

BASICS OF LABOUR LAW AND PAYROLL IN FRANCE

KEY POINTS YOU SHOULD
KNOW TO MANAGE YOUR
SUBSIDIARIES



YOUR CONTACT

Alexandre FONTAINE

Head of payroll department
+33 (0) 6 85 75 49 30
alexandre.fontaine@bdo.fr

TARGET AUDIENCE

CEO
HR Managers

TERMS AND CONDITIONS

Duration

11h over one and a half day

Location

On-site intervention
(France and abroad)

Cost

€ 3, 000 excluding VAT
and travelling expenses

YOUR ISSUES

- ▶ Simplifying your business expansion according to local regulations
- ▶ Managing your subsidiaries
- ▶ Securing your taxes, employment practices, legal operations and administrative procedures
- ▶ Simplifying compliance with labour law and tax regulations

HIGHLIGHTS



Customised training

We develop personalised training sessions according to your own needs and specific issues.

On-site intervention

Our training sessions would take place in your offices. Trainers come to you so that you can stay in your environment.

Small groups

We propose training in small groups (max 10 participants) in order to facilitate interaction.

Final goal

You will know exactly what your obligation are concerning payroll and labour law. Summary document will be given to you at the beginning of the session.



TRAINING PROGRAM

1 LEGAL BASICS

▶ Identify and appreciate the value of legal information

- ▶ Hierarchy and sources of law
- ▶ The principle of favour

▶ The life of the employment contract

- ▶ When to use different contracts
- ▶ The trial period
- ▶ The specific clauses of the labour contract
- ▶ Modification of the employment contract /working conditions
- ▶ Suspension of the employment contract
- ▶ The rights of the sick employee
- ▶ The disciplinary power of the employer

▶ The compliance challenge of working time

- ▶ Hours spent at work /Effective working time
- ▶ The role of staff representatives

▶ The different cases of breaching the employment contract

- ▶ Personal and economic redundancies
- ▶ Redundancy pay
- ▶ Other modes of termination of the employment contract
- ▶ The transaction
- ▶ The conventional rupture
- ▶ The receipt for final settlement

2 FRENCH PAYROLL

▶ Presentation of the pay slip

- ▶ Header : identifications
- ▶ Body : gross amount, contributions, nontaxable amount
- ▶ Footer of the pay slip

▶ The time management on the pay slip and associated administration

- ▶ Sickness, maternity/paternity leave, workplace accident, holidays,...

▶ Explanation of the contributions and tax declarations system

YOUR TRAINERS WILL PROVIDE YOU WITH CUSTOMISED SESSIONS

contact@bdo.fr
www.bdo.fr



Alexandre FONTAINE

- Speciality : Payroll
- Position : Head of payroll department
- Fluent English



Christophe DURAND

- Speciality : Legal
- Position : HR & Legal issues Manager
- Fluent English