

## **LEAVE ARRANGEMENTS FOR EMPLOYEES WITH INDEFINITE AND FIXED-TERM EMPLOYMENT CONTRACTS**

**REGULAR LEAVE** (Article 20 of Presidential Decree 410/1988, Article 3 of the National General Collective Labour Agreement (NGCLA) 2008/2009, Article 61 of Law 4808/2021)

**With pay.**

Having completed twelve months of employment (the basic length of time continuously employed in the job position for which they have been hired), employees are entitled to regular leave of absence with full remuneration **for twenty (20) working days**, not including days of the week when they are not working due to the system of working hours in operation. This leave is increased by **one working day for each year** of employment in addition to the basic period of twelve months, and up to twenty-two (22) working days. Employees who have completed 10 years of service at ITE or have 12 years of previous service with any employer, under any form of employment relationship, are entitled to leave of 25 working days (Article 3 of the NGCLA 2008/2009). Having completed 25 years of service or previous years of employment, employees are entitled to 1 additional day of leave, that is, a total of 26 working days. **Occupation in the job position to which the employee belongs grants mandatory entitlement to annual leave for each calendar year even if the employee has not applied for it.** Leave-taking is **obligatory for all employees**. Not granting, limiting or revoking regular leave shall be permitted only to meet emergencies or exceptional work requirements.

The time period during which leave is granted will be arranged between FORTH and the employee, the first being obliged to grant leave no more than two months after application by the second. However, half of the employees who are entitled to leave must take it during the period from May 1st to September 30th. **Annual leave to which employees are entitled must be taken within the first quarter of the following calendar year** (Article 61 of Law 4808/2021).

**LEAVE DUE TO PREGNANCY AND BIRTH (Article 22 of Presidential Decree 410/188, Article 80 of the ITE Operating Regulation)**

Pregnant employees are entitled to paid maternity leave of **two (2) months before and three (3) months** after birth. When birth takes place before the time initially anticipated, the remaining days of leave will be granted afterwards, until a total period of five (5) months leave is taken. For each child after the third (3rd), leave after the birth is increased each time by two (2) months. Pregnancy leave is granted based on a certificate from the attending physician indicating the anticipated time of delivery. In case of a multiple pregnancy, maternity leave is increased by one (1) month for each child more than one.

**PARENTAL CARE LEAVE (Article 81 of the ITE Operating Regulation, Article 34 of Law 4808/2021) With pay.**

Working hours for employees who are parents are reduced by **two (2) hours** per day, if they have children under two (2) years of age, and **by one (1) hour**, if they have children between the ages of two (2) and four (4). Employees who are parents are entitled to **nine (9) months** of paid parental care leave, as long as they do not make use of the reduced hours provision indicated in the previous paragraph. Taking the aforementioned nine (9) months leave instead of the reduced hours provision is open to employees with fixed-term employment contracts only if this is acceptable to the managing authority of the research programme or project on which they are employed. Parental leave is suspended by termination of the fixed-term contract, and may be recommenced if the contract is renewed. Employees who adopt or foster children under the age of four (4) are entitled by way of exception to take the full period of nine (9) months leave provided for herein if, after maternity leave and before the child reaches the age of four (4), they apply for continuous leave in exchange for the reduced working hours. If a period of less than nine (9) months remains until the completion of four (4) years, then leave would be granted for the remaining period.

Parents who are single or widowed or divorced or who have a disability of 67% or more, the one (1) hour reduction in working hours referred to in the first paragraph, or the leave granted, shall be increased for six (6) months or one (1) month, respectively.

Parental working hours shall be reduced by one (1) hour a day for two (2) additional years after the birth of a fourth child, regardless of the leave or other arrangement previously chosen. The same right is established for the birth of each child after the fourth.

Employees who have twins, triplets or more children in a multiple birth shall be entitled to an additional six (6) months of parental leave with benefits for each child in addition to one.

