



ETF IMPLEMENTING RULES CONCERNING PART TIME WORK

THE GOVERNING BOARD OF THE ETF,

HAVING regard to the Staff Regulations of Officials and the Conditions of Employment of Other Servants of the European Communities (CEOS), laid down by Council Regulation (EEC, EURATOM, ECSC) No 259/68 last amended by Council Regulation (EC, EURATOM) No 31/2005 of 20 December 2004, and in particular Article 55a of the Staff Regulations and Annex IVa thereto applicable by analogy to other Servants (articles 16, 57 and 91 of the CEOS),

HAVING regard to Council Regulation (EC) N° 1360/90 of 7 May 1990 establishing the European Training Foundation, and notably article 14 thereof,

HAVING regard to Council Regulation (EC) N° 2063/94 of 27 July 1994 and notably article 8 thereof, modifying the rules governing the personnel of the ETF and submitting the latter to the rules and regulations applicable to the Officials and Other Servants of the European Communities,

AFTER consultation of the Staff Committee of ETF and in agreement with the European Commission pursuant to Article 110 of the Staff Regulations,

WHEREAS the Appointing Authority may lay down detailed rules for the application of the part-time work provisions,

HAS DECIDED AS FOLLOWS:

Article 1 - General

1.1 A staff member may seek authorization to work part-time under the conditions laid down in Article 55(a) and in Annex IVa of the Staff Regulations.

Article 2 - Standard part-time work

2.1 Authorization for standard part-time work may be granted for a period of up to three years by applying a percentage of 50, 60, 75, 80 or 90 % to the hours of the normal working week. Standard part-time work shall accordingly be carried out on a weekly basis.

2.2 A daily work schedule must be fixed in advance, the number of hours of which may not exceed 8h30. Where this exceeds 5 hours, a minimum half-hour lunch break has to be included in the daily work schedule.

Article 3 - Special part-time work (time credits)

3.1 Part-time may also be authorized in the form of time credits. In that case, the staff member will be paid as if on half-time work for a period of either one or two months and will be accordingly entitled to take 10 ½ full days or 21 half-days off for each month of half-time remuneration.

3.2 Time taken off may not exceed half the working days of a given month.

3.3 The total time off taken in the form of time credits per year may not exceed the equivalent of 42 days.

Article 4 - Procedure

4.1 A staff member wishing to work part-time shall apply for authorization in writing through his superior(s) to the Appointing Authority.

4.2 The application for part-time work shall specify the reason for the request, the type of part-time work, the percentage referred to in Article 2, paragraph 2.1, above if applicable, the duration and the daily work schedule.

4.3 The superior(s) shall give an opinion on the application before transmitting it to the Appointing Authority.

4.4 For standard part-time work, a fixed uniform daily reduction of working hours shall be made. If the staff member makes a reasoned request to this effect, the Appointing Authority may authorize alternative weekly working hours, provided that this is compatible with the interest of the service. The working week shall not be less than three days and the working hours of any one day shall not be less than three hours.

4.5 For special part-time work (time credits) the application shall specify the exact dates of the days or half days off.

4.6 The authorization granted by the Appointing Authority shall determine the type of part-time work, its beginning, its duration and the daily work schedule and in the case of special part-time work, the dates of the days or half-days off. The daily work schedule or the alternative weekly working hours shall apply for the whole period for which authorization is granted.

The Appointing Authority shall transmit its decision to the staff member and inform immediately the staff member's superior(s) and the Human Resources Unit.

4.7 Authorization to work part-time may not be refused or postponed where the request relates to the need to care for:

- a child under nine years of age or
- a child aged between nine and twelve years of age if the reduction of working time sought is no more than 20 % of normal working time or
- a seriously ill or disabled spouse, relative in the ascending line, relative in the descending line, brother or sister.

Where a request to work part-time is made in order to take part in further training or after the staff member has reached the age of 55, any refusal or postponement shall be based on exceptional circumstances or overriding service-related reasons which shall be clearly specified.

The refusal or postponement decision shall be transmitted by the Appointing Authority to the staff member and his/her superior(s), and the staff member shall be made aware that he has a right to appeal against this decision in line with article 90 of the Staff Regulations.

4.8 Part-time work should be authorized only under exceptional circumstances during a staff member's probationary period under article 34 of the Staff Regulations and articles 14 and 91 of the CEOS.

Article 5 – Duration

5.1 When the request to work part time is to care for children under twelve years old, the duration shall be from 1 month minimum up to a maximum 3 years, by request, with the possibility of renewal.

5.2 When the request to work part time is to care for seriously ill or disabled spouse, relative in the ascending line, descending line, brother or sister, or to take part in further training, the total of all such periods shall not exceed five years over a career.

5.3 When the request to work part time is to prepare for retirement (i.e from the age of 55), it shall be during the last five years before retirement.

Article 6 - Election or appointment to public office

6.1 A staff member elected or appointed to public office and authorized by the Appointing Authority to discharge his duties on a part-time basis as provided for in article 15 of the Staff Regulations, applicable by analogy to other Servants, shall undertake standard part-time work. The Appointing Authority shall determine the percentage of standard weekly hours to be worked. The duration of the authorization shall correspond to the staff member's term of office.

Article 7 - Parental leave and family leave

7.1 A staff member on parental leave or on family leave who is taking such leave on a half-time basis shall undertake standard part-time work, the weekly working hours being 50 % of the normal working week.

Article 8 - Cancellation of part-time work

8.1 Notwithstanding the possibility of requesting a withdrawal of the authorization to work part-time as provided for in Article 2, first paragraph, of Annex IVa of the Staff Regulations, the staff member may request withdrawal of the authorization with retrospective effect for reasons of sick leave. Such a request may be granted by the Appointing Authority in exceptional cases, taking into account the probable duration of the sick leave, the duration of the part-time work and the fact that the sick leave effectively prevents the official from undertaking the commitments for which he had requested part-time work. In such cases, authorization may be withdrawn with effect from the first day of the month in which the request for withdrawal was addressed to the Appointing Authority. However, where the reason for withdrawal is maternity leave, it may be granted retrospectively for the full duration of this leave if the request was made before the end of the maternity leave.

Article 9 – Leave entitlements

9.1 Annual leave entitlements for a staff member authorized to work part-time shall be reduced proportionally.

Article 10 - Entry into force

10.1 These rules shall take effect on the day of its adoption.

Date

23/11/07



Odile Quintin
Chair of the Governing Board