



## IRTA'S COLLECTIVE AGREEMENT SUMMARY OF CONDITIONS 2021-2023

<b>WORKING HOURS</b>	<b>HOLIDAYS</b>
<p>The annual calculation is based on a working week of 37.5 hours from Monday to Friday, with the following exceptions:</p> <p>A 35-hour working week, involving working from 8 a.m. to 3 p.m. each day, will apply from 15 June to 15 September and from 27 December to 5 January, provided the corresponding hours are made up beforehand. The same times will apply on Maundy Thursday, 23 April and 24 December.</p>	<p>Employees have an annual holiday entitlement of 22 working days (from Monday to Friday), 5 days of them can be done individually, and the rest in no more than three separate spells, before 31 December of the year in which they are due.</p>
<b>GENERAL SCHEDULE</b>	<b>WORK-LIFE BALANCE AND LEAVE</b>
<p>Start: from 8 a.m. to 9.a.m. (flexible) Compulsory working hours: from 9 a.m. to 1:30 p.m.</p>	<p>IRTA's collective agreement incorporates all the laws on work-life balance applicable to the public sector in Catalonia, without exception.</p>

<p>Employees with children aged 12 or under can have until 9:30 a.m. to start work.</p> <p>Minimum 30-minute lunch break.</p> <p>Employees may leave work earlier on Friday afternoon, provided they have made up the hours beforehand in the same week.</p> <p>During the summer schedule, entry flexibility is established until 8.30 am given the service is not left unattended. Personnel with children under the age of 12 included may have flexible entry hours until 9 am.</p>	<p>All leave related to maternity/paternity, nursing breaks and/or reductions in working hours on such grounds may be combined and taken consecutively.</p> <p>Duly registered unmarried couples will enjoy the same rights as married couples.</p> <p>The staff may have a total of 6 paid (or 45 hours) working days each year for personal matters without the need for justification, with the prior authorization of the boss.</p> <p><b>1.- Unpaid leave</b></p> <p>Leave to take a first or second-degree relative (as defined in Spain) to visit a doctor, or a son or daughter to see a tutor.</p> <p>Leave to attend rehabilitation sessions.</p> <p>Unpaid leave on personal grounds.</p> <p>Assignment of non-active status.</p> <p>Leave for training and developing skills (sabbatical year).</p> <p>Periods spent at other, renowned centres.</p> <p><b>2.- Paid leave</b></p> <p>Leave on personal grounds (45 hours per year).</p> <p>Marriage leave (15 calendar days).</p> <p>Leave for relatives' weddings.</p> <p>Leave on the grounds of divorce or legal separation.</p> <p>Maternity/paternity leave, adoption leave, fostering or fostering-for- adoption leave,</p> <p>Leave to care for premature offspring.</p> <p>Nursing breaks and pregnancy leave.</p> <p>Leave for visit to doctors.</p> <p>Flexible working hours to care for disabled offspring.</p> <p>Leave for public duties.</p> <p>Leave for moving house.</p> <p>Leave to sit exams and training leave.</p> <p>Leave on the grounds of serious illness and/or hospitalization, an accident or death.</p>
---	---

	<p>Leave for day surgery and subsequent rest at home.</p> <p>Leave on the grounds of gender-based violence.</p> <p>Leave for employees with a legally recognize disability.</p>
<p><b>GROUP INSURANCE</b></p> <p>Employees to whom the collective agreement applies are covered by group insurance against accidents and liability insurance.</p> <p>IRTA employees who, due to their professional activity, are required to travel abroad will also have medical insurance.</p>	<p><b>LEAVES AND PERSONAL MATTERS</b></p> <p>Employees are allowed to take unpaid leave on personal grounds for a maximum of six months every two years.</p> <p>Employees may take unpaid leave to care for seriously ill first or second-degree relatives (as defined in Spain) for a minimum of 10 days and a maximum of three months. Exceptionally, an extension of a further three months may be granted.</p> <p>IRTA runs a reward system through which employees earn extra days of holiday (up to a maximum of four) according to the amount of time they have spent working for the Institute. The scale involved is as follows:</p> <p>From 15 to 19 years (both inclusive) of service: one extra working day off per year.          From 20 to 24 years (both inclusive) of service: two extra working day off per year.          From 25 to 29 years (both inclusive) of service: three extra working day off per year.          From 30 to 40 years (both inclusive) of service: four extra working day off per year.</p> <p>The childbirth leave will be of equal duration for both parents, 16 weeks of which, six weeks must be enjoyed full time in a mandatory and uninterrupted manner immediately after childbirth, to ensure the protection of the health of the mother.</p>
<p><b>ADVANCE ON WAGES</b></p> <p>IRTA employees are entitled to receive the equivalent of one to three salary or monthly payments in advance when urgent situations arise in their life.</p>	<p><b>BONUS FOR TIME OF SERVICE</b></p> <p>As a recognition for working for IRTA, employees will receive a sum of money for every three years of service under any type of contract. The sum in question will be the same for every professional level and as established in the corresponding tables (three-year raise).</p>

<p><b>SICK PAY</b></p>	<p><b>PERIODS ABROAD</b></p>
<p>IRTA's employees will be paid in full while on sick leave, from the very first day.</p>	<p>If an employee is to spend a period of more than three months in a foreign country for the purpose of training and/ or developing their skills, they will need to sign certain clauses that will be added to their employment contract to establish the specific conditions applicable to their case.</p>
<p><b>SABBATICAL YEAR</b></p>	<p><b>REDUCTIONS IN WORKING HOURS</b></p>
<p>R&amp;D&amp;T staff with level-C status and above are entitled to a period of leave for the purpose of training and developing their skills every seven years (referred to as a "sabbatical year"), with the possibility of continuing to receive up to 100% of the salary payable to them when they take up the option. Such periods are usually spent in a renowned research centre or university department.</p>	<p>Employees have the right to a reduction in working reduction in working hours in cases that include caring for children under the legal age of 12 and caring from relatives. Working hours may be reduced by between and eight and a half, with a proportional reduction in salary. Employees who opt to reduce their working hours by a third or a half will receive 80% and 60% respectively of any wage supplements until their child is six years old or throughout the period they spend caring for their relative.</p>