Presumed mothers pursuant to Article 1464 of the Civil Code (that is, the lawfully intended mother under a surrogacy arrangement) and employees who adopt a child, from the time the child joins the family and up to the age of eight (8), are entitled to maternity leave of 9 weeks, as well as all forms of remuneration and benefits connected thereto, if they satisfy the conditions set out in the individual statutory provisions of their insurance institution (Article 7 of the National General Collective Labour Agreement 1993 and Article 7 of the National General Collective Labor Agreement 2000, ratified by Article 11 of Law 2874/2000).

**PARENTAL LEAVE (Article 28 of Law 4804/2021) Without pay.**

1. All working parents or persons exercising parental care have individual and non-transferable rights to parental leave to care for the child for a period of **four (4) months**, which may be taken **consecutively or intermittently** until the child reaches **the age of eight (8)**, for the purpose of fulfilling the minimum obligations of care towards the child. In cases of adoption or fostering of a child under the age of eight (8), parental leave is granted from the time when the child joins the family.

2. In order for parental leave to be granted, working parents must have completed *one (1) year* of continuous or consecutive fixed-term employment contracts with the same employer.

3. For the *first two (2) months* of parental leave, the **Manpower Employment Organisation** is obliged to pay a monthly **parental leave allowance** to each parent in an **amount equivalent to the statutory minimum wage**, with the proportional leave allowance, as determined at any

given time, as well as proportional holiday and annual leave allowances based on the aforementioned sum. If there are other children, then the parents' right to parental leave and allowances **is independent** for each of them, as long as *one (1) year of actual employment with the same employer* has elapsed since the end of the leave granted for the previous child. By way of exception, parents of twins, triplets or more children by multiple birth are entitled to receive parental leave *for each child separately, intermittently or continuously, and are entitled to receive the allowance indicated herein for an additional two (2) months*, regardless of the number of children who were born at the same birth.

4. Parents who are single as a result of the death of the other parent, the complete withdrawal of parental care or refusal of the other parent to recognise the child, are entitled to double parental leave and allowance. If both parents are employed at FORTH, they may decide, by joint declaration, which of the two shall make use of this right first and for what period.

5. Parental leave shall be suspended at the end of a fixed-term contract, and may recommence in the event of renewal or extension of the employment contract, or if the employee enters into an employment contract with another employer, if they have completed *one (1) year* of continuous or successive fixed-term contracts working for the same employer.

#### **Procedure for granting parental leave.**

Parental leave is granted continuously, in installments or other flexible ways, based on the respective application from the parent, submitted to the ITE by any expedient means, in writing or electronically, and in which it specifies the start and end dates. The application shall be submitted to FORTH *at least one (1) month before the start of leave*, unless there are extraordinary reasons which render it necessary to take leave within a shorter period of time. After consultation, FORTH shall respond to the employee's request as soon as possible and *within one (1) month* from its submission *at the latest*. FORTH is obliged to grant leave at the requested time, unless this is likely to seriously disturb the orderly operation of the organisation. In the latter case, the organisation shall be obliged to duly justify the reason for postponing the granting of leave to the employee and may propose alternative solutions regarding the timing of leave or other flexible arrangements. In all cases, FORTH is obliged to grant parental leave *within two (2) months of submission of the application*.

#### **Associated rights**

During parental leave, employees shall be provided with information about promotion procedures and the internal filling of job vacancies. They must be permitted to participate in said procedures and to apply for the positions in question without any discrimination against them.

At the same time, for the first two months that the employee receives benefits from the Greek Public Employment Service (DYPA), they are also insured by it for primary pension and sickness sectors of the relevant insurance institution, as well as the relevant supplementary insurance institutions.

During leave and whilst the employee is receiving an allowance from the Public Employment Service, the period is counted for insurance purposes as far as the primary pension and sickness sectors are concerned, and it also counts as insurance time for supplementary insurance bodies. Prescribed contributions are calculated on a case-by-case basis on the abovementioned amount, from which DYPA withholds the prescribed insured contribution

and forwards payment to the relevant insurance institution, together with the prescribed employer's contribution borne by the organisation.

