

Company concerned and contact person

The company concerned by this survey is:

Employer registration number (matricule):

Please indicate a contact person in the company who may be able to provide further details regarding the responses given to the questionnaire:

Name and First name:

Position:

Direct Number:

E-mail address:

Information on days not worked

For more details, please consult the [explanatory leaflet](#).

The following questions concern not worked days in 2024.

Q1 **Average** number of **days of paid** annual leave (recreation leave) **per full-time employee**: (e.g. 26.50 or 32.75; legal minimum = 26 days)

days per employee

Q2 Number of **days** of extraordinary leave and other days of special paid leave on a legal, conventional or voluntary basis, including paternity leave.

This question concerns: extraordinary leave (e.g. marriage, death, family events, etc.), paternity leave, special leave. This question does not concern: leave for family reasons, accompanying leave, parental leave, partial unemployment, sick/maternity leave, adoption leave, compensatory rest for overtime ...

If this type of leave or employee did not exist in your company in 2024, please indicate 0.

Q2a **Total** number of **days paid**:

Full-time employees (except apprentices):

days

Part-time employees (except apprentices):

days

Apprentices:

days

Q2b of which: **total** number of **days** of leave **reimbursed** by the State (e.g. paternity leave from the 3rd day):

Full-time employees (except apprentices):

days

Part-time employees (except apprentices):

days

Apprentices:

days

Information on labour costs

For more details, please consult the [explanatory leaflet](#).The following questions concern the **total amounts** for all employees for the year 2024.

For the questions Q3 to Q11 : If this type of remuneration did not exist in your company in 2024, please indicate 0.

Q3 Compensatory allowances paid in the event of partial unemployment, accidental unemployment, involuntary technical unemployment and bad weather unemployment

Q3a **Total** allowances **paid**:

EUR

Q3b of which: total allowances **reimbursed** to the employer by the Employment Fund:

EUR

Q4 Bonuses and allowances not paid in each pay period:
(end year bonuses, 13th & 14th month pay, severance pay not linked to a collective agreement, ...)

EUR

Q5 Wages and salaries in kind:
(company products, staff housing, company cars, stock options and company shares, others)

EUR

Q6 Payments to employees' saving schemes:

EUR

Q7 Total of collectively agreed, contractual and voluntary social security contributions payable by the employer:

EUR

Please note: this question does not concern compulsory contributions (health insurance, pension, accidents, occupational health and mutual insurance ("Mutualité")).

To include here:

- Supplementary (internal and external) pension schemes
- Other non-compulsory supplementary social security schemes (for sickness, unemployment, others)

Q8 Direct social contributions:

EUR

Please note: this question does not concern compulsory contributions (health insurance, pension, accidents, occupational health and mutual insurance ("Mutualité")).

To include here:

- Imputed social contributions for pension and health expenditures supported directly by the employer
- Other direct contributions by the employer to the employee or his/her family (education grants,...)
- Compensation given to the employees leaving the company if determined by a collective agreement

Q9 Recruitment costs and working clothes provided by the employer:

EUR

Q10 Expenditure on vocational training services and facilities (net of subsidies received):

EUR

Q11 Subsidies received by the employer in connection with employment:

EUR

Comments

Would you like to add more detailed information or explanations about the answers you provided in this questionnaire?