

**SUMMARY OF THE WORKING CONDITIONS OF IRTA'S  
 COLLECTIVE AGREEMENT (2008-2012), currently under  
 negotiation.**

<p><b>Article 15.          Working hours.</b></p>	<p>As a basis for the annual calculation, the working week will be considered as thirty-seven and a half hours (37.5 h) from Monday to Friday, with the following exceptions:          An intensive schedule of thirty five hours a week is established –from 08:00 to 15:00– for the periods June 15th to September 15th and December 27th to January 2nd, as well as January 5th, Maundy Thursday, April 23rd and December 24th.</p>
<p><b>Article 16.          General work schedule.</b></p>	<p>Start: flexibility from 08:00 to 09:00 with obligatory core hours from 09:00 to 13:30.          Finish: flexibility from 13:30 to 14:00, then 15:00 to 19:00 to complete the working day.          Employees with children under 12 years old inclusive can have flexibility to start work until 09:30.          An employee can choose not to work Friday afternoons as long as he/she has previously made up the hours during the same week.          During the intensive work schedule, employees with children under 12 years old inclusive can have flexibility to start until 09:00.</p>
<p><b>Article 20.          Vacations.</b></p>	<p>The vacation entitlement is twenty-three working days (Monday to Friday), which can be divided into a maximum of three periods. The days have to be used before December 31st in the current year (<i>currently the entitlement is 22 working days due to basic State regulation <b>Royal Decree Law 20/2012, of 13th July, measures to ensure budgetary stability and promote competitiveness</b></i>).</p> <p>A bonus scheme is established that awards additional vacation days based on the number of years of service in IRTA, according to the following scale:</p> <p>Between 15 and 19 years inclusive service: 1 additional working day a year.          Between 20 and 24 years inclusive service: 2 additional working days a year.          Between 25 and 29 years inclusive service: 3 additional working days a year.          Between 30 and 34 years inclusive service: 4 additional working days a year.</p> <p>With 35 or more years of service: 5 additional working days a year (<i>in this case, there is a maximum limit of 4 days established by Article 2 of RD Law 10/2015, of 11th September, which means that this point is not currently applicable</i>).</p>

<p><b>Article 22.</b>  <b>General provisions for reconciliation, paid and unpaid leave.</b></p>	<p>The laws relating to reconciliation of family life and work that are applicable to the public sector in Catalonia are incorporated without exceptions into IRTA's collective agreement.</p> <p>All leave authorizations related to motherhood can be grouped together, such as maternity leave, breast-feeding and/or reduced working hours for the same reason.</p> <p>Unmarried couples duly entered in the civil register will have the same status as married couples.</p>
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<p><b>Article 23.</b>  <b>Reduction of the working day.</b></p>	<p>There are two types of set reductions for the working day compliant with the general work schedule, and it is obligatory to respect them:</p> <ul style="list-style-type: none"> <li>a) <b><u>Reduction of the working day by a third:</u></b> a working day of five hours, Monday to Friday.</li> <li>b) <b><u>Reduction of the working day by a half:</u></b> a working day of three hours forty-five minutes, Monday to Friday.</li> </ul> <p>The reduced working hours can be with full pay or reduced pay.</p> <p><b><u>Reduction of the working day with full pay:</u></b>        In the event of a one-third reduction of the working day due to being the legal guardian of a child, employees are entitled to receive 100% of their salaries. The maximum duration of this reduction is one year from the end of maternity leave or from the sixteenth week after childbirth, adoption or fostering.</p> <p>The person affected can choose to condense the hours corresponding to a reduction in the working day into whole consecutive days.</p> <p>In the event of permanent adoption or fostering or the pre-adoption of a child under three years old, in the case of a one-third reduction of the working day, IRTA employees are entitled to receive 100% of their salary for a year, starting from the end of the adaptation and/or fostering authorization.</p> <p><b><u>Reduction of the working day with reduced pay:</u></b>        A reduction of working hours in order to care for family members but with a proportional reduction in salary of between at least one third and a maximum of a half. This applies to employees who have under their direct care a spouse/partner or relative to the second degree of affinity or consanguinity. The family member must have a recognized disability or diminution equal to or greater than 65% or with a degree of dependence that prevents them from being autonomous or means they require dedication or special attention, as well as those with a mental, physical or sensory disability that are not engaged in gainful activities.</p>
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	<p><b><u>Reduction of the working day as a legal guardian:</u></b>          Employees who have under their direct care and are the legal guardian of a child of up to 12 years old (inclusive) shall be entitled to a reduction of the working day, with a proportional reduction in salary of between at least one third and a maximum of a half.</p> <p><b><u>Reduction of the working day due to domestic violence:</u></b>          An employee who is the victim of domestic violence shall be entitled to a reduction of the working day in order to ensure his/her protection or right to full social assistance.</p> <p>Article 23.3.4. Retributive aspects of the above cases.</p> <p>Those persons to whom the above cases of reduced working hours apply that benefit from a reduction of one-third or a half of the working day, will receive 80% or 60% of their full salary, respectively, that cannot be extended by any other reduction in working hours established by the applicable labour law.</p>
<p><b>Article 24.          Paid leave.</b></p>	<p>Every year staff can have a total of 9 paid working days for personal matters without justification (<i>as amended by State regulation: Royal Decree Law 10/2015, of 11th September –Article 2–</i> that states there are 6 days allocated for personal matters), which require prior authorization from their line manager. If the days need to be divided they can be used in minimum periods of ½ day.</p> <p>A parent, without prejudice to the right to maternity leave, is entitled to paternity leave of four consecutive weeks from the end of maternity leave or the sixteenth week after birth or adoption providing he/she is the legal guardian of the child and the other parent works. The parent of a single-parent family, if he/she is the exclusive legal guardian of the child, can also benefit from this permission after maternity leave.</p> <p>Regarding the rest of paid leave, most of that provided for in the Workers' Statute and the Reconciliation of Work and Family Life Law can be used on working days.</p>
<p><b>Article 25.          Leave for personal matters.</b></p>	<p>Leave may be granted for personal matters, without pay, provided the cumulative duration does not in any case exceed six months every two years.</p> <p>Leave without pay can be granted for attending to a family member to the second degree of affinity, in cases of serious illness, for a minimum period of ten days and a maximum of three months that can be extended in exceptional circumstances by a further three months.</p>

