

Organizing my working life

Business travels

Definition

- Business travel is where an employee temporarily performs their professional duties outside their usual place of work in connection with their job.

Method of calculating compensation

- Compensation for hours lost due to travel can only be paid in time.
- These rules apply to employees, both managerial and non-managerial, on fixed hourly or fixed days, including work-study students, but not to interns, itinerant technical employees, regular on-site workers, or employees without fixed working hours (VP and above).

Type of employee package		Hourly package	Daily package
Method of calculating recoverable time	For travel during the week For travel time exceeding 13 hours , on-site accommodation is mandatory.	<ul style="list-style-type: none"> • Employees must declare their usual working hours, including their commute between home and their usual place of work and their meal break. • They must then calculate: their total travel time minus 1 hour allowance, minus their usual working time: <ul style="list-style-type: none"> - if the result is less than one hour: no time off in lieu, - above this, they may take 75% of the calculated time off in lieu, up to a maximum of 3 hours, i.e. 2 hours 15 minutes off in lieu per day. See examples below	<ul style="list-style-type: none"> • No compensation
	For travel on a day that is not normally a working day (except for personal reasons)	<ul style="list-style-type: none"> • Departure : <ul style="list-style-type: none"> - before 2 p.m.: 1 day - after 2 p.m.: 1/2 day • Return : <ul style="list-style-type: none"> - before 12 noon: 1/2 day - after 12 noon: 1 day If the journey time is > 6 hours = 1 day	
Terms and conditions and monitoring of time off in lieu		<ul style="list-style-type: none"> • Time off in lieu in hours, half days or full days 	<ul style="list-style-type: none"> • Time off in lieu in half days or full days
		<ul style="list-style-type: none"> • Time off in lieu to be taken no later than 3 months after the journey • Monitoring using a dedicated tool (Paylink) 	

Examples:

- If an employee whose working day usually consists of: 2 x 30 minutes' travel + 7½ hours' work + 1 hour's meal break, **i.e.** 9½ hours, goes on a business trip involving: 2 x 2 hours' travel + 8 hours' work + 1 hour's meal break, **i.e.** 13 hours, they will be entitled to 75% of 2 hours 30 minutes (3 hours 30 minutes difference – 1 hour allowance), **i.e.** approximately 1 hour 50 minutes.
- If an employee leaves on a Sunday afternoon to be at their business trip destination on Monday morning, they are entitled to ½ day's leave, to be taken within 3 months of their trip.