Applications from parents with disabilities, parents of children with disabilities, or suffering from long-term or sudden illness, large families and single parent families due to death of a parent, complete absence of parental care, or refusal to recognise children, as well as women after the maternity leave period, and the special maternity protection benefit, are approved and granted with absolute priority. Furthermore, priority is also given to applications from parents of children due to hospitalisation or illness of the child, or due to disability or serious illness of a spouse, cohabiting partner or other relative, parents of twins, triplets or children from even larger multiple births, as well as parents following a premature birth.

With regard to the parental leave period (the remaining 2 months), which is taken into account for the establishment of insurance rights and for calculating the level of pensions payable, parents may obtain full insurance coverage from the insurance institution after recognition of the period of absence, in accordance with Article 40 of Law 2084/1992 (Government Gazette, Series I, No 165).

After the parental leave period expires, working parents are entitled to return to the same job or to an equivalent or similar position, with no less favourable working conditions, and should also benefit from any improvement in working conditions to which they would have been entitled during their absence.

The period during which employees are away from work due to parental leave as a whole (subsidised and unsubsidised portions), is counted as time of actual service for the calculation of their wages, the granting of regular leave and leave allowances, professional development, as well as for the calculation of compensation in the event of their dismissal.

Parental leave, the total period thereof, and the manner in which it is granted are posted on the 'ERGANI' employer information system.

Following a respective application from the employee, parental leave may alternatively be granted in any flexible manner which serves the parties, such as indicatively in the form of reduced working hours per day or days of leave distributed over a weekly or monthly basis, without affecting the employee's right to receive the parental leave allowance. In this case, employees specify the corresponding time over which they wish to take all or part of the parental leave flexibly, as well as the type of flexibility arrangement that they wish to make use of. FORTH will review the application, taking into account the needs of the business and of the employee, and documents its rejection or otherwise in writing, within one (1) month of its submission.

#### **PATERNITY LEAVE (Article 27 of Law 4808/2021) With pay.**

**Paternity leave** is leave from work which is taken by the father to take care of a child on the occasion of its birth.

1. Working fathers are entitled to **fourteen (14) working** days of paternity leave, **with pay**, which must be taken when the child is born. This leave may: either **a) be granted *two (2) days before* the expected date of delivery**, in which case the remaining ***twelve (12) days will be granted, altogether or in part,*** immediately after the birth of the child, *within thirty (30) days*

from the date of birth or b) granted **after the date of birth**. To ensure the uninterrupted operation of FORTH, employees should notify their Supervisor of the probable day of delivery so that arrangements can be made in a timely manner.

2. Paternity leave is mandatory and does not depend on previous employment or seniority, or on the employee's marital or family status.

3. In cases of adoption or fostering of a child under the age of eight (8), paternity leave is granted from the time when the child joins the family.

#### **CAREGIVER'S LEAVE (Article 29 of Law 4808/2021) Without pay.**

**Caregivers** are defined as: 'employees who provide personal care or support to a relative or person who lives in the same household as the employee, and who needs significant care or support for serious medical reasons. **Relatives** are defined as: 'a spouse, cohabitation agreement partner, natural or adopted children, parents, siblings and blood relatives in the same line and in the same degree.'

Employees who have completed **six (6) months** of continuous or consecutive fixed-term employment contracts are entitled to carer's leave of **up to five (5) working days each calendar year**, for as long as the person in question needs significant care or support for serious medical reasons, which are verified by a **medical opinion**, for which no allowance is provided.

