



France



A3.1 Core Benefits

Pension

Employees participate in 2 levels of compulsory pension schemes: a general state pension scheme and a supplementary pension scheme, negotiated and managed by way of collective bargaining agreements. The institution for your supplementary pension is either AG2R Prévoyance or GNP, depending upon your location.

Contributions correspond to the employee's salary, with the employee contributing 40% and the employer 60%.

More details can be found on the applicable Collective Bargaining Agreement (Conventions Collectives Nationales, Import-Export).

Medical Benefits

Health Insurance

All Intralox France employees receive health insurance coverage through a compulsory collective (Mutuelle) health insurance scheme with Ipsec. The scheme covers reimbursements for medical costs including routine medical procedure, hospitalization, optical fees (including frame & glasses), and dental expenditures. The plan also covers optional enrollment for dependents.

Intralox pays 100% of your premium, meaning you pay no contributions to this scheme.

Accident Insurance

Accident insurance is covered by Social Security.

For employees with incomes up to a set annual limit, Intralox pays 1.5% per Euro premium. For employees with incomes above the lower limit but below the higher limit, Intralox pays 0.33% per Euro premium while the employee pays 0.27% per Euro premium.

Group Life Insurance

Please see the EMEA Benefits page for details here: www.laitrambenefits.com/emea-benefits

A3.3 Planned Time Off

Holiday Year

June – May (for Vacation and Seniority Days)

January 1- December 31 (for RTT)

A3.3.1 Public Holidays

At the beginning of each calendar year, Intralox will publish a list of that year's public holiday observances. Although holidays may vary from year to year, the typical observances are:

- New Year's Day
- Epiphany
- Good Friday
- Labor Day
- Assumption
- National Day
- All Saints Day
- Constitution Day
- Immaculate Conception Day
- Christmas Day.



Meet Modbot, your appendix guide



A3.3.2 Holidays

Every Intralox France employee is entitled to 25 statutory vacation days per year. Holiday hours are accrued during the calendar year from June – May and are calculated pro-rata for part-time employees, based upon the hours stated in their employment contract. Vacation days must be used within one year of the annual holiday period in which they were accrued so, for the period of June 1–May 31, any unused holiday will expire on May 31 the following year.

Every employee is also entitled to 12 additional statutory vacation days, or Réduction du temps de travail (RTT), per year. RTT hours are accrued during the calendar year from January - December and are calculated pro-rata for part-time employees, based upon the hours stated in their employment contract. RTT hours cannot be carried over and expire after the accrued period.

Per Intralox's Collective Bargaining Agreement, employees having more than 15 years of continued employment with Intralox are celebrated with additional paid holidays as follows:

- 15–19 years: 1 day
- 20–24 years: 2 days
- 25–29 years: 3 days
- 30+ years: 4 days

Untaken seniority days expire at the end of the relevant holiday year.

A3.3.4 Exceptional Leave Entitlement

Maternity Leave

Congratulations on the pending arrival of your little one!

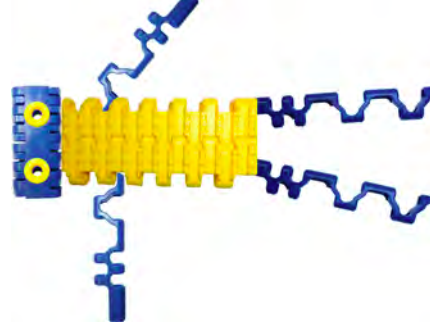
Intralox France employees are entitled to 16 weeks' statutory maternity leave: 6 weeks prior to birth and 10 weeks after. Women expecting multiples are entitled to an additional paid maternity leave, as are those who already have 2 or more children or experience medical complications.

	Before giving birth	After giving birth	Total duration
General – 1st child and 2nd child	6 weeks	10 weeks	16 weeks
General – 3rd child	8 weeks	18 weeks	26 weeks
Twin birth	12 weeks	22 weeks	34 weeks
Triplets or more	24 weeks	22 weeks	46 weeks

During maternity leave, you will receive compensation from the Social Security State Sickness Insurance Fund, Caisse Primaire d'Assurance Maladie (CPAM), provided you have contributed to social security for at least 10 months before the expected birth date, have worked at least 200 hours during the 3 months before pregnancy or the beginning of the prenatal maternity leave, and stop work for at least 8 weeks. Intralox must provide the CPAM with a certificate demonstrating that your social security payments were made during the relevant time period so that CPAM may determine your eligibility for maternity pay.

Please inform your Manager or Supervisor when you intend to take maternity leave (including start and end dates). Also share this information, including medical certificate to confirm pregnancy to **HR.EU@Intralox.com** and **Payroll.France@Intralox.com**.

