



### **WORKING HOURS**

### Teaching Staff (art. 28)

- The working hours will be 27 hours per week and 237 complementary never exceeding the 8-hour workday.
- Teaching staff will also dedicate 50 hours per year to training, refresher courses and updating of knowledge.
- School management may transfer some teaching hours to complementary hours, and vice versa respecting the weekly and annual hours contracted.
- Subject to prior gareement between company and employee, the annual working hours may be increased by a maximum of 90 hours, which will not be considered overtime and shall be offered freely and accepted voluntarily, with preference given to part-time staff. Such hours shall be paid additionally, taking as a reference the normal hourly rate established in this Agreement.

### Non-teaching staff (art. 29)

- The working hours of qualified staff in non-teaching positions will be 33 hours per week.
- The working hours of the rest of complementary service staff and staff in groups III and IV will be 40 hours per

### Additional hours linked to a temporary post (art.30)

Teaching staff who hold the rank of Director/Principal, Deput Head/Vice-Principal, Head of Studies or Head of Department. shall add 5 extra hours per week to their workload in their corresponding post, which should be spent performing their specific role in the School.

he functions of the coordinator and the tutor can be carried out within the schedule established.

#### Weekly rest and break between working days (art. 31)

- For non-teaching staff, working hours will be distributed. throughout the week, non exceeding the workday 8 hours monday to friday and 4 hours on saturdays.
- If the consecutive day and a half of rest cannot be taken. on Saturday and Sunday, this will be taken on another day of the week instead
- There should be a break of at least 12 hours, between the end of the working day and the beginning of the next.

#### Overtime hours (art. 32)

The hours that exceed, in each case, the working hours established in this Agreement. The initiative to work overtime corresponds to the school and to the employee's free acceptance, always in accordance with current leaislation. Overtime hours may be compensated by time off in lieu.

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### Annual calculation and irregular distribution by school (art. 33)

	Schools with summer courses	summer courses*
ng hours	1089 h.	1069 h.
ementary	237 h.	257 h.
g hours	50 h.	50 h.

- Qualified complementary service staff: 1.396 h.
- Other complementary service personnel and administrative and ancillary staff: 1724 h.

### Internal staff: 40h. more per year to compensate.

 Teachers who hold the rank of Principal/Head. Viceaffinity, who cannot look after themselves, shall be entitled to Principal/Deputy Head, Head of Studies or Head of a reduction in the daily working hours, with a proportional Department: 210 h. per year added. reduction in salary, between, at least one eighth and up to a

\*Except in the Early Years Stage.

### Hours spent at the workplace (art. 34)

They will not be considered as part of the effective working day. nor will they count for the purposes of overtime.

### Dining hall and transport supervision (art. 35)

Teaching staff who are entrusted and voluntarily accept to undertake the supervision of pupils during meals, break times or on school bus routes, will be entitled, respectively, to free school meals and will have the right to free transport.

### Continuous shift during school holidays (art. 37)

HOLIDAY PERIODS, LE JULY AND AUGUST, will complete a continuous. shift of a maximum of 6 hours daily and 48 consecutive hours of rest in the same months, except in boarding schools or similar, when a continuous shift would not augrantee a proper service. in which case other shifts can be worked to ensure the different services are duly attended.

ADMINISTRATIVE AND ANCILLARY STAFE DURING THE SCHOOL

ADMINISTRATIVE STAFF. DURING THE NON-SCHOOL DAYS CORRESPONDING TO THE CHRISTMAS AND FASTER HOLIDAY PERIODS, a continuous shift of 6 hours a day and can arrange shifts to attend the different services.

# Reduction of working hours to care for dependents

Anyone who, for reasons of legal guardianship, has to care for a minor under 12 years of age or a person with a disability who

# Teaching Staff (art. 42)

the teaching staff will enjoy 2 more weeks of holiday over the summer period, in which the School Head will arrange shifts on a rota basis

The time specification and the period during which the reduction of working hours will be taken correspond to the employee, within their normal working hours, who must give the employer 15 days' notice specifying the start and end dates as a single monthly payment.

### Work calendar (art. 39)

of such reduction.

maximum of half their daily working hours

The company and workers' union representatives may establish, if they decide by mutual agreement, the internal work schedule of holiday periods, and may modify their duration, bank holidays and special leaves of absence. while ensuring due attention to those services that must remain operative.

### **ANNUAL LEAVE (grt.40)**

does not perform another paid activity, or has to take care

of a family member, up to the second degree of kinship or

All employees shall be entitled to 1 month's paid holiday for each full year of active service, taken preferably in summer. or the proportional number of days if worked less, and to 5 days of annual leave, taken on working days on the official calendar established, preferably and if possible during the summer period.

### Non-teaching staff (art. 41)

Shall be entitled to enjoy 6 calendar days of annual leave at Easter and 8 at Christmas; in both cases, these days shall be taken consecutively. The School Head will also determine a further 3 working days during the year.

