ Salary, schedule and duties communicated and accepted in writing
- ☐ Risk assessment completed at prevencion10.es
- ☐ Preventive measures plan and information document generated
- ☐ Preventive training: eFundae certificate requested, or training started if she has not yet completed it
- ☐ Protective equipment purchased and ready to hand over, if applicable
- ☐ Preventive information and equipment record ready to sign (Annex A)
- ☐ Keys prepared and handover document ready, if applicable (Annex B)
- ☐ Confidentiality undertaking prepared (Annex C)
- ☐ House rules and emergency contacts filled in (Annex D)
- ☐ Bedroom prepared, with its own key and decent conditions (if live-in)
- ☐ Cleaning products and materials available
- ☐ Routines, schedules and how the home works ready to explain

Print this page, tick it off and keep it. It is the quick reference for everything that must be settled before the professional walks through the door for the first time.

// 13

Onboarding checklist (continued)

During the employment relationship and documentation to keep

DURING THE EMPLOYMENT RELATIONSHIP

- ☐ Monthly payslip issued and handed over
- ☐ Salary paid on time, with proof of payment kept
- ☐ Contributions up to date
- ☐ Prevention documentation updated if tasks, home or conditions change
- ☐ New protective equipment provided when needed
- ☐ Holidays and rest periods planned and agreed in advance

DOCUMENTATION YOU MUST KEEP ON FILE

- ☐ Signed employment contract and Social Security registration
- ☐ Monthly payslips and proof of payment
- ☐ Risk assessment and preventive measures plan
- ☐ Preventive information and equipment record (Annex A)
- ☐ The employee's preventive training certificate
- ☐ Key handover document (Annex B) and confidentiality undertaking (Annex C)
- ☐ Relevant written communications: incidents, warnings, agreements

Keep everything throughout the employment relationship and, afterwards, for the applicable legal periods. In the event of an inspection or a dispute, this file is your main protection.

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Documents to sign

PART 3 · Four documents, three signatures, once only

These templates record what you have handed over and explained. They do not replace the employment contract or any document that must be drafted by a professional: they are the evidence that you have complied with your information and equipment obligations. Print them, sign them on the first day and keep them with the rest of the file.

INDEX OF ANNEXES

- **Annex A** · Preventive information and protective equipment record — *signed*
- **Annex B** · Handover of keys and access — *signed*
- **Annex C** · Confidentiality undertaking — *signed*
- **Annex D** · House rules and emergency contacts — *working document, not a legal instrument*

What you will not find here. We do not include templates for the employment contract, payslips, dismissal letters or final settlements. These must be adapted to each situation and a formal error carries financial consequences. For those, rely on a labour advisor — we can recommend a trusted one in your city.

// A

Preventive information and protective equipment record

Occupational Risk Prevention — Royal Decree 893/2024

Employer · Full name

ID number (DNI / NIE)

Employee · Full name

ID number (DNI / NIE)

Address where the service is provided

Date

The employee declares that she has received from the employer the occupational risk prevention information corresponding to her position, and confirms having received an explanation of:

- ☐ The risks associated with the tasks she will perform
- ☐ The preventive measures to follow and the safe use of products and equipment
- ☐ Basic emergency procedures and the safety rules of the home
- ☐ Her right to stop work in the event of serious and imminent risk
- ☐ Her right to free preventive training through eFundae
- ☐ Her right to protection against violence and harassment

PROTECTIVE EQUIPMENT HANDED OVER (IF APPLICABLE)

- | | |
|--|---|
| ☐ Cleaning gloves | ☐ Heat-resistant gloves |
| ☐ Face mask | ☐ Protective goggles |
| ☐ Non-slip footwear | ☐ Apron or work clothing |

Other equipment handed over

She undertakes to follow the instructions received and to report any situation that may pose a risk to her safety or that of others.

Employee signature

Employer signature

// B

Handover of keys and access

Where applicable

We recommend waiting between 2 and 4 weeks before handing over keys giving independent access to the home. The following are handed over:

- ☐ House key
- ☐ Building entrance key
- ☐ Garage key or remote
- ☐ Storage room key
- ☐ Alarm code or remote
- ☐ Other: _____

The employee undertakes not to make copies without authorisation and to return all keys and access devices at the end of the employment relationship.

Date of handover

Date of return

Employee signature

Employer signature

// c

Confidentiality undertaking

Recommended in all cases

The employee undertakes to maintain absolute confidentiality regarding all information to which she has access by reason of her work in the home, and in particular:

PROTECTED INFORMATION

- Family and personal information
- Personal data of any member of the household
- The family's financial situation
- The address and location of the home
- The family's routines and schedule

HOME SECURITY

- Alarm codes and security systems
- Keys and access devices
- Photographs and images of the home or the family
- Medical or health information
- Any household document

This obligation applies throughout the employment relationship and remains in force after it ends.

Place and date

Employee signature

Employer signature

// D

House rules and emergency contacts

Working document · Fill it in with the professional during the first days

This is not a legal instrument: it is the conversation that prevents most misunderstandings. Fill it in together, without rushing, and leave it somewhere visible in the house.

HOURS AND ROUTINE

Usual schedule, breaks and pauses, days off, how to report lateness or an absence

THE HOUSE

Restricted areas, authorised and prohibited products, use of appliances, waste and recycling

LIVING TOGETHER

Mobile phone use during working hours, visitors, pets, meals, allergies and food preferences

CHILDREN OR PEOPLE IN HER CARE

Routines and schedules, agreed rules, medication, allergies or special care

EMERGENCY CONTACTS

General emergencies: 112. Main and second contact, health centre and hospital, first-aid kit, fuse box and water stopcock

Employee signature

Employer signature

We're here whenever you need us

Your relationship with Maids & Co doesn't end at the hire

Throughout the guarantee period we remain your point of support. If something isn't working, if you have a legal question, or if you simply don't know how to approach an awkward conversation with the professional, write to us before it becomes a problem.

STEP-BY-STEP GUIDES ON OUR BLOG

How to fill in the contract, with downloadable templates for permanent and fixed-term contracts:
maidsespana.es/blog/modelo-contrato-empleada-hogar

How to register her with Social Security through Import@ss, step by step:
maidsespana.es/blog/como-tramitar-alta-empleada-de-hogar-seguridad-social

How to prepare the payslip, with an Excel template:
maidsespana.es/blog/como-hacer-una-nomina-para-una-empleada-de-hogar

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Response time: within 24 hours on working days

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