You will continue to accrue vacation days during your maternity leave but will be ineligible to accrue RTT days during that time.





Paternity Leave

Parents who did not bear the child, are entitled to 11 calendar days' Paternity leave (congé paternité). This must be taken within 4 months after birth. The Labor Code also states that 3 days' paid leave should be granted on the birth of an employee's child (congé de naissance). Please inform your Manager or Supervisor and HR with 1 month's notice.

Parents on paternity leave receive social security payments provided their paternity leave is taken within 4 months after birth.

Parental Leave

Any parent is entitled to up to 52 weeks of parental leave before their child is 3 years old, in addition to their maternity or paternity leave. Parents may stagger or defer their parental leave within those first 3 years and may choose to take parental leave by working reduced weekly hours, with minimum of 16 working hours per week. Full-time parental leave is unpaid, though you will receive a monthly fixed amount from the CAF (Caisse d'Allocations Familiales).

During a full-time parental leave you do not accrue holidays (neither statutory nor RTT). During part-time parental leave, Intralox will pro-rate both your base salary and your holiday accrual according to the number of worked hours.

Please inform your Manager / Supervisor and HR, in advance, of when you intend to begin parental leave / part-time parental leave and for how long you plan to it. If you wish to take parental leave immediately following maternity leave, you must inform **HR.EU@Intralox.com** and **Payroll.France@Intralox.com** at least 1 month before the end of maternity leave.

Benefits After Resignation

When leaving Intralox due to resignation or the end of your contract, you are entitled to your salary up to the last day of the notice period. All benefits received as part of your employment with Intralox terminate the first day after your employment ends. At the end of the employment contract, the employer issues a 'Certificat de Travail' to the employee.

If you received a permanent travel advance during your employment, that amount will be deducted from your last salary payment.

Any untaken accrued vacation days will be paid out in the first payroll after the month of your formal end date.

If there is a commission entitlement, this will be paid as soon as the amount is formally communicated to payroll.

A4.1 At Work

A4.1.2 Sickness

Notification requirement

If you are unable to perform your work due to sickness, accident, or medical procedure, you must report sick to your Manager or Supervisor and provide a medical certificate (arrêt de travail) signed by your general practitioner or specialist and specifying both dates of illness/injury and expected recovery date.

To be eligible for paid sick leave, you must send a copy of your medical certificate to **HR.EU@Intralox.com** and **Payroll.France@Intralox.com** within 48 hours of injury or illness onset. Intralox will then submit this form to the health insurance fund. You will receive full salary during the first 30 days of sick leave, after which payments will decrease per your collective labor agreement.

Availability While Sick

If you are diagnosed as temporarily unfit and are not in hospital or attending work, you must be present at your home address from 9am to 11am and 2pm to 4pm each day (*Decree 2007-1348 and CNAM Circular 10/2008*).

Since Intralox is paying your sick pay, Intralox is entitled to verify that your absence is justified by instructing a doctor to conduct a medical examination (contre-visite médicale).

Absence Interview

In the event of frequent (3 times in 6 months) or long-term (more than 2 consecutive weeks) sickness absence, a personal interview between you, the employee, and your Manager/Supervisor will take place on the first day of your recovery.

The purpose of this interview is to:

- understand to what extent, if any, the cause of sickness absence is work related
- understand other possible causes that might play a role in the sickness absence
- prevent further and/or long-term absence in the future.



Returning to work

To encourage a healthy return to work, a pre-return medical examination (examen de préreprise) is organized by the occupational physician of the physician treating you, the doctor advising the social security organizations, or you, the employee. During the pre-return medical examination the occupational physician may recommend adaptations to the workplace, reclassification and professional training.

In addition, a medical examination is required before returning to work. You are only permitted to return to work if a fit-to-work certificate is issued by the physician. During this fit-to-work examination the occupational health physician may also advise an adjustment or adaptations to the workplace, following the recommendations during the pre-return examination.

Sickness and holidays

Should you become ill during your holiday, report this to your Manager/Supervisor, also indicating how you may be reached and follow the notification requirements. You should change the holiday to sick leave in Kronos as soon as possible, using the pay code 'Sick Personal'.

When you return, please follow the notification requirements and provide the fit-to-work note. If you are sick before an intended holiday and the doctor deems you fit to travel, you should take the holiday using vacation days rather than sick days.

During sick leave, you will continue to accrue vacation and RTT.

Sick Pay

Under the French Labor code, employees who have been employed at least 1 year who are absent from work due to an accident or illness (not relating to work) are entitled to sick pay, provided that they illness / injury is verified by a medical certificate provided within 48 hours, and a follow-up examination if necessary.

If these conditions are met, Intralox will pay full salary during the first 30 days of sick leave, after which payments will decrease as per your collective labor agreement.