#### **LEAVE OF ABSENCE FOR REASONS OF FORCE MAJEURE (Article 30 of Law 4808/2021) With pay.**

Right to a leave of absence of a working parent or carer, up to **twice (2 times) a year** and up to one (1) working day at a time with pay for reasons of force majeure connected with *urgent family matters* in case of *illness or accident*, which demand the immediate presence of the employee. Illness or accident of a child or spouse, partner with a cohabitation agreement, or parent, or siblings and relatives in the same line and in the same degree, **shall be verified by a medical opinion from a hospital or attending physician.**

#### **LEAVE TO MONITOR A CHILD'S SCHOOL PERFORMANCE (Article 38 of Law 4808/2021) With pay.**

Parents may obtain permission to monitor a child's school performance, for **specific hours or the whole day**, for a period of up to **four (4) working days each calendar year** and until they reach **the age of eighteen (18)**, for each child attending elementary or secondary education courses. Such permission may also be obtained by the parents of a child with special needs **regardless of age** who attends a special Ministry of Education educational institution or who is enrolled in and attends programmes in Day Care Centers for persons with special needs, Centres for Creative Employment for persons with special needs and special schools. The purpose of the leave is so that they can visit their children's school to monitor school performance and general attendance.

Permission is granted after common (with regard to content) **solemn declarations by the parents** to FORTH, **as to which of the two parents are to make use of the leave** or, if they agree to share it, to declare the specific time periods for which each of them will be taking leave. FORTH is obliged to provide employees with the respective supporting documents.

It is also clarified that leave as per this Article may also be granted on the day of the blessing at the commencement of the school year, as well as on the days of school celebrations or events, since parents can also gain information on such days regarding operational matters and the organisation of the school, scheduling of the educational process, the child's performance, as well as receiving and discussing more general issues or problems pertaining to attendance, behaviour, the child's satisfactory adjustment to school life or interaction with others children, issues that are also extremely important for their psychosocial development and health.

**LEAVE TO UNDERGO METHODS OF MEDICALLY-ASSISTED REPRODUCTION (Article 35 of Law 4808/2021) With pay.**

Employees who undergo medically-assisted reproduction methods of Law 3305/2005 Government Gazette, Series I, No 17) are entitled to **leave of seven (7) working days** with pay, subject to **supporting documentation from the attending physician or the director of a medically-assisted reproduction unit.**

**MARRIAGE LEAVE (Article 39 of Law 4808/2021) With pay.**

In the event of marriage or entering into a cohabitation agreement, leave of five **(5) working days** is granted. This leave is not counted as part of the employee's regular annual leave.

**LEAVE TO UNDERGO PRENATAL EXAMINATIONS (Article 40 of Law 4808/2021) With pay.**

Pregnant workers shall be excused from work, with prior notification of their employer by any expedient means in order to undergo prenatal check-up examinations, if these examinations have to be carried out during working hours.

**REDUCED WORKING HOURS FOR PARENTS OF CHILDREN WITH DISABILITIES (Article 41 of Law 4808/2021) Without pay.**

Parents who have children with intellectual, mental or physical disabilities that are duly certified by the medical opinion of an insurance institution to which these persons belong, have the independent right for each child, to apply for **reduction of their working hours by one (1) hour a day**, for a proportionally **reduced salary.**

**LEAVE DUE TO ILLNESS OF A CHILD OR OTHER DEPENDENT FAMILY MEMBER (Article 42 of Law 4808/2021) Without pay.**

Working parents have an individual and inalienable right, regardless of rights granted under other provisions, to apply for unpaid leave not **exceeding six (6) working days each calendar year** in the event of illness of dependent children or other family members. This leave may be granted in full on a single occasion or at intervals, increasing to **eight (8) working days** if the beneficiary cares for two children, and to **fourteen (14) working days** if they care for more than two.

The meaning of the terms 'dependent children or other family members' in need of care or support includes: a) Children up to the age of sixteen (16), natural or adopted, for as long as they are in the custody of their parents; b) Children over sixteen (16) years of age who have a proven need for special care for reasons of serious or chronic illness, or disability, for as long as they are in the custody of their parents; c) A spouse, if for reasons of acute, serious or chronic illness or disability he/she cannot care for themselves; d) Parents and unmarried brothers and sisters who, for reasons of acute, serious or chronic illness or disability or age, cannot support themselves, for as long as they are in the care of the employee and their annual income is not greater than the annual income of daily wage of an unskilled worker in receipt of daily wages at the general lower limit as in force at any given time, calculated at twenty-five (25) days per month for which wages are payable.

