



Summary sheet

CCNL INDUSTRIAL METALWORKERS

Complete updated as at 5.2.2021

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Contracting Parties date	Stipulation	Effective date	Expiry economic	Regulatory deadline
FEDERMECCANICA, ASSISTAL, FIM-CISL, UILM-UIL, FIOM-CGIL	¹ 5.2.2021	5.2.2021	30.6.2024	30.6.2024

¹ supplemented by the Agreement of 20.4.202 and the Minutes of the Meeting of 9 June 202.

1 RETRIBUTION

1.1 Minimum wages

Levels	New classification and new minima from 1.6.2021			
	1.6.2021	1.6.2022	1.6.2023	1.6.2024
D1	1.488,89	1.509,07	1.530,86	1.559,11
D2	1.651,07	1.673,45	1.697,62	1.728,95
C1	1.686,74	1.709,60	1.734,29	1.766,30
C2	1.722,41	1.745,75	1.770,96	1.803,64
C3	1.844,64	1.869,64	1.896,64	1.931,64
B1	1.977,19	2.003,99	2.032,93	2.070,45
B2	2.121,20	2.149,95	2.181,00	2.221,25
B3	2.368,12	2.400,22	2.434,88	2.479,81
A1	2.424,86	2.457,72	2.493,21	2.539,22

Comparison table

Old	categories	New levels	Professional fields
1	-		Elimination 1st category ¹
2	D1		Operational roles
3	D2		
3S	C1		Specific technical roles
4	C2		
5	C3		Specialist and management roles
5S	B1		
6	B2		Change management and innovation roles
7	B3		
8	A1		

¹
1 as from 1.6.2021; workers already in force on 31.5.2021 and classified in cat. 1 are reclassified to level D1 as from 1.6.2021

1.2 Factual pay: workers' hourly pay for the purposes of the various contractual institutions is determined by dividing by 173 the minimum pay scales of the single classification, periodic seniority increases, merit increases as well as any other remuneration fixed per month. To this amount shall be added any hourly elements of remuneration such as, for example, incentives, various allowances, etc.

1.3 E.D.R. and Contingency: combined in the minimum.

1.4 Salary element: € 59.39, level B3 - from 1.1.2014 incorporated in the minimum **wage**.

2 INDEMNITY

2.1 Framework function allowance: € 114.00 - incorporated in the minimum.

2.2 Cash allowance: 6% of the minimum table of the level to which it belongs.

2.3 Travel allowance: workers on secondment are entitled to reimbursement of expenses incurred, as follows:

- a. Reimbursement of the midday meal is due when the employee is sent on a trip to a distance of more than 20 km from the seat. Regardless of the distance, meal reimbursement is due when the employee, during the unpaid break, is unable to return to headquarters and eat the meal;
- b. reimbursement of the evening meal is due to an employee who, using normal means of transport or means made available by the company, cannot return to his or her home by 9 p.m. or within the hours to which he or she would return from his or her place of origin at the end of his or her working hours;
- c. reimbursement of accommodation costs is due to an employee who, for reasons of service, using normal means of transport or means made available by the company, cannot return to his or her home by 10 p.m.

As an alternative to the reimbursement of expenses, a travel allowance is payable in the following amounts from 1.6.2021:

- Full transfer: € 44.12;
- Fee for the midday or evening meal: € 11.92;
- Overnight fee: € 20.28.

For workers seconded to the mountains or underground, the above amounts are increased by 10%.

TRAVEL TIME ALLOWANCE: to the worker seconded to

Excluding management personnel, compensation for travelling time is due on the basis of the means of transport authorised by the company to reach the destination and vice versa, at the following rates:

- a. The payment of normal remuneration for all the time that coincides with the normal daily working hours in the factory or worksite of origin;

- b. The payment of an amount equal to 85% for hours in excess of normal working hours with the exclusion of any increases (overtime, night and holiday work).

The daily subsistence allowance is due for all full days between the beginning and end of the transfer, including public holidays and the sixth day of the week, in the event of the contractual weekly timetable being spread over five days, as well as for days when work is suspended for reasons beyond the employee's control, and shall be calculated from the time of departure.

SICKNESS AND INJURY: in the event of an accident or illness, travel allowance is due for a maximum period of 10 days, at the end of which the worker may request to return to his/her place of work, with the right to reimbursement of travel expenses with the necessary means of transport and board and lodging expenses. If the worker is hospitalised in a hospital or nursing home, the travel allowance is due until the day of hospitalisation. During the period of hospitalisation, the allowance paid shall be equal only to the cost of overnight accommodation, up to a maximum of 15 days.

TRAVEL EXPENSES REIMBURSEMENT: the expenses for authorised means of transport will be advanced by the company together with a reasonable sum for the foreseeable costs of food for the journey. Adequate advances will be paid to expatriate workers for foreseeable travel and accommodation expenses; the balance will be paid together with the balance of pay on the day at the plant, laboratory or construction site where the expatriate works.

PERMITS: the posted worker who so requests may be granted, compatibly with the requirements of the job, leave of absence during which all forms of remuneration and travelling expenses shall cease.

When the worker's posting lasts for more than four continuous months, the company will grant, at the worker's written request, in addition to the travelling time with reimbursement of expenses for authorised means of transport needed to reach the plant or site of origin and for the return journey, and with the addition of one or two meal allowances depending on whether he has eaten one or two meals during the trip, a minimum leave of three days, one of which paid.

