# **Legal information - Employment law by country**

## **?** Country concerned:

To be completed by the firm

## 1. Legal working hours

- Legal number of working hours per week:
- Authorised daily or weekly breakdown:
- Overtime (conditions, increase, ceiling):
- Legal source:

#### 2. Paid leave

- Number of days earned per month/year:
- Conditions for acquiring and taking leave:
- Exceptional leave (marriage, death, maternity/paternity, etc.):
- Legal source:

#### 3. Medical examination

- Compulsory pre-recruitment medical examination: Yes / No
- Mandatory periodic check-ups: Yes / No
- Legal source:

#### 4. Remuneration

- Legal minimum wage: Yes / No
- Amount (if applicable):
- Compulsory remuneration (13th month, bonuses, etc.):
- Legal source:

## **5.** Employment contract

Mandatory clauses in a written contract:

- Language(s) required:
- Registration formalities (if any):
- Legal source:

## 6. Trial period

- Fixed-term contract: Maximum authorised duration:
- Permanent contract: Maximum authorised duration:
- **Renewal possible:** Yes / No Conditions
- Legal source:

#### 7. Limits on the use of fixed-term contracts

- Authorised use of fixed-term contracts:
- Maximum duration (including renewals):
- Number of authorised renewals:
- Legal source:

## 8. Weekly rest

- Number of consecutive hours of compulsory rest per week:
- Mandatory Sunday rest: Yes / No
- Legal source:

## 9. Staff representation

- Headcount thresholds triggering an obligation of representation:
- Forms of representation (committee, delegates, trade unions, etc.):
- Main tasks:
- Legal source:

### 10. Termination of the employment contract

- Termination at the initiative of the employer
  - Legal grounds for dismissal: (e.g. economic reasons, professional inadequacy, misconduct, etc.)
  - Is fraud considered a legitimate reason for termination of the employment contract by the employer? Yes/No

- If yes, what is the procedure for this type of dismissal?

  (e.g. documents to be provided, deadlines to be met, compulsory steps, possible intervention by an authority, etc.).
- **Procedure to be followed:** (summons, interview, notification, deadlines, etc.)
- Notice period: duration and conditions
- **Possible compensation:** (redundancy, paid leave, seniority, etc.)
- Possible remedies available to the employee:
- Are there any specific legal provisions that allow for the termination of a permanent contract when a project ends? If so, what are the obligations (notice period, severance pay, justification, etc.)?
- Legal source:
- Termination at the employee's initiative
  - Resignation conditions:
  - Advance notice required: Yes / No Duration
  - Procedure to be followed:
  - Compensation, if any:
  - Legal source:
- Termination by mutual agreement (conventional termination or equivalent)
  - Legal existence of such a system: Yes / No
  - Procedure to be followed:
  - Compensation: Yes / No Calculation
  - Approval required: Yes / No
  - Legal source:
- Other specific cases of termination
  - End of fixed-term contract (scheduled or early termination):
  - Termination during trial period (by employer or employee):
  - Force majeure, incapacity, death, etc.:
  - Legal source:

#### 11. Health Insurance

- What are the employer's obligations regarding insurance for employees (health, occupational accidents, supplementary individual insurance)?
- Legal source:

$\triangle$	Name of firm:
	Date updated:

**L**egal contact:

**Contact / Email:**