#### **LEAVE DUE TO SERIOUS ILLNESS OF CHILDREN (Article 43 of Law 4808/2021) With pay.**

Working parents are granted special parental leave, of **ten (10) working days per year**, with pay, to handle the needs of children **up to the age of eighteen (18)**, who have illnesses that require transfusions of blood and its derivatives or hemodialysis, those who suffer from neoplastic disease or who are waiting for transplants, or who suffer from a rare disease or condition, in accordance with the list provided for in Article 12(2) of Law 4213/2013 (Government Gazette, Series I, No 261), where in the latter case there is a disability rate of sixty-seven percent (67%) or over" or children, regardless of age, with severe 'mental disability' or Down's syndrome, or autism.

#### **LEAVE DUE TO HOSPITALISATION OF CHILDREN (Article 44 of Law 4808/2021) Without pay.**

Working parents are granted special parental leave without pay in the event of hospitalisation of a child, regardless of their age, due to illness or accident that necessitates the immediate presence of the employee, for as long as the period of hospitalisation lasts, but in any case **not more than thirty (30) working days per year**. This leave is the right of every parent and it is granted without any other condition in addition to the respective supporting arrangements provided for under other provisions to working parents for family reasons, after having exhausted related rights with pay, apart from regular annual leave.

#### **LEAVE FOR SINGLE-PARENT FAMILIES (Article 45 of Law 4808/2021) With pay.**

Working parents who have been widowed and unmarried parents who have sole custody of a child shall be granted leave of **six (6) working days per year**, with pay, in addition to their entitlements under other provisions. A parent with three (3) children or more is entitled to leave of **eight (8) working days per year**.

#### **LEAVE DUE TO DEATH OF A RELATIVE With pay.**

Employees are granted two (2) days of paid leave in the event of the death of a spouse, children, parents or siblings (NGCLA 2002-2003, Article 9). It is clarified that this leave is granted not only to those related by consanguinity, but also to those related by marriage in the same line and in the same degree (NGCLA 2010-2012, Article 8).

#### **LEAVE TO VOTE IN ELECTIONS (with pay)**

In the case of elections, special leave of absence with pay is granted, so that employees may exercise their right to vote.

This leave is not offset against regular annual leave or any other form of leave. In the event that an election falls within the period of regular leave, the leave shall be suspended, special election leave days shall be granted, and regular leave shall recommence at the end of the special election leave.

**It is granted on the basis of ministerial decisions**, and the number of days off depends on the distance to be travelled. **Usually**, the following applies:

from 200 - 400 km, one working day;

from 401 km and over, two working days;

for the islands, up to 3 days.

#### **LEAVE FOR STUDENT EXAMINATIONS (Article 86 of FORTH Internal Regulation, Article 26 of Law 410/1988 ) With pay.**

Employees who are pupils, students or scholars, undergraduate or postgraduate, in schools and institutions at all three levels of education are granted leave with pay to take examinations.

Leave for examinations may not exceed fourteen (14) working days each year and is granted consecutively or intermittently during the examination period as requested by the interested party. Examination leave shall be granted for the period of study and for up to two (2) semesters after completion of the term of studies, if the employee is still enrolled as a student. Each examination day shall correspond to two (2) days of leave.

Student status and participation in examinations shall be evidenced by supporting documentation from the respective educational establishment duly submitted to the employer by the employee.

#### **RESEARCH LEAVE( Article 28 of Law 4310/2014, Article 85 of FORTH Internal Regulation) With pay.**

After researchers of all levels (A, B and C) have submitted their applications, accompanied by details of the proposed research programme and given that they have the consent of the



director of the institute in which they are to be working, they will be granted approval, assuming that the operation of the Institute/research center is not impeded, by a decision of the Board of Directors, with the granting or amendment of leave to conduct research with the aim of enriching their knowledge through participation in research projects of other foreign or domestic research organisations. Research leave may last for up to twelve (12) months after the completion of six (6) years of service, or for up to six (6) months after completion of three (3) years of service in national research centers or their institutes. The period of service is calculated from the date of conclusion of the contract or, if they have previously been granted research leave, from the date of expiry of the last permit.

