Paid Leave in France

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Introduction

- Expectations?
- Previous knowledge?
- Previous experiences?
- Question when needed!

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Annual leave / Holidays

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Annual leave

- Difficult to understand, both for foreign companies and French employees
- Multiple reference periods, deadlines, etc…
- International HR information systems face issues

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On the payslips

	Congés N-1	Congés N
Acquis	18.00	12.50
Pris	18.00	5.00
Solde		7.50

- Congés N-1 = annual leave of the previous period
- Congés N = current period

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Accrual

- Different from the UK
- Not 25 days at the beginning of the year
- Accrued each month
- Only accrued leave can be used
- Leave cannot be deducted from the last pay
- It’s important to monitor payslips

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Accrual

- The legal number of yearly annual leave is 30 days
- “jours ouvrables = Monday to Saturday
- A week of holiday = 6 days used
- 30 / 6 means 5 weeks of annual leave.
- 2.5 days accrued per month

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Accrual

- Many companies opt for a 25 days yearly allowance
- “jours ouvrés” = Monday to Friday.
- A week of holiday = 5 days
- 2.08 days accrued per month
- Check your CBA!

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Any questions?

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Accrual: reference period

- Accrual is done during a “reference period”
- From 01/06/Y to 31/05/Y+1
- Days accrued during a period should theoretically be used during the next period
- Since 2016 employees can spend their holiday as soon as they accrue it.

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Accrual and part time work

- No prorate of annual leave
- Part time workers accrue normally…
- … but also spends normally

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Spending the days

- Before 2016 = annual leave had to be saved to be spent on the next reference period
- Now, employees can spend their accrued annual leave as soon as they accrue it
- Unpaid leave is an option
- Avoid “lending” days

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Any questions?

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Spending the days ; Rules

- Summer period (from 01/05 to 31/10)
  - minimum of 2 consecutive weeks
  - maximum of 4 consecutive weeks
- Fifth week must be spent outside of the summer period
- The employer determines the order in which leave is taken

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Spending the days ; Rules

- Take into account:
  - family status
  - length of service
  - activity with one or more other employers
- Annual leave must be spent within 1 year of ending of reference period
- Roll over is optional. Usually, 5 days is acceptable.

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Best practice

- Employer has an obligation to grant leave
- Employee has an obligation to take leave
- Chase and keep evidence
- Duty as an employer to make sure employees have time to rest
- Unspent holidays cannot be paid

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Specific cases

- Split leave
- Accrual during sick leave
- Accrual during work accident or work related illness
- Sickness before or during their vacation period

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Extra notes

- Changing the reference period
- Potential payroll issues
- Issues with HRIS

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Any questions?

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Justified absences

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Sick leave

- Frequent source of absence
- Process is different compared to the UK
  - No self-certification
  - No “sick days” allowance
  - No questions asked

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Childcare leave

- Goal
- Conditions
  - Open to any employee
  - Child < 16 years old
  - Medical evidence provided
- 3 days per year
- Unpaid (except if CBA provides for it)

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Maternity leave

- Governed by the Labour code
- Compulsory
- Duration varies

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Maternity leave

Duration

Status of the child to be born	Length of antenatal leave	Length of postnatal leave	Total length of leave
1st	6 weeks	10 weeks	16 weeks
2nd	6 weeks	10 weeks	16 weeks
3rd or more	8 weeks	18 weeks	26 weeks

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Congé de naissance

- No requirement or conditions
- Compulsory
- 3 working days
- Start date is not chosen
- Pay is normal
- Employee must provide a birth certificate

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Paternity leave

Duration

- 25 calendar days (for one child)
- Two separate periods
  - 4 calendar days: compulsory
  - 21 calendar days: optional
- 6 months delay
- Unpaid (but check CBA)

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Congé supplémentaire de naissance

- New: July 2026
- For parents who used their “normal” leave
- One or two months, consecutive or not
- Paid by administration
- 70% / 60% of net salary

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Congé parental d'éducation

Parental leave

- Following a birth or adoption
- Conditions
- Two types of parental leave:
  - Full leave (contract is suspended)
  - Part-time work
- Initial duration of 1 year
- Can be extended twice

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Any questions?

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Congés pour événements familiaux

- No LoS requirement
- Paid
- Cannot be deducted from annual leave entitlement
- Wedding: 4 days
- Wedding of a child: 1 day
- Death of a family member: varies
- Always check the Convention Collective

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Other justified leave

- Public holiday
- Réduction du temps de travail (RTT)

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Thank you

- Baptiste@viridianhr.co.uk
- We will send you a post-training form
- Thank you in advance for your feedback!

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