

## INTRODUCTION

In France, labour relations are governed by the French Labour Code and by collective bargaining agreements (CBA). All employers in France, whose activity is under the scope of a national CBA, have to comply with the provisions of that CBA. When the stipulations of the CBA differ from those of the French Labour Code it is the stipulations that are more favourable to the employee that have to be applied.

SYNTEC collective bargaining agreement (also called “Bureaux d’études Techniques, Cabinets d’ingénieurs conseils, Sociétés de Conseil”) applies notably to companies whose main activity is engineering, consulting, IT services, or the organization of trade fairs and exhibitions.

⇒ *Our advice:* It is very important to determine precisely and certainly the collective bargaining agreement applicable to your company in France. A full study may be necessary.



The main provisions of SYNTEC CBA the following:

### TRIAL PERIOD

#### ▪ Length of trial period

The lengths of trial periods stipulated in SYNTEC CBA are shorter than those imposed by the French Labour Code. Therefore the latter have to be applied.

As a reminder, the legal provisions concerning the maximum length of initial trial periods are the following:

Employees: 2 months maximum

Supervisors and technicians: 3 months maximum

Executive: 4 months maximum

⇒ *Our advice:* Considering recent legislation, we advise you not to renew the trial period.

#### ▪ Termination of the trial period

According to French law and SYNTEC CBA, in case of termination of the trial period, there is a minimum notice period. The various lengths of this notice period should be checked on a case-by-case basis.

### TERMINATION OF THE EMPLOYMENT CONTRACT

#### ▪ Notice period applicable in case of resignation or dismissal

Categories of employees	Resignation or dismissal
« ETAM »	
· Grade 200 to 355	· 1 month · 2 months after 2 years of seniority
· Grade 400 to 500	· 2 months
<b>Executive</b>	· 3 months
<b>Intermittent survey manager</b>	· 1 month · 2 months after 2 years of seniority in case of dismissal

#### ▪ Compensation in case of dismissal

SYNTEC CBA stipulates specific amounts for the dismissal indemnity which is due to the employee when the latter has worked at least two years within the company.

Seniority	<20 ans	≥ 20 ans
ETAM	0,25 month salary for each year of presence <sup>(1)</sup>	0,3 month salary for each year of presence <sup>(1)</sup> . Maximum : 10 months
Executive	1/3 month salary for each year of presence <sup>(1)</sup> . Maximum : 12 months	
Intermittent survey manager	1/5 month salary for each year of presence. Maximum : 7 months	
(1) Prorated to the number of months in case of incomplete years.		

⇒ *Our advice:* We remind you that French Labour Code imposes a legal dismissal indemnity when the employee has at least one year of seniority. This indemnity amounts to 1/5 month salary per year of seniority until 10 years. For more than 10 years of seniority, the indemnity is 1/3 of month salary per year of seniority. You have to have to check which indemnity (legal or as per the CBA) is the most favourable for the employee.

## HOLIDAYS

Employees under SYNTEC CBA may be entitled to additional days of vacation, notably for seniority and for some specific events.

### ▪ Exceptional days of vacation for family-related events

Wedding of the employee: 4 working days  
 Wedding of the employee's child: 1 working day  
 Birth or adoption: 3 working days (only for executives and ETAM)  
 Death of the employee's spouse, parents, or children: 2 working days  
 Death of other relatives: 1 day (please contact us for more details)  
 Illness of the employee's child: 3 to 5 days per year depending on the child's age (stipulation in Labour Code)

### ▪ Additional days of vacation for seniority

ETAM and executives are entitled to 1 additional vacation day for each 5 years of seniority with a maximum of 4 days after 20 years.

## WORK DURATION

Due to the complexity of this issue, we advise you to proceed on a case-by-case basis study.

## ILLNESS AND WORK-RELATED ACCIDENT

For ETAM and Executives, the employer has to contribute to the employee's medical leave indemnification and to maintain a percentage of the employee's net pay (taking into account any indemnification received from Social Security and insurance companies), without any waiting period (i.e. from the first day of absence). The rules explained below apply to any period of 12 consecutive months:

Category	Seniority (a)	Net salary maintained - (IJSS + Provident fund indemnification)
ETAM	> 1 year (b) to < 5 years > 5 years	1 month at 100% + 2 months at 80% (c) 2 months at 100% + 1 month at 80% (c)
Executives	> 1 year (b)	3 months at 100 %
Intermittent survey manager	1/5 month for each year of presence. Maximum : 7 months	
a) If the next level of seniority is reached during the medical leave, the next level of indemnification will be applied for the remaining days of the medical leave. b) The condition of one year of seniority is not required in case of work-related accident or disease. c) Percentages which have to be applied to the gross salary.		

After 90 days of medical leave, the employee's indemnification will be paid by death & disability insurance.

The periods of illness which are compensated are assimilated to effective working time for the calculation of holiday entitlements.

If the employee becomes sick during his/her holidays, his/her holidays are rescheduled when the employee comes back.

*Please see as well the information sheet about Paid Medical Leave.*

## MATERNITY

### ▪ Compensation during maternity leave

For employees with at least 1 year of seniority, the employer has to maintain 100% of the gross pay (taking into account any indemnification received from the Social Security and the Death & Disability insurance company).

### ▪ Reduction in working hours

The pregnant employee may have her working hours reduced by 20 minutes a day after the third month of pregnancy.

*Please see as well the information sheet about Maternity Leave.*

## DEATH & DISABILITY INSURANCE

Under SYNTEC CBA, the employer has to subscribe a compulsory death & disability coverage for the benefit of his employees.

**Insurance companies:** Mederic and URRPIMMEC (Malakoff Mederic's group).

**Beneficiaries:** All the employees belonging to the company's staff in France, excepted for stand-in investigators and intermittent survey managers.

*Please see as well the information sheet about Death & Disability Insurance.*

## GRADING AND REMUNERATION

SYNTEC CBA provides:

- Grade levels: depending on the job tasks, the CBA define position grades, which will notably determine the minimum remuneration to be paid;
- Minimum remuneration to be paid per grade level;
- Vacation bonus: Please see the information sheet about SYNTEC vacation bonus.

**We are at your disposal to assist you.  
Please do not hesitate to contact us.**