2.4 Other allowances:

WEEKLY AVAILABILITY INDEMNITY: it may not exceed 2 continuous weeks out of 4 and shall not involve more than 6 continuous days. The companies will recognise a specific compensation, differentiating it from that due for cases of intervention and which cannot be cumulated, not less than the following values:

Level	Daily fee from 1.6.2021 Weekly			fee from 1.6.2021		
	16 hours (working day)	24 hours (day off)	24-hour holidays	6 days	6 days with holiday	6 days with public holiday and day off
D1, D2, C1	4,95	7,45	8,05	32,20	32,80	35,30
C2, C3	5,90	9,26	9,93	38,76	39,43	42,79
B1, B2, B3, A1	6,78	11,15	11,74	45,05	45,64	50,01

The hourly amount is determined by dividing the amounts in the first column by 16. From the time of the call and for the time needed to reach the place of intervention and for the time needed for the subsequent return, 85% of the normal gross hourly wage shall be paid without surcharges; a fee of €5.00 is also due for each call followed by actual intervention.

INDEMNITY FOR DISAGREEMENT OF LOCATION: underground or high mountains (over 1,500 m above sea level): to be agreed between the parties.

TRANSFER INDEMNITY: workers over 52 years of age if men and 48 years of age if women, may be transferred to another location only in exceptional cases to be examined, at the worker's request, within the trade union. In the case of other individual transfers, account shall be taken of the objective and proven reasons that the worker may put forward against the transfer, either directly or through the members of the RSU. In any case, the transfer must be preceded by at least 20 days' notice. These rules do not apply to transfers that are arranged within a radius of 25 km from the location.

3 CLASSIFICATION OF PERSONNEL

3.1 Professional mobility

TRANSFER FROM CATEGORY 1 TO CATEGORY 2 (superseded as from 1.6.2021): Production workers will be transferred to the 2nd category after a period of no more than 4 months. Non-production workers will be included in production activities when the

necessary requirements of psycho-physical suitability; if it has not been possible to include them in the production activity, even though they meet the requirements, they will be transferred to the 2nd category at the end of the 18th month. The above transitions do not necessarily entail a change of duties.

N.B. The Parties shall proceed to harmonise the following contractual provisions within the National Commission for Professional Grading, it being understood that the exceeding of the periods indicated below shall determine the passage to the next higher level and that the company agreements on the matter remain unaffected.

TRANSFERS FROM CATEGORY 2 TO CATEGORY 3: within the framework of the organisational and economic-productive needs of the company, transfers from category 2 to category 3 will take place as follows:

- a. Workers without specific work experience, coming from vocational schools and in possession of the relevant qualification, will be placed in the 3rd category after 3 months of employment;
- b. for workers in occupations spanning more than one category, assignment to the 3rd category will take place upon attainment of the necessary experience and technical-professional skills to perform the job at the higher level, which is presumed to have been acquired at the end of the 18th month of actual service; for workers with knowledge and skills acquired in specific professional courses lasting at least two years, assignment to the higher category will take place within 9 months;
- c. for workers in the 2nd category related to the production cycle whose development in the higher levels is linked to organisational requirements and to specific preparation achieved also through training courses, suitability for the transfer will be ascertained through experimentation for a period of one month, in the performance of tasks at a higher level after 36 months in the performance of the duties proper to the profession, which are generally considered sufficient to acquire the necessary ability. Such transitions will not necessarily entail a change of duties.

CHAIN LINES: Workers in the 2nd category working on assembly lines will be transferred to the next higher category after 36 months of work on assembly lines and provided that they have performed a complete set of tasks assigned to them with normal skill during this period. This transfer does not necessarily presuppose a change of duties. The employee, even after acquiring the 3rd category, may not refuse to rotate to any work position in the same production activity.

The legal category of white-collar workers includes workers, working with specific cooperation, in the 2nd and 3rd categories, in the 4th and 5th categories, in the higher level of the 5th category, in the 6th and 7th categories; the following criteria will be applied to these workers

- a. Workers with a university degree (even a three-year degree), when joining the company, will be classified in the 5th category, provided that they carry out activities inherent to the degree obtained;
- b. Workers with a secondary school diploma, upon joining the company, will be classified in the 4th category. These workers will in any case advance to the 5th category after 24 months of uninterrupted employment in activities related to the diploma obtained;
- c. Workers classified in the 2nd category working with specific cooperation of the relevant declaratory after 18 months of uninterrupted tenure will advance to the 3rd category.

3.2 Proof:

Categories/Levels	Ordinary duration	Reduced duration
Former 1st	1 month	20 days
D1, D2, C1	1½ months	1 month
C2, C3, B1	3 months	2 months
B2, B3, A1	6 months	3 months

The probationary periods indicated above are reduced for workers:

- a. Who have served for at least two years in other companies with identical tasks;
- b. Who have completed the total period of professional apprenticeship at other companies with reference to the same professional profile of recruitment.

In the case of recruitment within 12 months of the expiry of the last contract, or of conversion to an indefinite term, of workers who have worked in the same company for the performance of the same tasks either under one or more fixed-term contracts or under one or more labour supply contracts for a

period which in total exceeds the probationary period established for the respective classification level. In the case of shorter periods, the probationary period is reduced by the same amount. In the event that the probationary period is interrupted due to illness or accident the worker will be allowed to complete the probationary period if he/she is able to return to service within 3 months.

4 PARAMETERS, CONTRACTUAL COEFFICIENTS, WORKING TIME

4.1 Monthly wage: 13.

4.2 Daily coefficient: 26.

4.3 Hourly coefficient: 173.

4.4 Working hours: 40 hours per week. For installations requiring uninterrupted work of 7 days a week, the normal working time will result from a multi-week average with a maximum of 48 hours per week.

