

EDUCATIONAL LEAVE

PAID EDUCATIONAL LEAVE

Paid educational leave is intended to promote the social advancement of workers employed in the private sector. To this end, they are granted leave that is normally paid for training courses attended during or outside normal working hours. This leave is paid by the employer at the usual payment dates. The employer may obtain reimbursement for these hours from the Federal Public Service Employment, Labour and Social Dialogue. The number of reimbursable hours of leave is equal to the number of hours of attendance at the courses, but is subject to certain limits depending on the type of training followed and taking into account the number of course hours that coincide with working hours. The reimbursable remuneration is also subject to a maximum limit.

The training courses attended may have a professional purpose, without it being necessary for there to be a connection with the job currently held. They may also be of a general nature.

Specific regulations also apply to workers preparing for and sitting examinations before the Central Jury, to workers in SMEs, to certain part-time workers, and to employees of autonomous public enterprises.

A RIGHT TO PAID EDUCATIONAL LEAVE?

You should contact your employer to find out whether the training course you wish to attend entitles you to paid educational leave.

You must provide your employer with the certificate of enrolment in the training course (the specific certificate for paid educational leave issued by the school) no later than 31 October of each academic year. This certificate must be submitted to the employer either by registered mail or with an acknowledgement of receipt.

In the event of late enrolment after 31 October or in the event of a change of employer, the application for leave must be submitted no later than 15 days after enrolment or the change of employer.

Please note : for modular education (such as at CPAB), the attendance certificate is issued per module and for each three-month period starting from the beginning of the training. For a module that starts on 1 September and ends on 31 January, there will be a first certificate covering the period from September to the end of November and a second certificate covering the period from December to the end of January. More than 10% of unjustified absences recorded on a certificate results in a suspension. You must inform your employer of the planned absences, but the leave schedule must be agreed with the employer.

EDUCATIONAL LEAVE

DROPPING OUT OR INSUFFICIENT ATTENDANCE

You must inform your employer within five days if you stop attending the courses. You lose your entitlement to paid educational leave from the date on which you notify your employer of your withdrawal. The number of hours of leave is then determined on the basis of the hours you attended before dropping out.

If you have more than 10% unjustified absences, you lose your entitlement to paid educational leave for a period of six months.

Attendance is monitored through the quarterly attendance certificate sent to the employer. An absence from classes is considered justified only for the following reasons:

- a medical certificate for the worker or a family member living in the same household;
- a strike affecting public transport;
- a strike or illness of the teacher;
- closure of the educational institution;
- severe winter weather conditions;
- professional reasons, supported by a certificate from the employer sent to the school and specifying the work performed;
- short-term leave ("small unemployment").

From the 2024–2025 academic year onwards, **paid educational leave (CEP) in the Brussels-Capital Region** has been improved and expanded. In particular, it **provides for**:

- access to paid educational leave for all Adult Education courses (such as CPAB) and courses provided by the middle-class training system, including practical examinations;
- improved access to paid educational leave for digital training courses (hybrid courses: online with contact hours);
- a more advantageous entitlement to paid educational leave for eligible workers (increased limits on the number of training hours and increases in the applicable allowances);
- a simplified entitlement to paid educational leave for part-time workers;
- a more inclusive entitlement to paid educational leave, particularly for people with disabilities;
- an indexed hourly rate of €22.07 for reimbursing employers for paid educational leave.

Additional information concerning the reform of paid educational leave in the Brussels-Capital Region is also available on the website of the Brussels Regional Public Service:

https://economie-emploi.brussels/conge-education-paye-reforme?utm_source=brevo&utm_campaign=07-2023%20Rforme%20CEP-organismes%20de%20formation&utm_medium=email

Contact: 02/204 16 30 (Tuesday to Friday, 9:00 a.m. to 12:00 p.m.)