

Framework Rules (Without information on the Special conditions of employment)			LA Conditions		
	Article	Entitlement / Condition	Article	Entitlement / Condition	Conclusion
Legal Framework	Article 1	In force only after the Special Conditions of Employment is in force	N/A	It is in force as of 1 June 2020 for staff recruited after this date. For staff currently in service, there is a 5-months period to decide. Deadline 31 October 2020	
Leave (Annual leave, special leave)					
Annual leave	Article 7 (1)	The number of annual leave days was to be determined by AECC. Therefore, it will be detailed clearly in the special conditions of employment	Article 12	Not less than 20 working days per year calculated in proportion to the period worked	Please check with SCE
Special paid leave	Article 7 (2)	Can be granted by Head of Delegation and AECC - EU Delegation guide	Special Paid Leave decision ADMIN(2020)30	On-going special paid leave are kept and added the following: a) Paternity leave (10 days) b) Birth of disabled or seriously ill child (20 days) c) Adoption of a child with spouse working part time (up to 20 weeks) d) Additional adoption leave (up to 15 weeks with half salary) e) Additional leave for birth of disabled child (up to 19 weeks with half salary) f) Special leave for anniversary of 20, 25, 30, 35... (5 days, no retroactivity) g) Other leave that is not foreseen in the legal framework, can be dealt with on a case-by-case basis.	
Unpaid leave	Article 7 (4)	Head of Delegation to grant/approve up to 30 days; Additional request to be dealt with by AECC in HQ.	Joint Decision C(2019)5686 Article 15	To be granted by relevant AECC	
Maternity leave	Article 16(2)	Not less than 8 weeks	Joint Decision C(2019)5686 Article 16.1	Not less than 20 weeks If the period of leave goes beyond contract duration, contract to be extended accordingly.	
Compensation, accident, health and safety					
Compensation in case of death	Article 15	Surviving spouse or dependent to receive a lump sum - from 3 to 6 months salary.	Joint Decision C(2019)5686 Article 27.1 and 27.4	One salary for each year of service. Maximum 12 years. Based on local social security circumstances, additional lump sum can be authorised.	
Occupational accident*	NA		Joint Decision C(2019)5686 Article 23.1 + Decision Admin(2020)28	Severance Grant up to 12 months + possibility of exceptional case for up to 18 months	
Overtime payment	Article 6.3	Compensation to be determined by AECC (detailed in SCE)	Admin(2020)16	Group I and II not entitled to financial compensation, but are entitled to leave compensation prescribed under Flexitime regime. Overtime hour = 1.5 hours of compensation; Overtime hour on Sunday, public holiday or between 22:00 - 7am = 2 hours.	Please cross check the compensation regime in the Special Conditions of Employment. If better, please liaise with HoA to include it in the derogation on the Delegation Decision.
Sick leave - Medical certificate	Article 17	Within 3 days of the first day of absence	Admin(2020)27	Specific format of medical certificate is required. Clear instruction on whether a medical certificate is necessary. Sick leave before or after annual or special leave - Medical certificate Sick leave without certificate: Cannot exceed 2 days a month, 12 days a year	The implementation decision contains a summary of on-going practice which is in line with EU Delegation guide.
Promotion					
Promotion	Article 4.4	In form of 2 steps within group. Cannot be promoted more than 4 times within a given group	Joint Decision C(2019)5686 Article 9.5 Admin(2020)26	In the form of 2 additional step + 1 step for seniority = 3 steps in total within group. Cannot be promoted for than 4 times within a given group	
Severance Grant					
Severance Grant	Article 16(2)(b)	Only for case of resignation, for staff who has serviced for more than 3 years and up to 12 salaries	Joint Decision C(2019)5686 Article 33.2	For staff who was recruited before 1 June 2020, serviced for more than 3 years, up to 12 salaries for cases of resignation and retirement For cases of occupational decrease or accident, up to 18 months (See above*)	Please therefore cross check Local legislation - if Local legislation prescribes more, you should request a Delegation level derogation
LA Medical					
Medical coverage	CSISLA / Private Health insurance	For those who will NOT sign the new addendum, LA Medical Annex I applies. Admin(2020)23	Admin(2020)23	Annex II applies.	
LA Provident fund					
Provident fund		5% contribution for Local Agents and Employer	Admin(2020)23	In case 75% of Local agents agrees on a request to increase contribution, it is possible to increase the contribution rate up to 10%. (In this case Employer's part will also increase.) Important note: Since the provident fund is considered as a part of annual remuneration, in such case, the monthly salary will decrease adjusting to this change. The only exception is for countries where Provident fund is the only social security system (the country does not have a national social security scheme). The increase from 5 to 10% will be increased by 0.5% yearly.	If you are in a country where a national social security scheme is available, the increase contribution of LA Provident will mean your "in-hand" salaries are reduced. This is not the case if your country does not have any national social security scheme (Provident fund is the only source of social security)
Other matters					
13th month salary	This issue is not covered in the current Framework Rules - Therefore please liaise with Administration if it is necessary to have it detailed in the Delegation level decision.				
Working hours	It will be unchanged - stays at 37.5 hours a week				
Salary revision method	It is not a part of contract. The current method will be in place until June 2021. Depending on the consultation with Trade Unions in HQ, the salary revision method may be modified/changed.				
Function group	Unchanged				
Appeal procedure	Unchanged - Except that you are now required to fill in the designated form and submit your appeal via ARES				