4.5 Discontinuous jobs: the following workers are considered discontinuous: drivers, motorboat drivers, nurses, electric energy production and transformation booth operators, surveillance, supervision and/or management of equipment and installations, even with sporadic maintenance work, fire-fighting service operators, messengers, ushers, caretakers, porters, day and night watchmen.

Discontinuous workers may be employed for normal weekly working hours of 40, 44 or 48 hours. In the case of workers hired for a normal working time of 48 hours per week, the working time will be counted as an average duration over a period not exceeding 12 months.

For discontinuous workers already employed on a 10-hour day, the normal weekly working time remains fixed at 48 hours.

For discontinuous workers already employed on a 9-hour day, the normal weekly working time remains fixed at 44 hours.

For discontinuous workers already employed with a daily schedule of 8 hours, the normal weekly schedule remains fixed at 40 hours.

Hours worked from 40 to 44 or 48 will be compensated with hourly rates of pay without the bonuses for overtime work.

5 OTHER REMUNERATION ELEMENTS

5.1 One-off: not provided for.

5.2 Thirteenth month's pay: the company shall pay a 13th month's amount at the salary on the occasion of Christmas.

5.3 Seniority steps: 5 two-year steps

Categories/Levels	Amounts
Former 1st	€ 18,49
D1	€ 21,59
D2, C1	€ 25,05
C2	€ 26,75
C3	€ 29,64
B1	€ 32,43
B2	€ 36,41
B3, A1	€ 40,96

In the event of a transfer to a higher level, the worker retains his seniority for the purposes of periodic seniority increases as well as the number of the same, the value of which shall be adjusted to the amounts provided for the level of arrival.

5.4 Overtime and surcharges: overtime work is allowed up to a limit of 2 hours per day and 8 hours per week, up to a total maximum of 200 hours per year for each worker (250 hours for companies with up to 200 employees and for ship and aircraft repair and sea trials; 260 hours for maintenance, installation and assembly activities).

	Increases:	Non-shift work	Shift work
a.	overtime work:		
	First two hours	25%	25%
	Subsequent hours	30%	30%
a.	night until 10 p.m.	20%	20%
	Night after 10 p.m.	30%	20%
a.	festive	50%	50%
a.	holidays with compensatory rest	10%	10%
a.	festive overtime	55%	55%
a.	festive overtime with compensatory rest	35%	35%
a.	night overtime (first two hours)	50%	40%
	Night overtime (later hours)	50%	45%
a.	festive night	60%	60%
a.	holiday night with compensatory rest	35%	35%
a.	festive night overtime	75%	65%
a.	holiday night overtime with compensatory rest	55%	50%

The aforementioned mark-up percentages are calculated on the hourly wage.

With the exclusion of operation and maintenance activities, carried out by plant engineering companies, which require a 24-hour shift pattern, for the hours falling between 10 p.m. and 6 a.m., the percentages indicated in the table are raised to the all-inclusive measure of 25%, 65% and 40% respectively. These percentages absorb up to the amount of any better treatment in place at the company level.

In the hypothesis of distributing the weekly working time over 5 days (Monday to Friday), the extension of overtime on Saturday, within the limits of the weekly measure, beyond the 2 hours per day will be allowed, if this is required by repair and maintenance needs. In other cases where such an extension of overtime is required on Saturdays, an increase of 50% will be paid when overtime exceeds 2 hours. In companies adopting multi-week working hours, the maximum number of hours that can be used for each worker shall not exceed 120 hours per year in companies with more than 200 employees and 128 hours per year in companies with up to 200 employees.

The management will take into account personal needs within the limit of 10% if replacement by suitably qualified staff is available.

For overtime hours under "quota exemption" from the prior agreement in excess of 40 hours per year for shift workers and non-shift workers working in companies with more than 200 employees, or 48 hours per year for non-shift workers working in companies with up to 200 employees, an additional 8% bonus will be paid for each hour worked, which absorbs up to the amount of any preferential treatment in place at company level.

5.5 Supplementary, company, territorial bargaining: bargaining at company level is exercised for matters delegated, in whole or in part, by the CCNL or by law.

Company agreements are valid for three years.

5.6 Equalisation element: workers in force on 1.1 of each year in companies without second-level bargaining concerning the definition of remuneration institutions that are in any case subject to contribution and who, during the previous year (1.1-31.12) have received a remuneration consisting exclusively of remuneration amounts fixed by the CCNL (workers without collective or individual superannuation, annual bonuses or other remuneration amounts in any case subject to contribution), is paid, by way of equalisation, with the remuneration for the month of June an annual amount equal to € 485, all-inclusive and not affecting the severance pay, or a lower amount up to the same amount in the event of additional remuneration to that established by the CCNL, depending on the duration, even if not consecutive, of the employment relationship during the previous year.

5.7 Individual annual mensilization element: workers in force as of 31 December 2008 to whom the Special Discipline, Part 1 was applied, starting from the year 2009, with the salary of the month of December, an annual payment of 11 hours and 10 minutes will be recognised as an annual non-absorbable individual mensilization element pursuant to the CCNL of 20 January 2008.

In the event of termination of employment, the employee shall be entitled to payment of the element defined above in proportion to the twelfths accrued. The fraction of a month exceeding 15 days shall be considered, for these purposes, as a full month.

5.8 Flexible benefits: as of 1 June each year, companies must provide workers with welfare tools worth €200, to be used by 31 May of the following year.

Workers, having completed their probationary period, in force on 1 June of each year or subsequently hired by 31 December of each year are entitled to the above:

- with an open-ended contract;
- with fixed-term contracts who have accrued at least 3 months, even if not consecutive, of seniority during each year (01.01 - 31.12).

