Organizing your working life

Part-time work chosen

- Part-time work (or reduced fixed days for executives (cadre) on a fixed-days arrangement) 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. Any refusal must be justified and communicated 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**.

Paid leave (CP) is adjusted proportionally when an employee moves to part-time work but a payroll adjustment is made in accordance with the one-tenth rule in october.

Therapeutic Part-Time (TPT)

- Therapeutic part-time (TPT) work does not have to start immediately after a period of sick leave.
- Therapeutic part-time work allows an employee to work between 20% and 80% of their normal working hours after recovering from an illness, a workplace accident, or an occupational disease.
- It is prescribed by the employee's doctor when the employee is not yet able to return to full-time work, but part-time work could support their recovery.
- Once the doctor issues the prescription:
  - The employer provides a certificate confirming their agreement in principle to the part-time work. This document specifies the job role and the corresponding salary.
  - During a medical examination, the occupational health doctor may issue a certificate confirming the employee's suitability for part-time work, in line with the recommendations of the employee's doctor.
- After reviewing all the required documents, the CPAM informs the employee whether daily allowance payments (IJ) will be approved or refused, based on the decision of its medical advisor.

Consequences for Employees

- No impact on paid leave (CP) or on STIP/SIP.
- • Impact on : Retirement pension (qualifying quarters are still counted, but contributions are reduced), MESE (contributions are reduced, but benefits and entitlements are maintained), Insurance and disability coverage (no employee contributions are required) & Profit-sharing and incentive schemes.

Compensation during a therapeutic part-time work arrangement is supplemented by daily benefits paid by the French Health Insurance Fund (CPAM), together with additional benefits provided under the Klésia disability insurance scheme.

The method used to calculate these benefits ensures the maintenance of the employee's net pay.

Note: paid leave (CP) is entered manually for these employees and must be approved by the manager or HRBP.

Network Le RePair

Community of Schneider Electric employees affected by a **chronic illness**, either as **patients**, **former patients**, or **caregivers**

- Through listening and dialogue, Schneider Electric's Le RePair community supports any employee who feels the need for assistance, whether they are a patient, a caregiver, a manager, or a colleague. The community works with them to co-create a return-to-work recovery pathway and to support the team affected by the situation.
- This peer network, unrelated to the medical circuit, calls on volunteer employees who have experienced the illness and can listen and help with returning to and staying in employment.

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