

Training Leave : All you need to know

Individual training leave is a special leave to allow employees to attend courses, prepare for and take examinations, or take part in any other activity related to eligible training, with a view to:

- making a career change;
- enhancing their competitiveness;
- extending their knowledge.

What are the conditions to meet in order to benefit from the training-leave?

To qualify for individual training leave, employees must:

- be normally employed at a workplace located in Luxembourg;
- be bound by an employment contract with a business or association legally established and active in the Grand Duchy;
- have been working for their employer for at least 6 months at the time of the request for leave.
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Which steps have to be taken to benefit from the training-leave?

⇒ *Presentation of the application*

The applicant applies to the Department of Vocational Training (*Service de la formation professionnelle*) of the Ministry of National Education, Childhood and Youth (*Ministère de l'Education nationale, de l'Enfance et de la Jeunesse*). To do this, applicants must:

- fill in the form "Request for training leave" (downloadable on website www.guichet.lu);
- submit it to the employer for approval;
- send the completed form along with the required documents, to the following address:

Ministry of National Education, Childhood and Youth
Department of Vocational Training
29, Rue Aldringen
L-1118 Luxembourg

⇒ *Employer's assessment*

In the event of a negative response by the employer, as expressed on the form, the leave may be deferred (in practice, only once), if the absence of the employee may have major repercussions that are detrimental to the proper functioning of the company or to the planning of annual leave for the rest of the staff.

In practice, an employee whose request is rejected can still send the completed application form to the ministry. The ministry will forward it to an advisory committee, which will issue an opinion on the deferral schedule. The ministry's decision will be based on that opinion.

Which trainings are eligible for training leave?

Courses in Luxembourg and abroad are eligible if offered by:

- the professional chambers;
- by foundations, natural persons and private associations individually approved by the Minister for that purpose;
- public or private teaching establishments recognized by the public authorities and issuing certificates also validated by said public authorities;
- the communes;
- ministries, administrations and public establishments.

The training courses that the applicant wishes to attend need not necessarily be directly related to their work position. They may take place during working hours, evening hours or weekends.

How the number of days of individual training leave is calculated?

The total number of days of training leave to which the beneficiary may be entitled depends on the number of hours required for the training. This number of hours is defined by either the training institution or determined on the basis of the course schedule of the school or training institution.

The number of required hours is converted into a number of working days:

- 8 hours of training is equivalent to one working day;
- "1 day of training leave" does not, however, correspond to "1 working day", but to one third of a working day. As a result, each 8-hour day of training is divided by 3 to calculate the number of "days of individual training leave";
- if necessary, the result is rounded down to the nearest whole number.

Example: calculation for 30 hours of training

$30 / 8 = 3.75$ days of work

$3.75 / 3 = 1.25$ days of training leave (to be rounded down to the nearest whole number)

A 30-hour training course converts to 1 day of individual training leave.

Which is the maximum and minimum duration of training leave?

Each beneficiary has 80 days of training leave that they can take throughout his professional career. No more than 20 days of training leave can be granted over a period of 2 years.

The minimum duration of training leave is one day. Therefore, applicants must enroll in a training course providing for at least 24 hours of training to be eligible for individual leave (24 hours / 8 = 3 working days / 3 = 1 day of training leave).

For part-time employees, days of training leave are calculated in proportion to the working time.

How much are paid the employee in training leave?

For each day of leave, employees are entitled to a compensatory allowance, paid by the employer, that is equal to their average daily salary. This allowance cannot exceed 4 times the social minimum wage for unskilled workers.

Will the employer be reimbursed for the training-leave?

The employer advances the compensatory allowance and is then reimbursed by the State, for both the amount of the allowance and the employer's share of the social contributions.

The employer must fill in the form "Request for reimbursement" (downloadable on website www.guichet.lu), accompanied by a payslip, an employer's certificate (specifying the exact date(s) of the training leave actually taken), and a certificate of attendance, which the beneficiary of the leave is required to provide to the employer.

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