Workers on unpaid or compensated leave during the period 01.06 - 31.12 each year are excluded.

The above work is not proportionate for part-time workers.

Workers also have the option of allocating the aforementioned values, from year to year, to the Cometa Fund or the MètaSalute Fund, in accordance with the rules and procedures defined by those Funds, it being understood that the maximum cost borne by the company for each year cannot exceed € 200.

6 HOLIDAYS AND LEAVE, HOLIDAYS

6.1 Holidays: workers accrue a paid holiday period of four weeks for each year of service.

Workers who accrue a length of service of more than 10 years and up to 18 years are entitled to an extra day's holiday and workers who accrue a length of service of more than 18 years are entitled to an extra week's holiday, compared to four weeks.

Each week of leave must be counted as 5 or 6 working days depending on whether the normal working week is spread over 5 or 6 days respectively.

Holidays will normally be collective (by plant, by department, by step). The period of consecutive and collective holidays may not exceed three weeks, unless otherwise agreed by the company.

In order to facilitate family reunification in the countries of origin of migrant workers, companies with more than 150 employees, within the maximum percentage of 3% of their workforce, and companies with up to 150 employees, within the maximum percentage of 2%, will positively assess the acceptance of requests, in chronological order of presentation, of individual workers, to take continuous periods of absence from work through the use not only of holiday time, but also of other permits provided for by the CCNL.

Transitional Rules

1. Workers in force on 31 December 2007, to whom the Special Rules, Part One, applied, begin to accrue as of 1 January 2008 the length of service required to be entitled to the additional day of leave beyond 10 years and up to 18 years of service or the additional week of leave beyond 18 years of service.
2. Workers to whom the Special Discipline, Part 1 applied, in force on 31 December 2007, are granted, as of 1 January 2008, an additional day of holiday in addition to the 4 weeks if they meet the requirements of ten years' seniority in the company and 55 years of age.

6.2 Reduced working hours: 13 paid annual leaves of 8 hours (amounting to a total of 104 hours, of which 72 hours were previously recognised as reduced working hours and 32 hours to replace abolished holidays).

On the other hand, for all workers in the iron and steel sector, the following are envisaged on a yearly basis of service or fraction thereof, 15.5 paid annual leaves of 8 hours, amounting to a total of 124 hours, of which 92 hours were previously recognised as a reduction in working time and harmonisation of the 39th hour and 32 hours as a replacement for abolished holidays.

For workers who work in shift systems of 15 or more shifts per week, including night shifts and/or Saturday and Sunday shifts, an annual paid leave of 8 hours is also granted as from 1.1.2002 (from 1.1.2000 for steel workers, monetised and paid with a 13th month).

A portion of the aforementioned leaves, up to a maximum of 5, may also be used collectively for individual departments or groups of workers. The remaining leaves, plus those not used collectively, are at the disposal of the individual worker and are used upon request to be made at least 10 days in advance and in compliance with a rate of simultaneous absence for this purpose of no more than 5% of the workers normally assigned to the shift.

Any leave not taken within the year of accrual is allocated to a specific

Individual time account for a further 24 months, to enable the worker to make use of it. At the end of this period, any hours still accrued will be settled with the salary in place at the time of expiry.

6.3 Public holidays: in addition to the statutory ones, the Patron Saint; 4/11 treatment of public holidays that coincide with Sundays.

The remuneration for holidays falling on a weekday is included in the normal monthly remuneration. If, on the other hand, one of the holidays falls on a Sunday, workers are owed, in addition to their normal monthly remuneration, the amount of a daily portion of the de facto remuneration, equal to 1/26 of the fixed monthly remuneration.

6.4 Paid leave:

SYNDICAL PERMITS: 24 hours for each calendar quarter, to workers who are members of national and provincial executive bodies of trade union confederations, executive committees of national trade union federations and provincial metalworkers' unions, in order to perform their duties.

PERMITS FOR RSU MEMBERS: for the performance of their mandate. For production units with up to 200 employees, paid leave may not be less than a total of 1 hour and 30 minutes per year for each employee.

PERMITS FOR MEETINGS: 8 hours per year for workers' meetings, in undertakings with at least 10 employees.

PERMITS FOR DEATH: 3 days per year in the event of death or documented serious infirmity of a spouse, or of a relative within the second degree or of a family member.

STUDENT PERMITS: they will be placed on shifts that facilitate course attendance and exam preparation; they will also be exempt from working overtime and during their weekly rest periods. Paid leave for all exam days and for the 2 working days preceding each exam in the case of university exams or the exam session in other cases. Right to study: the number of hours available is obtained by multiplying 7 hours by 3, for the number of employees working in the company on that date. In the case of attendance at experimental courses for remedial compulsory schooling, adult literacy and Italian language courses for foreign workers, the amount of paid leave is increased to 250 hours. Workers who may be absent from the company at the same time to attend study and vocational training courses shall not exceed 3% of the total workforce.

RLS PERMITS: 50 hours per year in production units employing between 51 and 100 employees; 70 hours per year in production units employing between 101 and 300 employees; 72 hours per year in production units employing between 301 and 1,000 employees and 76 hours per year in production units employing more than 1,000 employees.

6.5 Flexibility of contractual working time: multi-week working hours, averaging 40 hours per week of ordinary working time over a period not exceeding 12 months, may be activated for a maximum of 80 hours per year, to be implemented for the entire workforce, departments or groups of workers, with a maximum weekly working time of 48 hours.

In the event that overtime hours are also arranged by management under the 'exempt quota' system during the year, the maximum number of hours that can be used for each worker may not exceed 120 hours per year in companies with more than 200 employees and 128 hours per year in companies with up to 200 employees.

