

Organizing my working life

Leave and absences

Paid leave (CP)

- Vesting period from June 1st to May 31 : 2.5 working days/month.
- Paid holiday entitlement can be taken as soon as it is accrued, contact your HRBP.

Legal obligation to take 12 consecutive working days between May 1st and October 31.

Non-executive

Employee's age	-	< 44 years				> 45 years		
Seniority	< 2	2-14	15-19	20-29	30 et +	2-19	20-29	30 et +
CP (days)	25	26	27	28	29	27	28	29

Executive

Employee's age	-	< 35 years		35 to 54 y	> 55 years	
Seniority	< 1	1	2 et +	2 et +	2-19	20 et +
CP (days)	25	27	27	28	28	29

Nota : these conditions do not apply to IGE.

Special cases

In the event of a shift in paid leave already validated, imposed by the company within one month before departure:

- 1st week shifted = 2 additional days of CP days, plus 1 day per additional week shifted: 5 days maximum of compensation.
- Expenses incurred before the announcement of the delay reimbursed on presentation of receipts.

If an employee, on leave is recalled at the company's request:

- 2 additional days off, with expenses incurred by the recall reimbursed on documentary evidence..

Holiday pay accrued during sick leave

- Accrual: 2 days of paid leave per month (valid at 24 April 2024) up to 24 days per year (except sick leave for occupational disease: up to 30 days).
- Deadline for postponement of paid leave: 15 months from the employee's return.
- Retroactive to 1/9/2009: claims must be made before 24/4/26. Only applicable for periods over 1 year.
- Only employees no longer employed (resigned, retired, etc.) between 24/4/2021 and 24/4/2024 may make a legal claim for compensation for holiday leave.

Events

- Pro-rata allocation to the number of days worked.
- Employees on shift 2 days per week have 2/5 of the days rounded up.

Événements exceptionnels		Duration of absence (in business days)
Weddings or pacs of employee of a Child		7 calendar days
Death child ⁽¹⁾ dependent under 25 years or child himself parent		14 days split + 8 days of split bereavement leave managed by CPAM. Schneider complements CPAM's IJ
	child over 25 years	12 days
	spouse (Married spouse, partner of pacs, cohabiting partner)	5 days
	father or mother	5 days
	brother or sister, grandparent or grandchild, step-parent	3 days
	brother-in-law/sister-in-law, son-in-law, daughter-in-law	3 days
	less close relative (aunt, uncle, nephew, niece, cousin)	Funeral day
	Birth leave/adoption for the spouse/partner of the mother	3 days
	Announcement of a child disability	5 days
	Specific situation (fire, robbery...)	1 day (for SEI and SEF)
Community involvement		
	Missions within associations supported by the Schneider Foundation	20 h per year

(1) Protection against potential dismissal for 13 weeks following the death of a child (law n°2020-692 of June 8th, of 2020)

JRTT

Vesting period: January 1st to December 31		Category of JRTT			Total
		bridge day	JRTT	others	
SEI-SEF	Non-executive	3	4 AANC	11	18
	Executive	3	5 forfait	11	19
	Shift employee	refer to local agreements			
Subsidiaries		refer to local agreements			
Top management (package)		3	5	0	8

