

1. PURPOSE

Employees of The American University of Paris are entitled to paid leave as outlined in this policy, which ensures compliance with French law, consistency, fairness, and clarity.

2. WHO IS AFFECTED BY THIS POLICY

Employees.

3. POLICY DECLARATION

- Administrative employees of The American University of Paris receive six weeks of annual paid leave.
- Leave is taken between June 1st and May 31st of the following year.
- As specified by the *Convention Collective Nationale de l'Enseignement Privé Indépendant* (national collective agreement on independent private education), The American University of Paris cannot guarantee 3 or 4 weeks of paid vacation in summer (July and August) to all administrative or educational employees.
- Two days of additional leave are granted to all employees in return for the flexibility that is required. Management sets these days in consultation with staff representative institutions.
- Service requirements may lead management to refuse paid vacation dates requested by an employee, or to ask the employee to change them. In this case and when the refusal or modification concerns a period of at least ten working days of paid leave for which the request was made at least one month in advance, the employee will be granted two additional days of paid leave.
- If management asks an employee to change the dates of his/her vacation after having earlier given written consent, compensation for the costs possibly incurred by this modification is provided upon presentation of receipts.
- In any case, Management cannot be held responsible for the cost of a trip already booked if the employee did not wait for the written response of Management before making the reservation.
- In view of the above-mentioned provisions, the splitting of paid vacation does not entitle the employee to the additional leaves provided for in [Article L3141-19](#) of the French Labor Code.

4. RESPONSIBILITIES

- The employee sends to his/her supervisor a written request to take paid leave.
- The employee and his/her supervisor agree to the dates of individual paid leave.
- Regarding the main holidays, the employee must send the request to his/her supervisor by April 30 of each year, at the latest. The supervisor must send his/her written response to the employee, possibly following a meeting with the employee, within fifteen days and in all cases before May 15.
- For other periods of leave, the request is also made in writing. In case of difficulty setting the dates, or if the supervisor has not responded to the employee within a reasonable amount of time, either party may request the intervention of the Office of Human Resources. In this case, the employee may be assisted by the person of his/her choice, who must be a staff member of The American University of Paris.

5. DEFINITIONS

“Employee”	Any person who is linked to The American University of Paris by an employment agreement.
“National Collective Agreement”	Text signed by a group of employers and one or more unions of employees whose object is to establish a set of conditions of employment and work as well as social guarantees.
“Staff representative institutions”	These institutions ensure the representation of and information sharing with employees within the general framework of the management of the University.

6. APPROVAL AND HISTORY

This longstanding policy was reviewed in February 2018. Next review will take place in November 2021.

7. ISSUING OFFICE AND CONTACT

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