

CIRCULAR 2024

Madam, Sir,

Here you will find some information about the holiday pay 2024 for the 2023 work of your workers.

1. Payment date Holiday pay

The payment date of the holiday allowance 2024 is the same as last year for your workers, that means that we will pay in the same period as last year.

In concrete terms, this means that on that date, our financial institution will transfer the net holiday allowances to the account number of your employees. You can also consult this date online.

2. The holiday allowance is paid by bank transfer

This means that:

If a worker decides to change his bank account number or if a new worker joins your company, we need to receive his new bank details in a timely manner.

There are two ways to provide us with this information:

- 1) With the **itsme®** or **TOTP mobile apps** or with the **electronic identity card (and a card reader)**, the worker can easily enter or change his account number on the social security website via a direct link at www.congemetal.be – employees or eGov (One click to my holiday pay). Access to the social security website also allows the worker to consult his holiday account (amount of holiday pay, length of leave, payment(s), any creditor(s)) and to request documents.

For more administrative simplification, we advise you to encourage the use of this information flow to your workers. The new workers will be able to consult the site after the first DMFA quarterly declaration.

- 2) Registered non-residents in Belgium can use the online service with **TOTP**: identification via smartphone/tablet, with username, password and code. There are also already 19 countries available to sign up through **eIDAS** on a Belgian website. More information can be found at www.congemetal.be – employees or eGov.

However, if a worker is not able to manage his bank details online, he can always download a bank certificate from our website. Before printing the certificate for signing, this certificate can be completed in full with 'Adobe Reader' (also downloadable from our site).

Please note, without a bank account, the holiday allowance remains unpaid!

3. Assimilation of temporary unemployment

The following types and periods of temporary unemployment are treated as such, provided that the employee is bound by an employment or apprenticeship contract on the day on which he or she is deemed to be performing normal actual work which precedes the first day of the equivalent period (Article 19 of the Royal Decree of 30/03/1967 laying down the general implementing modalities of the laws concerning the annual leave of employees) and these days are attested by the National Employment Office.

* Economic unemployment for the full year (declaration dmfa code 71)

* Economic unemployment energy crisis, for the period up to and including 31/03/2023 (declaration dmfa code 71)

4. Holiday account - Employer

On the Social Security Portal via a direct link at www.congemetal.be (Employers) employers or their social secretariat are given the opportunity to consult and download the data relating to the holiday allowances (amount, duration and payment date). This data is cumulative with data from other holiday funds, if applicable.

What can be consulted and from when?

From January of each leave year, the amount of holiday pay, the duration of the holiday and the payment date of all your workers, **based on the data in our possession**. This data is updated daily and can be consulted for the current and previous holiday year

5. Holiday certificate - worker

The 2024 holiday certificates of the employees will be sent to their eBox, if they have activated their eBox. If not, the 2024 holiday certificates of the employees will be printed and sent to their personal address at the time of the payment date (the addresses of the employees will be taken from the National Register of Natural Persons). These certificates must therefore be kept up to date. They indicate the amounts intended for the completion of tax return 2025 in respect of income for the year 2024. Nevertheless, a copy of this has been posted on the website of the social security for the workers. A tax form can also be requested online by the workers.

6. Calculation of holiday pay and holiday duration

For the full calculation method of the net holiday pay and holidays accrued in 2024 we would like to refer you to the website www.rjv.be of our management institution, the National Office for Annual Holidays (RJV).

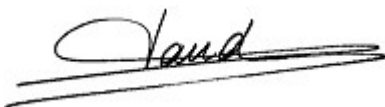
For your information: to calculate the number of leave days to be taken in a holiday year, in the regime (= number of days and hours/week) that the person concerned works that year, you can use the tool 'Convert Vacation Days', which you can find on the above-mentioned site of the RJV, via "Holiday duration >> Conversion of vacation days".

Example: employee is entitled to 17 statutory vacation days (regime 5 – full-time equivalent) and works in regime 4 (32 hours/week) during the vacation year

Omzetten vakantiedagen	
Het aantal wettelijke vakantiedagen dat vermeld staat op het rekeninguittreksel van de RJV.*	17
Het aantal uren dat een voltijds werknemer in uw huidige firma per week presteert.*	40,00
Het aantal uren dat u in uw huidige tewerkstelling per week presteert.*	32,00
Het aantal dagen dat u in uw huidige tewerkstelling per week presteert.*	4,00
*verplichte gegevens	OMZETTEN
Resultaat	
Het aantal dagen wettelijke vakantie waarop u in uw huidige tewerkstelling aanspraak kan maken (beperkt tot maximum 4 weken).	16

Whatever the final result of the calculation for a whole year, the number of statutory holidays to which an employee is entitled in the event of full-time or part-time employment is always limited to four weeks of leave in the employment system in which he is currently working that he's taking a vacation.

Always at your service and gladly willing to provide more information, we, Madam, Sir, remain with the highest regard.



Chantal Vandenbroucke,
Manager