The activation modalities will be communicated to the employees concerned at least 15 days before the activation of the multi-week schedule.

Subject to prior joint examination, in cases of sudden necessity, notice to the workers concerned will be 5 days and the implementation of the multi-week timetable will be completed in a maximum period of three months.

The workers concerned will receive the remuneration related to the normal weekly contractual hours both in periods of over- and under-performance.

For hours worked in excess of the normal weekly contractual hours, an 15% surcharge for hours worked from Monday to Friday and 25% surcharge for hours worked on Saturdays

In the case of multi-week working hours due to sudden needs, the above-mentioned increases will be raised to the all-inclusive amounts of 20% and 30% respectively.

In the event of non-performance of overtime while participating in the reduction, they may compensation can be made by means of make-ups or with other contractual institutions, using available P.a.r. hours, holiday hours or hours set aside in the time account or time bank or even unpaid leave, taking into account the preference expressed by the employee in this case

6.6 Time Bank: A Time Bank is established for all workers and for all overtime hours worked according to the following rules:

- Workers who work overtime, if they do not declare within the month following the month in which they worked that they wish to take compensatory rest, will be paid overtime with the increases currently provided for by the CCNL in the pay period following the aforementioned two-month period and with the pay of the month in which the overtime was worked;
- Workers who formally declare within the month following the overtime performance that they wish to take the rest may take it in the manner and amount already provided for the "hour account". For overtime hours in the hour bank, an all-inclusive surcharge of 50% of the amount provided for overtime in the various modes of working shall be paid, to be taken into account in the elements used to calculate the surcharges for overtime, night and holiday work;
- Workers who, during the month of overtime work, declare that they wish to be paid, will be paid according to normal company practice.

7 ABSENCES

7.1 Disease:

PRESERVATION OF PLACE/COMPORT:

- 183 calendar days for seniority up to 3 years;
- 274 calendar days for seniority over 3 and up to 6 years;
- 365 calendar days for seniority over 6 years.

The employee is entitled to a period of job retention, referred to as extended leave, in the following cases:

- Continuous morbid event with uninterrupted absence or interrupted by a single return to work for a period not exceeding 61 calendar days;
- When at least two illnesses have occurred, each involving a continuous absence of 91 calendar days or more;
- When, at the end of the short comportment period, an illness with prognosis of 91 calendar days or more.

The extended comportment is equal to:

- For seniority up to 3 years: 274 calendar days;
- For seniority over 3 years and up to 6 years: 411 calendar days;
- For seniority over 6 years: 548 calendar days.

The aforementioned periods of job retention and the reasons for extension are understood to refer to the total absences that occurred in the three years preceding each new morbid episode.

ECONOMIC TREATMENT: the companies will pay the worker absent due to illness or non-work-related injury, within the framework of job preservation, a supplement to what the worker receives from the institute up to the normal total net remuneration that he/she would have received if he/she had worked, making the relevant adjustments at the end of the contractual treatment period; therefore, the economic treatment is as follows

- For seniority of up to 3 years: 100% of global remuneration for the first 122 calendar days and 80% of global remuneration for the remaining days;
- For seniority from three to six years: 100% of global remuneration for the first 153 calendar days and 80% of global remuneration for the remaining days;
- For seniority over six years: 100% global remuneration for the first 214 calendar days and 80% of global remuneration for the remaining days.

The above allowance shall be restarted in the event of a non-occupational illness or injury occurring after a period of 61 calendar days from the resumption of duty. Periods of hospitalisation lasting more than 10 continuous days shall be paid at full pay in addition to the above allowance up to a maximum of 61 calendar days.

Notwithstanding the foregoing, in the event that during each year (1.1 -31.12) absences due to illness lasting no more than 5 days have occurred for a number of events exceeding 3, the first three days of the fourth and subsequent absences lasting no more than 5 days will be remunerated as follows:

- Fourth absence: 66% of full pay;
- Fifth and subsequent years: 50% of full pay.

Absences due to hospitalisation are excluded from the application of the above treatment

hospital, including day hospital, as well as absences due to illness arising during pregnancy after its certification. Absences due to Crohn's disease or diabetes are also excluded if they have resulted in the recognition of a disability of at least 46%, Cooley's disease, neoplasms, hepatitis B and C, serious cardiovascular diseases, multiple sclerosis, as well as haemodialysis and recurrent therapeutic treatments related to the above-mentioned pathologies at recognised hospitals or health facilities and certified by appropriate certification.

7.2 Injury:

PRESERVATION OF PLACE/COMPARTMENT: until clinical recovery.

ECONOMIC TREATMENT: The injured worker is entitled to full pay for the first day on which he leaves work. In addition, companies will pay the worker absent due to an accident or occupational disease a supplement to what he/she receives, by virtue of legislative and/or other provisions, up to the normal total net remuneration that the worker would have received if he/she had worked. For any period of occupational injury and illness exceeding the above limits, the worker shall receive normal insurance benefits.

7.3 Maternity: the employee absent during the 5 months of maternity leave will be paid full pay in addition to the statutory provisions.

Pursuant to Legislative Decree 151/2001, the working father and working mother, for each child in their first 8 years of age, have the right to abstain from work for a total period not exceeding 10 months, increased to 11 if the father exercises the right to abstain from work for a continuous or fractionated period of not less than three months. Within this limit, the right to abstain from work shall apply:

- To the mother, after the period of compulsory maternity leave, for a continuous or fractionated period not exceeding 6 months;
- A working father, from the birth of his child, including the day of the birth, for a continuous or fractionated period not exceeding 6 months, which may be increased to 7 if he exercises his right to abstain from work for a continuous or fractionated period of not less than 3 months;
- Where there is only one parent, for a continuous or fractionated period not exceeding 10 months.

