

1. PURPOSE

The American University of Paris makes decisions concerning University holidays and the observance thereof via its Calendar Committee and collective bargaining agreements. This policy ensures compliance with French law, consistency, transparency, clear communication with constituents, and fair remuneration.

2. WHO IS AFFECTED BY THIS POLICY

Employees and students.

3. POLICY STATEMENT

- The Calendar Committee decides the Academic Calendar of the University and publishes the calendar at least two years in advance. The Calendar includes the days without classes for students during the academic semesters.
- In accordance with the *Convention Collective Nationale de l'Enseignement Privé Indépendant* and the collective bargaining agreements in force at The American University of Paris, University employees benefit from 16 paid holidays each calendar year.
- The days on which the paid holidays are observed are fixed with due regard for the academic calendar in negotiation with the duly-mandated union delegates present within the University during the obligatory annual negotiations each year.
- In accordance with French law, May 1<sup>st</sup> is always included among the paid holidays, and no exception to its observance is permitted.
- Exceptions to all other paid holidays may occur. Volunteer employees may carry out exceptional work on a paid holiday. Volunteer employees are remunerated for exceptional work on a day identified as a paid holiday. When the exceptional work occurs on a conventional holiday, employees are paid at normal pay rates; when the work occurs on a national holiday, employees are paid at double rates.

4. RESPONSIBILITIES

The Office of the Registrar organizes Calendar Committee meetings and publishes the resulting calendar. The Office of Human Resources organizes the required annual negotiations and publication of the results.

5. DEFINITIONS

“Employee”	Any person who is linked to The American University of Paris by an employment contract.
“Union Delegate”	An employee designated by a legally representative employee union to represent said union within the University.
“Conventional Holiday”	Holidays granted in accordance with the Convention Collective and the collective bargaining agreements (7 working days each year).
“National Holiday”	Holidays recognized by the French state (9 working days each year).

6. APPROVALS & HISTORY

Reviewed November 15, 2017.  
Reviewed November 16, 2020 (no changes).  
Next review November 2023.

7. ISSUING OFFICE AND CONTACT

The Office of Human Resources  
5, boulevard de La Tour-Maubourg  
75007 Paris  
+33 01 40 62 07 10