



LEAVE PAID: WHAT OBLIGATIONS FOR EMPLOYMENT ?

The acquisition of paid leave is made from **1 June N to 31 May N+1** (except collective or branch agreement providing for another period).

Acquisition of paid leave: during periods of actual work and absences treated as actual work (for example: maternity leave, paternity leave, absence from work for work accidents, etc.):



- **2.5 working days or 2.08 open days per month ;**
- **30 working days or 25 open days per year ;**
- **5 weeks of paid leave = 4 weeks of primary leave + 5th week.**

- **Ensure equal treatment and respect for the constraints of the employee (family, multi-employers, etc.).**
- **Vigilance on company usage: what were the previous practices?**

JANUARY TO FEBRUARY

TO BE DONE BEFORE MARCH 1

- 1 Define the period of leave with pay (except collective agreement);
2. Display the period of paid leave taken in the company;
3. Specify the procedure for taking paid leave (for example: submission of an application form, entry on an online tool, etc.).

MARCH TO APRIL

1. ORDER OF DEPARTURES ON LEAVE

Take into account the professional and personal circumstances of employees.

TO BE DONE 1 MONTH BEFORE THE DATES REQUESTED

2. SHOW DEPARTURE DATES ON LEAVE

Collect the wishes of employees more than one month before the desired leave dates.

MARCH TO MAY

DEFERRAL OF LEAVE NOT TAKEN?

- Vigilance on usage;
- Ensure that employees are informed beforehand of the remaining days to be taken;
- Organize or even impose the taking of days to neutralize the paid leave counter

MARCH TO OCTOBER

LEGAL PERIOD OF PRINCIPAL LEAVE

- Organize the 4 weeks of the main leave in one or several times;
- Provide that at least one of the catches totals 2 consecutive weeks.

TO BE DONE AFTER THE OCTOBER 31

Calculate entitlement to additional days of leave following the splitting of the main leave (except individual or collective waivers):

- **+ 1 day if 3 to 5 working days** of the main leave are taken after 31 October;
- **+ 2 days if 6 days or more** are taken outside the period.

LEAVE IS A RIGHT TO REST:

he employer shall ensure that paid leave earned by employees is taken. He may impose leave with pay and, if necessary, modify the order and dates of departure for leave, subject to a minimum one-month notice period and any collective agreement in force.

! THE ESC MUST BE COLLABORATIVE:

- Definition of time off;
- Definition of the order of departures;
- The ESC must be informed beforehand in case of denunciation of a use.

Our legal department remains at your disposal to study the management of your staff. Do not hesitate to contact us.