PARENTAL LEAVE: Working fathers and working mothers, for each child during its first 12 years of life, are entitled to parental leave that may be taken on an hourly, daily or continuous basis for a total period not exceeding 10 months increased to 11 months if the working father exercises his right to abstain from work for a continuous or fractionated period of not less than three months.

The use of parental leave periods on an hourly basis can be split into groups of 2 or 4 hours daily re-proportioned to one hour and two hours respectively, for part-timers equal to or less than 20 hours per week. It may not be scheduled for a period of less than one working day in the month of use.

7.4 Marriage leave: 15 consecutive days during which workers are considered for all purposes to be in active service.

7.5 Unpaid leave: student workers with less than 5 years' seniority may request 120 hours of unpaid leave during the calendar year

7.6 Expectations:

LEAVE FOR SICKNESS: at the end of the compartment period, the worker may take leave for a continuous, non-fractional period (fractionable only for absences caused by serious illnesses requiring life-saving therapies), which may be extended up to a maximum of 24 months only once in the three-year reference period.

LONG-TERM SENIORITY: minimum 1 month and maximum 6 non-fractional months to workers with more than 10 years' seniority. For workers who have to carry out voluntary work, care work or study, seniority is reduced to 7 years.

EXPECTATION FOR SERIOUS REASONS: not exceeding 2 years over the entire working life, to the worker for serious family reasons.

DEADLINE FOR DRUG DEPENDENTS: not exceeding 3 years, for drug addicts, to access therapeutic and rehabilitation programmes.

LOAN TO FAMILY MEMBERS OF DRUG DEPENDENTS: not exceeding 4 months, also divisible for periods of not less than 1 month, to family members of drug addicts, in order to contribute to rehabilitation programmes.

EXPECTATION FOR TRAINING: 11 months, even fractionable, to workers with at least 5 years' seniority, in order to complete compulsory schooling, obtain a second degree, university diploma or degree, or to participate in training activities other than those set up or financed by the employer.

APPOINTMENT FOR UNIONAL OR PUBLIC OFFICERS: to workers called to functions

elected public officials or to hold provincial and national trade union posts (L. 300/1970).

GENDER VICTIMS OF GENDER VIOLENCE: maximum 6 months, payable on an hourly or daily basis over 3 years, to women victims of gender-based violence.

7.7 Suspension/reduction of work or CIG: in the case of interruptions that exceed a total of 60 minutes in the day, if the company keeps the worker at the place of work, the worker is entitled to pay for all the hours he was present. In the event of a suspension that exceeds 15 days, the worker may terminate the relationship with the right to all the relative indemnities including notice, as well as severance pay.

Working hours lost due to force majeure or as a result of supply interruptions or work stoppages agreed between the territorial trade unions or between management and the unitary trade union representative or even, for individual cases, between the parties concerned, may be made up on a normal basis. The modalities for recovery are defined within the company.

8 TYPES OF CONTRACTS

8.1 Stabilisation of contract and indefinite term

Workers who have carried out at the same company, with equivalent tasks, both periods of work under a fixed-term contract and periods of employment under a staff leasing contract, if the sum of the periods of work in the two types of employment exceeds 44 months in total, even if not consecutive, including any extension under an assisted derogation, acquire the right to be hired on a permanent basis where they are employed under a fixed-term contract; For these purposes, as provided for by law, periods of work under a fixed-term employment contract for seasonal activities are not counted.

8.2 Professional apprenticeship

AGE LIMITS: young people may be employed if they are not younger than 18 years of age, unless exempted by law, and not older than 29 years of age.

SCOPE OF APPLICATION: the attainable qualifications do not include those at D1 level and A1 level.

Duration: a minimum of 6 months and a maximum of 36 months. for workers holding a level 4 eqf diploma, a higher technical diploma its (level 5 eqf), or a university degree (level 6 and 7 eqf) inherent to the profession to be pursued, this duration will be reduced by 6 months. for professional figures included in the D2 level classification employed in mass production carried out on simple assembly or chain lines when the tasks are characterised by short, simple and repetitive activities, the maximum duration will be 24 months.

PREVIOUS PERIODS OF APPRENTICESHIP: periods of professional apprenticeship completed, for a duration of at least 12 months, with more than one employer will count towards the total duration of the apprenticeship period, provided that they are not separated by interruptions of more than one year and provided that they relate to the same activities. in this case, the duration of the apprenticeship contract will be reduced by 6 months, without prejudice to the provisions on the possession of the qualification.

TRAINING: not less than 80 average hours per year including initial theoretical training on the specific risk provided for by the state-regions agreement of 21.12.2011, with the possibility of being supplemented by public training, where existing, aimed at the acquisition of basic and transversal skills.

TRIAL PERIOD: equal to that established by the current collective agreement for the initial classification level. in the event that the trial period is interrupted due to illness or accident, the apprentice will be allowed to complete the trial period if he/she is able to return to work within a number of days equal to half the duration of the trial period.

SCHEDULE: for apprenticeship contracts signed as from 1.6.2021, the apprenticeship will be graded at the level corresponding to the professional qualification to be obtained. the remuneration will be the minimum contractual level corresponding to the professional qualification to be obtained adjusted, in line with the training pathway to be completed at the end of the apprenticeship, to the percentages and relative periods of application as shown below:

Total Duration	Months	First period	months	Second period	months	Third	period	months
36	12	85%	12	90%	12	95%		
30	10	85%	10	90%	10	95%		
24	8	85%	8	90%	8	95%		

For apprentices hired before 1.6.2021, without prejudice to the application of the clauses concerning grading and relative remuneration provided for in the apprenticeship contract already

concluded in application of the CCNL 26.11.2016, with effect from 1.6.2021, where the grading period in 1st category has not yet been completed, will be automatically graded in level D1.

