



		STATUTORY	GOOD PRACTICE	ABOVE & BEYOND
	Weekly Working Hours	35 hours weekly, additional hours trigger overtime	35 hours weekly	Flexible working hours
	Overtime Compensation	Every hour beyond the weekly 35 hours. Payment varies between 110% and 150% of regular wages	125% minimum pay and/or time off in lieu of remuneration for overtime	150% remote first overtime pay for the entire overtime
••	Paid Time Off	30 days annually Up to 2 additional days for certain employees with extended working hours	Up to 10 additional days off	Unlimited time off with statutory minimum
	Public Holidays	11 public holidays, only Labour Day must be paid	All public holidays paid	Additional time off for Christmas and Easter
Gen	eral benefits			
		Social Security covers this through		
	Pension	Pension ¹ and Old age insurance ²		Up to 5.5% additional monthly contributions
+	Pension Healthcare	•	Private health insurance covering dependents	•
		Pension ¹ and Old age insurance ² Mutuelle (private health insurance)		contributions
	Healthcare	Pension¹ and Old age insurance² Mutuelle (private health insurance) for all employees Work from home allowances and compensations are in place when the employee doesn't have an office at	dependents	contributions Dental and vision insurance €100 allowance and ability to request
	Healthcare Home Office	Pension¹ and Old age insurance² Mutuelle (private health insurance) for all employees Work from home allowances and compensations are in place when the employee doesn't have an office at their disposal Profit-sharing plan negotiated as part	Ergonomic consultation and workstation Bonus plans, such as 13th month pay, year-end or performance-based	Dental and vision insurance €100 allowance and ability to request additional equipment Bonus plans, such as 13th month pay, year-end or

Y	Life Insurance	Prévoyance is mandatory for managers in all industries and to all employees in certain industries	Providing all employees with Prévoyance regardless of the industry	
	Education & Training		Budget for conferences, seminars or mentorship programs	Monthly allowance for training, courses, books or language courses
			Coffee, tea, snacks. Lunch vouchers,	Subsidised or free breakfast

50% of commuting expenses on

public transport

Transport

Full cover of a second-class

transportation card

Full cover for first-class

transport or company car

Meals	Coffee, tea, snacks. Lunch vouchers, tax free up to €5.55	Subsidised or free breakfast and/or lunch; weekly drinks
Wellness Program	Employee Assistance Programme, gym membership	Coaching, massages, language lessons, yoga

Wellness Progra	m	Employee Assistance Programme, gym membership	Coaching, massages, language lessons, yoga
Leave			
Sick Leave	33 days at 80% of gross salary + Paid leave after 4th day, covered by Social Security at 50-90% of earnings, capped at €46 per day	Pay for first 3 days of illness	Top up to 100% of salary
Maternity Leave	16 weeks off, 26 after 3rd child. The pay, covered by Social Security is an average from the 3 previous months, capped at €89.03 per day	Top up to full compensation	Up to 8 additional weeks
Paternity Leave	14 days off⁴, 3 of them paid by the employer, the rest by Social Security, capped at €89.03 per day	Top up to full compensation	Additional 4-8 weeks paternity leave
Adoption Leave	10-22 weeks depending on number of existing and adopted children. The pay, covered by Social Security, is capped at €89.03 a day	Top up to full compensation	Additional 4-8 weeks adoption leave
Parental Leave	Full time or part time unpaid parental leave		

Adoption Leave	covered by Social Security, is capped at €89.03 a day	Top up to full compensation	Additional 4-8 weeks adoption leave
Parental Leave	Full time or part time unpaid parental leave, available for one year. Additional 310 days off if the child has a serious illness		
	 2 days paid leave to care for a child 	. Paid laava when taking care of	

	Parental Leave	Full time or part time unpaid parental leave, available for one year. Additional 310 days off if the child has a serious illness		
*	Carers Leave	 2 days paid leave to care for a child with disability or chronic pathology 3 months unpaid⁵ leave to care for a disabled relative 	 Paid leave when taking care of sick children Top up of the daily caregiver allowance 	Additional to unlimited paid time off to care for sick children
	Bereavement Leave	 2-7 days paid by the employer, varying on relationship Family solidarity covered by Social Security, capped at 3 months, €56.27 per day 	Additional 1 to 2 weeks of paid time off	Unlimited paid time off

	disabled relative		
Bereavement Leave	 2-7 days paid by the employer, varying on relationship Family solidarity covered by Social Security, capped at 3 months, €56.27 per day 	Additional 1 to 2 weeks of paid time off	Unlimited paid time off
Family Leave	 Child birth or adoption: 3 days Wedding or civil union: 4 days Child's wedding: 1 day 	Additional time off for other life events, such as moving houses, child's graduation, charity work	
Sabbatical Leave	6-11 months unpaid leave if employee has been with the company 36 month	One month paid sabbatical	Sabbatical paid for 1-3 months