The same holidays as pupils at Easter and Christmas, 50% of

Schools offering summer courses or boarding facilities are excluded from this obligation. As compensation, 50% of the teaching staff of these Schools will receive, on a rota basis, a sinale salary supplement of 35% of their gross salary, payable

# **LEAVES**

### Leaves of absence (art. 45)

Employees, prior written notice and justification, may take paid leave from work for any of the following reasons and periods

- 15 days in case of marriage or civil partnership. It may begin 3 days before the celebration or registration.
- 3 days in the event of surgical intervention requiring hospitalisation or serious illness, accident, hospitalisation or death, or day surgery requiring home confinement of relatives up to the second degree of kinship or affinity. Whenever the employee has to travel for this purpose. to another Autonomous Community or island, the time allowed is 5 days. In the case of foreign employees, this period will increase by 1 more day, should they need to travel to another country.\*
- 1 day for moving from the usual place of residence.
- For the time necessary to fulfil a duty of a public or personal nature.

- 1 day for a family wedding to the second-degree kinship
- To perform trade union or workers' representative functions in the legally established terms.
- For preanant employees to attend antenatal check-ups and classes, with prior notice and documented proof of the need to carry them out during working hours.
- Pool of max. 15 h. per year to attend medical. consultations of the workers themselves, of minor children, of theis spouses or of parents and relatives up to the first degree of kinship or affinity; and minor children's parental- teacher meetings.
- For trainning: to sit official examinations and attend vocational or professional development training
- \* In these cases:
- It will begin to compute on the same day of the triggering event, unless it occurs on a non-working day, in which case it will begin to compute on the first working day.
- It may be initiated for the duration of the triggering event, being the days of enjoyment continued, and a day considered a non-working day will not be taaken into account.
- If the triggering event occurs when the worker has completed 75% of the workday such leave will count from the following day.

### Unpaid leave (art. 46)

Up to 15 days' unpaid leave peerr year that must be aranted if this is requested with, at least, 15 days' notice It there's another employee on leave, the School Head will make a decision and after listening to the workers' legal representatives.

# **AFFILIATION REQUEST FORM**

Fax:



# PERSONAL DETAILS

Collective gareement

Unempluyed: Yes ....

	First name:		
		Region:	
Phone:	. Mobile:	Email:	
		f birth: /	
PROFESSIONA	AL DETAILS		
School name:			
Postcode:			
Postcode:	City:	Region:	

# **BANK DETAILS**

Phone:

Banking	Entity:
Account	holder details:
Account	number with IBAN:

Job Category:



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Requests to join the Independent Union of Education of and authorises the union to issue in the requestor's name the receipts for the affiliation fee and charge them on the bank account provided.

Signature

on the .... of

In accordance with the provisions established by Law 3/2018 of Personal Data Protection, we inform the requestor that personal data supplied will be incorporated to the Trade Union's database, authorising the Union to use them for the development and enforcement of trade union purposes, and to communicate or transfer these data, if necessary, to the Federación de Sindicatos Independientes de Enseñanza (FSIE), or the Unions from its same region. We also inform the requestor about their right to oppose, access, rectify and cancel the use of their personal data, according to the provisions established by Law, by given written notification to the Union they are joining.



# **NON-ACTIVE STATUS**

### Assignment of non-active status (art. 50)

It will entitle job position being held as well as the calculation of seniority in the company during its term, and shall be granted upon written notice in the following cases:

- Appointment or election to a public office that precludes attendance at work.
- Due to illness, once the initial term of 18 months' temporary incapacity has elapsed.
- For the exercise of union functions, at a provincial or higher level, provided that the Trade Union Federation has sufficient legal representation.
- A year's leave for those teachers who wish to dedicate. time to their professional development after 10 years of consecutive professional service in the same School.
- The duration of an employee's pregnancy.
- Any other legally established grounds.

Employees assigned a non-active status must return to work within a maximum period of 30 calendar days from the end of the cause that led to their non-active status, after giving written notice to the Company.

### Parental leave (art. 51)

A period not exceeding 3 years, counted for seniority purposes in the company, to take care of each child born or adopted or in cases of avardianship for purposes of adoption or permanent fostering, as from the date of birth or the date of the judicial or administrative ruling.

Successive children will generate entitlement to a new period that, if taken, will put an end to the previous one.

During the first year, the employee will be entitled to have their job held. After that and until the end of the period of leave, the job being held will be in the same professional group or an equivalent post.

# Leave for looking after a family member

period of leave not exceeding 2 years to attend to the care of a relative, up to the second degree of kinship or affinity. The worker is entitled to have their job held and it counts for seniority purposes.

### Voluntary leave of absence (art. 53)

The employee, with t least 1 year of service in the School. must request it in writing al least 15 days in advance. It will be granted for a minimum of 4 months and a maximum of 5 years. The same employee may exceercise this right gain if 4 vears have elapsed since last voluntary leave.