THIRD LATE: The company shall pay the apprentice, on the occasion of Christmas, a thirteenth month's pay in the amount of 173 hours of the apprentice's total remuneration. If the apprentice starts or ends his employment during the year, he shall be entitled to as many twelfths of the amount of the Christmas bonus as the number of months of service with the company.

SICKNESS AND ACCIDENT: the same treatment as that provided for any other worker by the applicable collective agreement applies to non-probationary apprentices.

PFI: this is compulsory and indicates the apprentice's training pathway and the content and method of training delivery.

INVOLUNTARY TEMPORARY SUSPENSION: in the event of absence due to illness, accident, pregnancy and childbirth exceeding 30 days, the contract will be extended for a period equal to the duration of the absence. in the event of absences exceeding 30 days for reasons other than those indicated, the parties to the individual employment contract will define the possibility of extension.

SUPPLEMENTARY INSURANCE: the apprentice is subject to the same treatment as any other worker under the applicable collective agreement.

INTEGRATIVE HEALTH CARE: the same treatment applies to the apprentice as for any other worker under the applicable collective agreement.

WELFARE: the same treatment applies to the apprentice as for any other worker under the applicable collective agreement.

WITHDRAWAL: given the peculiar mixed-cause nature of the apprenticeship contract, the training period ends at the end of the apprenticeship period; the parties to the contract may withdraw from the contract by giving 15 days' notice, in accordance with the provisions of Article 2118 of the Civil Code, The parties to the contract may terminate the contract by giving 15 days' notice commencing at the end of the contract. during the period of notice, the rules of the apprenticeship contract shall continue to apply. should the parties fail to exercise the right to terminate the contract, the relationship shall continue as an ordinary open-ended employment relationship with the award of the professional qualification which was the subject of the apprenticeship contract.

ATTRIBUTION OF QUALIFICATION: for the worker who is retained in service, the apprenticeship period will be counted in the length of service, in addition to the institutions provided by law, for the purposes of all the institutions introduced and regulated by the Ccnl. for the accrual of periodic increases in seniority, from 1. For the purposes of accruing periodic seniority increases, as of 1. 10.2017, the apprenticeship period shall be counted at the rate of 65%. for employees with a high school diploma inherent to the qualification for contractual purposes to be acquired, who are retained in service, for the purposes of professional mobility, the apprenticeship period shall be considered useful to the extent of 12 months.

8.3 Fixed-term contract

LIMITS OF USE: the fixed-term contract is governed by the law.

For contracts with a duration of up to 36 months, within the duration of the contracts themselves, the periods of job preservation and economic treatment in the event of illness and non-occupational injury, for workers with seniority of up to three years, apply according to the principle of direct proportionality.

The hiring of temporary workers to replace workers on maternity, paternity or parental leave may be brought forward up to 2 months before the start of the leave.

In the case of conversion to an indefinite term or subsequent employment on an indefinite term of a worker already employed on a fixed-term contract or on an agency leasing contract, all the periods of work performed by the worker at the same company, for the performance of equivalent duties, shall be taken into account for the purposes of the application of the disciplines referred to in the periodic seniority increases, provided that they are not interrupted by periods of non-work exceeding 12 months. In addition to seasonal activities (referred to in Presidential Decree 1525 of 1963), the parties agree that seasonal activities are identified as those characterised by the recurring need for intensification of work in specific and limited (maximum 6 months) periods of the year (defined within the company). The reduced time intervals in the succession of fixed-term contracts, with the same worker and for the same duties, apply in cases of employment to replace absent workers, workers laid off in the redundancy fund, registered in the mobility lists or beneficiaries of the Aspi and in any other case provided for by the company agreements entered into with the trade union representation.

A worker who, in the performance of one or more fixed-term contracts at the same company, has worked for a period of more than 6 months, has the right of precedence in open-ended recruitments made by the employer within the 12 months following the expiry of the fixed-term contract with reference to the tasks already performed in the performance of the fixed-term contracts. A worker hired on a fixed-term contract for the performance of seasonal activities has the right of precedence over new fixed-term hirings by the same employer for the same activities.

The right of precedence referred to above may be exercised on condition that the employee expresses his or her will in writing within 6 and 3 months respectively of the date of termination of the employment relationship and expires within one year of the termination of the relationship.

Workers who have carried out at the same company, with equivalent tasks, both periods of employment under a fixed-term contract and periods of assignment under a staff leasing contract, if the sum of the periods of employment under the two types of contract exceeds a total of 44 months, even if not consecutive, including any assisted extension, acquire the right to be hired on a permanent basis where they are employed under a fixed-term contract.

The parties confirm that for these purposes, as provided by law, periods of work performed under a fixed-term employment contract for seasonal activities do not count.

8.4 Part time

DURATION OF WORKING PERFORMANCE PART TIME: may be horizontal, vertical or mixed.

TRANSFORMATION: The company with more than 100 employees, within the maximum percentage of 4% of the full-time workforce, will assess the request for the transformation of the employment relationship from full-time to part-time in the following cases:

- Need to care for parents, spouse or cohabiting partner, children, and other cohabiting family members with no alternative means of care, who are seriously ill or disabled;
- Need to care for children until they turn thirteen;
- Need to care for cohabiting family members without any alternative means of assistance who are accessing therapeutic and rehabilitation programmes for drug addicts;
- Study requirements related to the completion of compulsory schooling, a secondary school degree or a university degree or diploma.

