

“What you need to know :”

Every employer is required to grant annual paid vacation and the employee is required to accept it. Vacation cannot be replaced by compensation, except in the event of termination of the employment contract.

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Violations of laws and regulations concerning paid vacations are punishable by a 5th class fine of €1500 per employee concerned.

▶ **Paid vacation rights**

Paid vacation rights are assessed relatively to the reference year, generally 1st June of the previous year to 31st May of the present year.

All employees are entitled to paid vacation, regardless of seniority.

▶ **Acquisition of vacation days**

All employees, regardless of working time, earn 2.5 normal business days (or 2.08 days on which the company is open) per month of effective work.

Certain absences are considered equivalent to effective work for calculation of vacation rights (e.g. maternity leave, compensatory rest periods, paid vacation from the previous year).



See your collective labor agreement for the definition of periods of effective work.



Check whether there are provisions in the event of annualization of work time or a paid vacation fund system.

▶ **The paid vacation period**

Paid vacation periods are set by the collective labor agreement or otherwise by the employer after consulting with the employee representatives.

A main vacation of at least two weeks and no more than four weeks must be taken between 1st May and 31st October.

The vacation period must be posted two months before it starts.

► **Taking paid vacation**

Vacation must be taken each year. Neither the employer nor the employee may ask that vacation be postponed to the following year.

Vacation may not be granted in advance (i.e. before vacation days have been earned via effective work). However, vacation may be taken as soon as the employee is entitled to it.



Ask us : in some cases the law may allow you to carry forward your vacation.



Check your collective labor agreement for criteria as to who has priority in choosing vacation dates.

► **Who goes on vacation when**

The order in which employees take their vacation is set by the employer after consulting the employee representatives.

The order must take family situations into account.

Each employee is to be informed of his vacation dates at least one month in advance.

► **Splitting up vacation time**

Vacation days (other than the 5th week) taken outside of the main vacation period may entitle the employee to additional vacation days.



Ask us : certain events (e.g. sick leave, notice period) may have an impact on paid vacation.

► **Counting vacation days**

The first business day of vacation is the first day when the employee would have worked.

The last business day included in the vacation period counts as a vacation day, even if it is not a day the employee would normally have worked.

► **Vacation remuneration**

Paid vacation remuneration is equal to one tenth of the total remuneration due to the employee for the reference period.

This remuneration cannot be less than the employee would have received had she or he worked during the vacation period.



Make sure that your pay slips show your vacation dates and corresponding remuneration.