



# PAID LEAVE

## TO THE POINT



Every year, each employee is entitled to **5 weeks of paid vacation** and can earn up to **2 additional days**.



At FMM, paid leave is earned on the basis of the calendar year, from **January 1<sup>st</sup> to December 31<sup>st</sup>**.

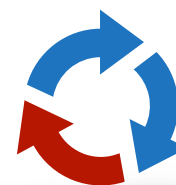


These vacation days need to be taken in part between **May 1<sup>st</sup> and October 31<sup>st</sup>**.

## ACQUISITION

- ➔ Employees start earning vacation days as of their first day of work. **You can request vacation days as soon as you are hired**, without having to wait for the following year. Otherwise, vacation days earned over a period of one calendar year (**5 weeks**) can be used at the **start of the following year**.
- ➔ If the number of vacation days obtained is not a whole number, for example if the period of employment is less than a year, the number of vacation days given is **rounded up to the nearest whole number**.

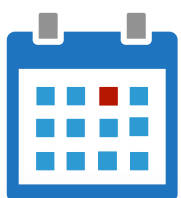
CATEGORY	#DAYS EARNED PER MONTH WORKED	#VACATION DAYS PER YEAR
JOURNALISTS	2,91 days	35 days



*N.B. figures are expressed in calendar days (1 week = 7 calendar days)*

- ➔ You must use up all your paid vacation **at the very latest by December 31<sup>st</sup>** of the year following the year of their acquisition.
- ➔ **Postponing your paid leave beyond Dec. 31<sup>st</sup> is only possible in these cases:**
  1. Following a **maternity leave** or **adoption leave**.
  2. In the case of **sick leave** that falls **ahead of your originally placed vacation leave**
  3. To **finance part of a sabbatical leave**, but this only concerns paid leave owed the employee over 28 calendar days (i.e. 5<sup>th</sup> week + additional 2 days). This can be repeated up to **6 years in a row**.

## HOW TO REQUEST HOLIDAY LEAVE



LENGTH OF LEAVE	MINIMUM DELAY TO REQUEST LEAVE (OUTSIDE OF SCHOOL VACATIONS)	EMPLOYERS' RESPONSE TIME (FOLLOWING THE REQUEST)
LESS THAN ONE WEEK	<b>3 days</b> before the beginning of leave *	<b>2 days</b> **
MORE THAN ONE WEEK	<b>3 weeks</b> before the beginning of leave *	<b>14 days</b> **

*\* This delay can be shorter with management's approval*

*\*\* Past this delay, a non-response from management means the leave has been accepted*

- ➔➔ **For paid leave during school holidays**, planning will determine a due date in **April** for **summer holidays**, and in **October** for the **end-of-year holidays**. Here, the delay for validation is usually **one month**.

**N.B.** Once your leave has been approved, planning is not allowed to modify the dates **less than one month before your scheduled departure**. You can refuse a last-minute modification, and you will not be considered at fault.

- ➔ When approving employees' vacation dates, the employer takes into account their **family situation**, particularly the **possible vacation dates of their spouses or PACS partners**, the presence in the family of a **disabled child or adult** or a **dependent elderly family member**.
- ➔ Spouses or PACS partners working at FMM have the right to simultaneous paid leave.
- ➔ **At least 14 days** must be taken in a row **between May 1<sup>st</sup> and October 31<sup>st</sup>**.
- ➔ You are entitled to take **as many as four weeks** (28 days) of paid leave **in a row**.
- ➔ **The 5<sup>th</sup> week must be taken separately**. Exceptions can be made due to **geographical constraints**, or due to the **presence in the family of a disabled child or adult** or a **dependent elderly family member**.

➤➤ **France 24 employees:** Four weeks must be taken as **whole weeks** (*i.e.* 7 consecutive days) while the 5<sup>th</sup> week is broken up into **7 calendar days** that can be used individually.

## ! EXTRA VACATION DAYS



In order to encourage employees take their vacation days during the period required by law (May 1<sup>st</sup>-Oct. 31<sup>st</sup>), extra days are given to those who take their days in the following ways:

#VACATION DAYS TAKEN BETWEEN MAY 1 AND OCT 31 *	EXTRA VACATION DAYS GIVEN **
> More than <b>2 weeks and 1 day</b> but less than 3 weeks	<b>1 day</b>
> More than <b>3 weeks</b>	<b>2 days</b>

\* Consecutively or not \*\* These extra vacation days **must be used before Dec. 31<sup>st</sup>**. They can also be put on your [Compte Epargne Temps \(CET\)](#) - a savings account where you can put aside days to be **used** or **paid** at a later date.



## GOOD TO KNOW

- You cannot perform another paid activity during your paid leave. This is considered a **professional fault** and could potentially bring on **legal retribution** in the form of damages from France's unemployment insurance regime. However, it is permitted to have a **contrat vendanges** (work in wine fields) during your paid leave. (Vive la France!)
- The employer is legally required to ensure an employee's right to vacation time. In case of litigation, the burden of proof falls upon him.
- Part-time employees receive the same number of days of paid leave as full-time employees
- **PAID LEAVE AND ILLNESS:**
  - If you fall ill **during** your paid leave, you are **not entitled to prolong or postpone your paid leave** and no financial compensation can be given. This jurisprudence is nonetheless contrary to EU jurisprudence and could eventually evolve.
  - If you fall ill **before** the departure date of your paid leave, the days not taken are **not lost**, but **postponed** to after the date you come back to work. This is true **even if this makes the days fall after December 31<sup>st</sup>**.