

Further information on holiday management

Basic principles:

- Holidays are planned at the beginning of the year, in agreement with the Line Manager, taking into account employees' wishes and the needs of the unit.
- Holiday entitlement starts on 1 January and must be exercised during the ensuing calendar year.
- Since holidays are intended to enable employees to rest and relax, they must comprise a period of two consecutive weeks at least once a year.
- It is the duty of managers to ensure that employees take their holidays and record them in the [Absence Management system](#), to approve any overtime worked and ensure that employees compensate extra hours and overtime within a reasonable time period, taking into account employees' wishes and the unit's essential needs.
- It is the employee's responsibility to systematically update the [Absences Management system](#) so that it shows holidays planned or already taken. It is also their responsibility to validate their holiday balance and make sure their hour balances, if any, are correct at the end of the year.
- In the event of an outstanding holiday balance at the end of the year, employees are requested to take those holidays by 30 April of the following year.

Particularities:

- The Line Manager can determine holiday dates after consultation with the HR Manager, unilaterally and as a last resort, in accordance with the following deadlines :
 - With regard to the outstanding holiday balance of previous years, a deadline of at least one month before the starting date of the holiday.
 - With regard to holidays for the current year, a deadline of at least three months before the starting date of the holiday.
- The payment of these days of untaken holiday is not authorised during the contract period. Nevertheless, the outstanding holiday balance must be used before the end of the employment contract. If this is not the case, and at that time only, the outstanding holiday balance will be paid at the end of the contract and debited to the unit.
- A reduction of the outstanding holiday balance from previous years will be made taking into account the prescription of holiday entitlement dating from before the five-year deadline.
- If the outstanding holiday balance from previous years includes holiday entitlement resulting from a 10-, 15- and/or 20-year loyalty bonus attributed during these last five years and if these holidays cannot be taken for a specific reason, these days can in exceptional cases, on the employee's request, be paid.
- If the employee is transferred to another unit, they are encouraged to take any outstanding holiday prior to the date of transfer and to transfer a maximum of 5 days of outstanding holiday from previous years.
- If the [Absence Management system](#) has not been used for a period of six months, the Absence Management team sends an automatic message to remind the employee of their responsibilities