Employees only retain a preferential right to return to the workplace to fill vacancies of the same or similar category, provided writing notice of their wish to return before the leave expires. If not done, their employment at School will be terminated.

The holding of the post and its duration may be agreed by mutual settlement between the parties.

### Leave of absence for victims of gender violence (art. 54)

With a duration between 3 and 12 months and the right to have their post held.

It will be necessary to document the condition with the corresponding court order or administrative decision, and the confidentiality of the situation must be ensured. contract for 16 weeks each.

### RETIREMENT (grt.55)

Employees may opt for any of the retirement modalities contemplated in current legislation, fulfilling the requirements established therein

### Mandatory Retirement (art. 56)

When the worker reaches the legal retirement age set in the SS, the employment contract will be terminated, provided the company carries out any of the following policies:

- Hiring a new worker for each contract terminated for this
- Conversion of a temporary contract into a permanent one for each one terminated for this reason.
- Extend to full-time working hours contracts of employees working part-time, to at least 50%.

### Accumulation of working hours in partial retirement (art 57)

Workers who meet the legal requirements may access to partial retirement by prior agreement with the employer and may acummulate, in one or more concentrated periods, the remaining time of work until reaching full retirement without prejudice to their social and economic rights.

### SUSPENSION OF THE CONTRACT DUE TO MATERNITY, ADOPTION, **GUARDIANSHIP FOR THE PURPOSES OF ADOPTION AND FOSTERING (art.44)**

The birth, which includes the delivery and care of a minor under 12 months, will entail suspension of both parents employment • The consecutive 6 weeks immediately after the birth will be statutory and must be enjoyed full time.

- The rest weeks may be distributed at parents' will, in weekly periods to be enjoyed on a continuous or non-continuous basis, until the child is 12 months old. They may be enjoyed full or part-time prior agreement between the company and
- In the event of the death of the child, the period of suspension will not be reduced.
- In the case of premature birth or that in which the newborn must remain hospitalised, the period of suspension may be counted, at the request of any parent, from the date of hospital discharge.
- In cases of premature births where the newborn is underweight or in others when requires hospitalization after delivery, for a period exceeding 7 days, the suspension period will be extended by as many days as the baby is kept in hospital, up to a maximum of 13 additional weeks, in accordance with terms set forth in the regulations.
- This right is individual to the worker and may not be transferred to the other parent.
- In the event of disability of the child at birth, on adoption. or in avardianship, the suspension of the contract to which it refers will have an additional duration of 2 weeks, one for each of the parents.
- The biological mother may bring forward this facility up to 4 weeks before the foreseeable date of delivery.
- In cases of adoption, guardianship for the purposes of adoption and fostering, in accordance with article 45.1.d) of the Workers' Statute, the suspension will last and have the same conditions for each adopter, avardian or foster

 In cases of international adoption, when the previous displacement of the parents to the country of origin of the adoptee is necessary, the period of suspension foreseen for each case may begin up to 4 weeks before the Adoption Order is made.

### PARENTAL LEAVE FOR THE CARE OF A NURSING BABY (grt. 47)

In the event of the birth of a child, adoption, foster care of

adoption, workers shall be entitled to 1 hour's leave per day from work, which may be divided into two periods, to breastfeed/nurse the child until the infant reaches the age of 9 months. The duration shall be increased proportionally in cases of multiple cases.

This may be replaced by a half-hour reduction in working hours or accrue these hours into full days to be taken consecutively immediately after the end of the maternity leave or suspension due to adoption or quardianship for the purposes of adoption and fostering. Such accrual, will amount to a paid leave of 20 calendar days

This leave constitutes an individual worker's right and may not be transferred to the other parent. If both parents exercise this ria at the same time it may be extended until the infant is 12 month old, with proportional reduction in salary from the ninth month.

The time specification and the period correspond to the employee who must give the employer 15 days' notice of star and end dates of the nursing period.

# **TEMPORARY INCAPACITY (grt.43)**

During the first 3 months, the employee will be paid the necessary supplement to reach 100 % of their regulatory base

If it is due to worl-related accident, that supplement will be paid for 1 additional month for every 3 years of seniority n the

### **EMPLOYEE FRINGE BENEFITS**

### Free schooling (art.82)

The children of the staff who provide their services on a full-time basis, will be entitled to a free place in regulated education taught at the School where the employee renders their service, the students in this situation don't exceed 20% of the total students enrolled in the corresponding year

Those of employees in non-active status, except those in title 1) of Article 50, and orphans, have the right to apply for and obtain a free place. If this right cannot be exercised, the employee may appeal to the Joint Collective Agreement Committee.

# School meals and transport (art.83)

Staff not affected by Article 35 (teaching staff undertaking supervision of dining hall and transport) may use the dining-hall and transport services paying 50% of the charge applicable to students, as long as the School Head considers that the needs, facilities and resources of the School so allow





