

Organizing my working life

Monitoring and recording working hours

Terms and conditions

- Several working time tracking systems coexist depending on the site and local agreements.
- Working conditions are determined based on the type of job and the autonomy required to perform the job, as well as the needs of the various entities within the group.
- Time tracking using a badge: unchanged.
- Time tracking without a badge: via PayLink. Time tracking is carried out by automatically incrementing the days worked with the reference schedule (generally 7 hours and 36 minutes).

- Absences entered in PayLink are deducted from the days worked. A cumulative total is calculated monthly and annually.
- Work-life balance (right to disconnect) must be maintained: managers are required to ensure that the workload is compatible with effective rest periods..

In the event of excessive workload, report this in writing to your manager.

Type of employment	According to rules and agreements in force at the establishment.			
	Working hours	Rest periods	Monitoring of working hours	Overtime
A1 to E10 Non-executive employment with collective working hours	Recorded in hours according to the collective working hours schedule	Work: 10 hours max. Rest periods: 11 hours min.	Daily time tracking or declarative in PayLink	Overtime payment
F11 Executive job with fixed hours	Recorded in hours (weekly, monthly or annually).	Work: 10 hours maxi. Rest periods: 11 hours min.	No 'control' of working time (declarative in PayLink)	Overtime payment
F12 to H15 Executive position with fixed days	Defined in days per year.	Work: 10 hours maxi. Rest periods: 11 hours min.	No 'monitoring' of working hours (declared in PayLink)	Not eligible
H16 à I18 Executive position without hourly reference	No restrictions on working hours Not eligible for RTTs except RTT bridges	-	No monitoring of working hours	Not eligible

Part-time work

- Part-time work (or reduced fixed days for managers on a fixed days) is available to all employees except work-study students and interns.
- Part-time working hours range from 70% to 90% of full-time hours. They may be lower at the employee's request if justified by personal circumstances.

Switching to part-time work

- Requests to switch to part-time work must be made with 3 months' notice.
- The manager must respond within one month of receiving the request, and any refusal must be notified in writing.

The amendment to the employment contract is signed for 12 months and is tacitly renewable every 24 months.

Returning to full-time work

- This is done at the employee's request at least 2 months before the end of the period.
- Certain circumstances may modify these rules (illness, specific family situations, etc.).
- The arrangement may be called into question in certain cases where it is incompatible with the job (mobility, changes in scope, etc.).

Part-time employees benefit from the same provisions in terms of remuneration, mobility, career development and training as those granted to full-time employees..

For information, this has an **impact on basic and supplementary pension contributions.**

