

## PART-TIME WORK

### GUIDE TO THE COMMISSION'S RULES AND PROCEDURES

#### I. ARRANGEMENTS AVAILABLE

##### 1. STANDARD HALF-TIME

- Working either half-days or whole days to total half the normal working hours each month.
- The minimum period that half time may be worked is one month and the maximum one year (renewable).

##### 2. SPECIAL PART-TIME

- For special part-time arrangements counted as a certain number of days the salary is reduced as follows:
  - for 11 whole days or 22 half-days: 50% of your basic salary for one month;
  - for 22 whole days or 44 half-days: 50% of your basic salary for two months.

You have to specify in your application when you plan to take time off (not more than half the working days in each month). You can apply for up to three times 22 whole days a year.

##### 3. THREE-QUARTERS-TIME

- **You have to work 28 hours a week**, with a maximum of 10 hours a day and a minimum lunch break of half an hour.

For instance: 4 days of 7 hours plus a minimum of half an hour for lunch, making 7 1/2 hours from arriving at the office to leaving.

5 days of 5 hours 36 minutes plus a minimum of half an hour for lunch, making 6 hours 6 minutes from arriving at the office to leaving.

#### II. HOW TO APPLY

The application form is available in Euroforms (click on the Euroforms icon and then on 'Forms' on the first menu bar and select 'Congé/CCP' and then 'Demande temps partiel' in the sub-menu).

a) Priority is given to applications on the grounds of:

family commitments: caring for young (up to the age of 14) or handicapped children or a close relative suffering from a long-term illness;

b) Other possible grounds for applying to work part time:

further studies;

preparation for retirement (from the age of 55); health problems, where the Medical Service does not accept that there are grounds for medical half-time; spouse living abroad.

**First step:**

- **At least two months before you wish to start working part time** submit your application form as follows:
  - through the official channels (Head of Unit — Director — Head of Human Resources in your DG);
  - send a copy to DG ADMIN.A4.

Applications are considered by the Committee on Part-time Work, which meets once a month. DG ADMIN.A4 informs the DGs of the Committee's opinions.

**Second step:**

- Decision of the appointing authority (the Director-General or in some cases the Head of Human Resources)
  - Your Head of Human Resources notifies you of the decision.
  - The Head of Human Resources sends a copy of the notification and the original application, duly signed, to DG ADMIN.A4.
  - DG ADMIN.A4 records the fact that you are working part time so that the appropriate deductions can be made from your salary.

**Third step:**

- If you do not wish to renew your application to work part time, you must notify Ms I. Chevolet in DG ADMIN.A4 (tel. 53780) one month before your part-time ends.
- If you do wish to renew your application to work part time, you must submit a renewal application at least two months in advance.

**III. REMUNERATION**

While working half time you receive 50% of your basic salary (75% for three-quarters-time), but the child allowance and education allowance are paid in full, and your contributions to the sickness insurance scheme and the pension scheme are calculated on the basis of your full basic salary.

Under special part-time arrangements you are entitled to 50% of your basic salary for the months from which days off are deducted (11 whole days or 22 half-days = 1 month at

50%, 22 whole days or 44 half-days = 2 months at 50%) and to your full salary for the remainder of the period. For instance, if you take 22 whole days at the rate of one a week, the first two months are paid at 50% and the rest at 100% until you have taken your 22 days.

To avoid any problems with the payment of your salary, you must **submit your application on time** and report any changes as soon as possible to the person responsible in DG ADMIN.A4.

While you are working part time, you must not have any other gainful employment, nor can you work overtime.

#### **IV. CANCELLATION OF PART-TIME**

If you have to take **sick leave** while you are working part time you can, in exceptional cases, request that the part-time arrangement be cancelled. Decisions are taken on a case-by-case basis in the light of the length of time you are ill in relation to the period of part-time work and whether your illness prevents you from meeting your objectives in working part time. Example: your reason for applying to work part time was to look after your children and you are unable to do so because you have to go into hospital. If you apply for cancellation, you must give the reasons for your request and provide the appropriate supporting documents. **The decision rests with the Appointing Authority of your DG** (where appropriate in liaison with the Head of Human Resources).

The Appointing Authority can withdraw the authorisation to work part time before the expiry date if the grounds cease to apply. You will be given one month's notice. Similarly you may cancel your part-time arrangement at one month's notice.

The **cancellation application form** can be obtained from Ms I. Chevolet in DG ADMIN.A4 (tel. 53780).

#### **V. ANNUAL LEAVE**

When you work part time, your leave entitlement is reduced.

If you have any questions about leave, you should contact the leave office in your DG's Resources Unit.