BASICS OF LABOUR LAW AND PAYROLL IN FRANCE
KEY POINTS YOU SHOULD KNOW TO MANAGE YOUR SUBSIDIARIES

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.
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**

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