<p><b>Article 30.</b>  <b>Bonus for seniority.</b></p>	<p>As a bonus for staying in IRTA, for every three years of service under any contractual arrangement, employees will receive the same amount for each professional level, as detailed in the standard tables (Triennia).</p>
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<p><b>Article 34.</b>  <b>Collective insurance.</b></p>	<p>The personnel included within the scope of this Agreement are covered by a collective accident insurance.</p>
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<p><b>Article 37.</b>  <b>Allowance for temporary disability.</b></p>	<p>Through Royal Decree Law 20/2012, of 13th July, measures to ensure budgetary stability and promote competitiveness, together with the reform established by Decree Law 2/2012, of 25th September, on improvements to the allowance for temporary disability for staff in service with the Generalitat Administration, its public sector and the public universities in Catalonia, the complement of this benefit is as follows:</p> <p>a) For temporary disability derived from common contingencies:</p> <table border="1" data-bbox="624 1014 1350 1126"> <thead> <tr> <th>DAYS OFF WORK</th> <th>1 to 3</th> <th>4 to 20</th> <th>21 and SS</th> </tr> </thead> <tbody> <tr> <td>% SALARY RECEIVED</td> <td>50%</td> <td>75%</td> <td>100%</td> </tr> </tbody> </table> <p>There are two exceptions for pregnant public employees and victims of domestic violence who have temporary disability: 100% of their fixed and regular salaries received in the month before being signed off and from the first day of temporary disability.</p> <p>b) For temporary disability derived from professional contingencies (e.g. accidents at work and occupational diseases): 100% of fixed and regular salaries during the whole period of temporary disability.</p>	DAYS OFF WORK	1 to 3	4 to 20	21 and SS	% SALARY RECEIVED	50%	75%	100%
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<p><b>Article 40.</b>  <b>Stays abroad.</b></p>	<p>When an employee is transferred abroad for a period longer than three months for training and/or retraining and further development visits, he/she must sign additional clauses in their employment contract with the company that lay down the particular conditions in each specific case.</p>
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<p><b>Article 42.</b>  <b>Sabbatical year.</b></p>	<p>The R+D+T staff, from the consolidation of researcher category C, may benefit from a "sabbatical year" once every seven years, with the possibility of receiving up to 100% of their current salary. The "sabbatical year" will normally be undertaken in a recognized research centre or university department.</p>
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**Article 43.**  
**Advances of salary.**

IRTA's employees are entitled to receive an amount of one to three monthly payments in advance when they need to meet urgent living needs.