

RELOAD Summary - Part-time / Reduced daily rate

An employee wishing to **reduce his or her activity rate** may request* a **part-time arrangement** (management in hours) or a **reduced daily rate** (in the case of a 214 daily rate). The general principle is as follows (a typical year is taken as an example):



The use of such a scheme requires an **amendment to the employment contract** for a period of 12 months, based on the calendar year, and tacitly renewable.

However, it is possible to join during the year.

Remuneration is calculated in proportion to the activity rate.

- The inactivity is to be taken **by full day or half day**.
- A **provisional schedule** is set **at the beginning of the year** (but can be modified afterward).
- Inactivity cannot **be placed in CET or carried over to the following year** (unless there are operational constraints: balance to be taken in the first quarter of N+1)

The possible** **activity rates** are:
50%, 60%, 70%, 80% or 90%.

Such an arrangement can **be combined with shift work** if the organisation allows it.

Apprenticeship employees and trainees are excluded.

** Note - The above rates of activity are those that apply to all arrangements involving part-time work/reduced daily rates (parental leave, use of long-term leave, therapeutic part-time work, business creation leave, etc.). Access to the 50% and 60% rates is only possible if the legal constraints in force on part-time work are respected (for management in hours).



The **workload and objectives** of employees on part-time/Reduced daily rate contracts **are adapted to their activity rate**. They benefit from **the same provisions** in terms of **career development, mobility and training**. The criteria for **evaluating performance and awarding increases** are **not dependent on the activity rate**.

* The request (for personal reasons) must be made in writing to the line manager and Human Resources with a minimum of 3 months' notice, and a reply must be given within 2 months of the request. Acceptance of the request is reflected in an amendment to the employment contract.