Researchers who have been granted research permits, may be paid their full salary plus 80%, if they are collaborating with foreign research organisations without pay during their research leave abroad. If the person who has been granted research leave receives a scholarship or is paid a salary by the aforementioned foreign institution, this amount shall be deducted from additional earnings, which are determined as per the previous paragraph.

Researchers, who have been granted a research leave are required to submit an analytical progress report every six months in accordance with the schedule that has been submitted. Continuation of research leave granted depends on a positive evaluation of the reports. Evaluation of these reports is conducted by the scientific evaluation committee of the respective institute. In the event of a negative assessment, the leave will be revoked. Within six months of the end of the leave, researchers who have been granted research leave shall submit a scientific report as well as details of the patents or scientific publications that have arisen during the research leave period, and the progress of use of their inventions to the Board of Directors of the Foundation for Research & Technology – Hellas (FORTH).

The percentage granting of leave for research purposes is decided by the Board of Directors of the research centre based on its needs and optimal operating factors, as specified in its internal regulation.

#### **LEAVE TO PROMOTE USE OF INVENTIONS (Article 28 (6) Without pay.**

Researchers who wish to exploit their inventions industrially and commercially, *providing these fall within the scope of the research centre or institute's concerns*, may be granted leave of up to three years without pay. Researchers shall be required to submit a detailed report of events in accordance with the schedule submitted during their application for the granting of leave. After the three-year period, the researcher may choose to resign from the research centre or return to full-time employment. The percentage of granting of leave for exploitation of inventions is decided by the Board of Directors of FORTH.

#### **EDUCATIONAL LEAVE( Article 86 of FORTH Internal Operating Regulation) With or without pay.**

By decision of the Board of Directors, following a reasoned opinion from the Scientific Committee of the respective institute, educational leave with or without pay may be granted to staff with indefinite employment contracts, for training, specialisation or the preparation of a thesis, either at home or abroad.

Educational leave is granted within the framework of FORTH's research objectives and its emerging needs to best serve the institution's objectives and for the continuous improvement of knowledge level of staff. The participation employees in competitions for scholarships requires the permission of the Board of Directors.

**In order for educational leave to be granted, the person's contribution to the institution, their previous retraining, as well as the needs of the institution shall be taken into account. Educational leave may not be granted to employee unless three years have passed since they were recruited.** The cumulative amount of educational leave may not exceed four years during their term of employment. By a majority of 2/3 of all of its members, the Board of Directors may adjust and amend the aforementioned general limits by special decision, but only in exceptional circumstances and only if the interests of FORTH so require it. A good knowledge of the requisite language is deemed to be a necessary condition for the granting of educational leave to study abroad.

In the case of paid educational leave, travel expenses shall be paid to the employee in addition to his salary, as long as these are not covered by other sources.

At the end of the paid educational leave period, the employee is obliged to remain at FORTH for a period of time equivalent to three times the length of the leave in question. In the event of unpaid educational leave, they shall remain for a period equivalent to the period of the educational leave. In the event that the employee breaches the above obligation, they shall compensate FORTH to the extent of a sum equivalent to the salary of half of the time period they were obliged to continue at the institute.

The length of educational leave with or without pay is considered time of actual service, provided that the intended result of further education is achieved. On the basis of the mandatory final report and any other relevant official document, certificate or attestation, FORTH' Board of Directors shall certify the achievement of the intended purpose of further training after it has ended.

In the event that, during educational leave, the department finds that the attendee does not demonstrate the due care and corresponding interest required by the circumstances, educational leave shall be revoked by decision of FORTH' Board of Directors.

In the case of voluntary participation of staff in symposia, seminars, conferences and related meetings, educational leave shall be granted subsequent to a decision by the director of the Institute. In the case of participation in corresponding events abroad, leave for educational purposes shall be granted by decision of the Board of Directors. In the cases outlined in this paragraph, the Board of Directors may, by its decision, regulate the means by which the respective expenses are covered.