The company will assess the acceptance of the employee's request to make use of part-time work, taking into account technical and organisational requirements.

The company with up to 100 employees, within the maximum percentage of 3% of the full-time workforce, will evaluate the formal requests of workers taking into account technical and labour needs.

In the event of conversion of the employment relationship from full-time to part-time, it may also have a predetermined duration, which will not normally be less than 6 months and more than 24 months.

ELASTIC CLAUSES: it is possible to provide for clauses concerning the variation of the temporal collocation of the work performance and, in vertical or mixed relationships, also clauses concerning the increase of the duration of the work performance.

In the event of a change in the timing of the service, an increase in pay of 10% is paid.

An increase in the duration of work is permitted for a quantity annual performance not exceeding 25% of the normal annual part-time performance and a pay increase of 15% must be paid for the increased hours worked.

ADDITIONAL WORK: additional work is allowed with reference to specific organisational, production or administrative needs up to 40 hours per week and for an annual amount not exceeding 50% of the normal annual part-time work and is compensated with a 10% increase. For services in excess of that annual limit, the increase will be 20%.

8.5 Labour administration

Temporary workers are entitled, for the entire duration of the mission, for the same tasks performed, to economic and regulatory conditions that are on the whole not inferior to those of workers of the same level in the company in accordance with the provisions of Article 35, of Legislative Decree No. 81/2015.

Company agreements concerning the performance bonus shall establish the methods and criteria for the determination and payment of such bonus; in the absence of company contractual rules, the performance bonus shall be paid to temporary agency workers on mission at the date of payment or communication of the results referred to in paragraph 4 of Article 12, Section Four, Title IV, in direct proportion to the total period of mission performed in the year of reference of the bonus itself, even if by virtue of more than one temporary mission.

8.6 Cadres: the company is liable for damages resulting from negligence caused by the cadre in the performance of its activities. This liability may also be covered by taking out an insurance policy.

The company shall guarantee the cadre employee, also through a possible insurance policy, legal assistance until final judgment, for civil and criminal proceedings against the cadre for facts that are directly related to the performance of duties

attributed to him.

9 TERMINATION OF EMPLOYMENT

9.1 Advance notice:

Years of service	Levels. A1, B3, B2	Level B1, C3, C2	Levels. C1, D2, D1	Former Cat. 1
Up to 5 years	2 months	1 month and 15 days	10 days	7 days
5 to 10 years	3 months	2 months	20 days	15 days
Over 10 years	4 months	2 months and 15 days	1 month	20 days

The party terminating the relationship without observing the aforementioned notice periods shall pay the other party an indemnity equal to the amount of the remuneration for the period of non-notice as set forth below:

Years of service	Levels. A1, B3, B2	Level B1, C3, C2	Levels. C1, D2, D1	Former Cat. 1
Up to 5 years	2 monthly payments	1.5 monthly payments	0.33 monthly payments	0.24 monthly payments
5 to 10 years	3 monthly payments	2 monthly payments	0.67 monthly payments	0.5 monthly payments
Over 10 years	4 monthly payments	2.5 monthly payments	1 month's salary	0.67 monthly payments

9.2 Severance pay: upon termination of the employment relationship, the company will pay the employee a severance pay to be calculated in accordance with the provisions of Article 2120 of the Civil Code and Law No. 297 of 29.5.1982, Legislative Decree No. 252 of 5.12.2005 and subsequent amendments; the severance pay will be paid within 30 days from the date of publication of the ISTAT index to be used for the revaluation of the Severance Pay Fund.

Remuneration, including related bonuses, relating to work performed outside normal working hours is excluded from the basis for calculating severance pay.

10 WELFARE/WELFARE

10.1 Supplementary/complementary pension provision:

COMETA BOTTOM:

- Registration fee: € 5.16 charged to the company and € 5.16 charged to the registered worker;
- Contributions: 1.2% borne by the worker and 2% borne by the company, both calculated on minimums. For workers joining after 5.2.2021 and under 35 years of age, the employer's contribution is raised to 2.20% of the contractual minimums from 1 June 2022;
- Severance pay: 40% of annual severance pay (100% for those hired after 29.4.1993, with no previous INPS seniority).

10.2 Integrative assistance:

METASALUTE FUND All companies are required to pay to the Fund: € 24.00 for each worker in force as at 31.12.2011 and € 24.00 for each worker in force as at 31.12.2012, the latter payment being temporarily suspended. If the Parties do not define specific agreements in this regard, this contribution will be paid in June 2016. The above contributions are calculated with reference to permanent workers not on probation including apprentices. The above contribution is also due in full for workers hired during the year and for workers hired on a part-time basis, while this amount may be re-proportioned, on a monthly basis or fraction thereof exceeding 15 days, if the workers, during 2011 and 2012, are suspended due to the CIG or for any other cause entailing non-payment of wages. Companies must pay the due amounts to the Fund by 31.01.2012 and 31.01.2013, respectively. From 1.1.2016 each worker voluntarily enrolled in the Fund must pay: € 3, while the company must pay € 6 monthly for each worker enrolled and contributing.

As of 1.10.2017, workers in force on the same date, not on probation, and employed under an open-ended contract, including part-time, apprenticeship and fixed-term contracts of not less than 5 months from the date of registration, are enrolled in METASALUTE.

The contribution is € 156.00 per year (divided into 12 monthly instalments of € 13/each) to be paid by the company, per registered worker.

Non-tax-dependent family members belonging to the household, including de facto cohabitants, may also be enrolled, with coverage at their full expense, in accordance with the terms and amounts laid down in the Fund Rules



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