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 working 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 and over	2-19	20-29	30 and over
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 and over	2 and over	2-19	20 and over
CP (days)	25	27	27	28	28	29

Note: 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 postponement was announced will be 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 20).

Public holiday falling on a Saturday
SEI/SEF: automatic recovery, provided one was on paid leave for the preceding five days.
Sarel: the public holiday must be bracketed by a day of paid leave before and a day of paid leave after.

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.

Special events		Duration of absence (in business days)
Marriage or pacs	of employee	7 calendar days
	of a Child	1 day
Death	child [1] dependent under 25 years or child himself a parent	14 days split + 8 days of split bereavement leave managed by CPAM. Schneider Electric supplements the CPAM daily allowance (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 (Parent 1 and Parent 2)		• 1 day of leave • No waiting period applies in the event of sick leave
Specific situation (fire, robbery...)		1 day (for SEI et SEF)

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

Reduced Working Time Days (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