

Organize my personal life

Leave and absences

Paid leave (CP)

- 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 waking days off 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.

Specific 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.

Possible use of days saved in the CET

Upon request to your manager (more details on page 26).

Public holiday falling on a Saturday

Automatic compensation provided that the employee has been on paid leave for the previous five days.

Leave entitlement for new employees

2.5 days of paid leave per month worked. Possibility of taking leave in advance by sending a request by email to your HR department/manager, even if it has not been credited in PayLink.

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 of employee or pacs	of employee	7 calendar days
	of a Child	1 day
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	2 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
Miscarriage leave		no waiting period in the event of sick leave
Specific situation (fire, robbery...)		1 day (for SEI and SEF)

(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

