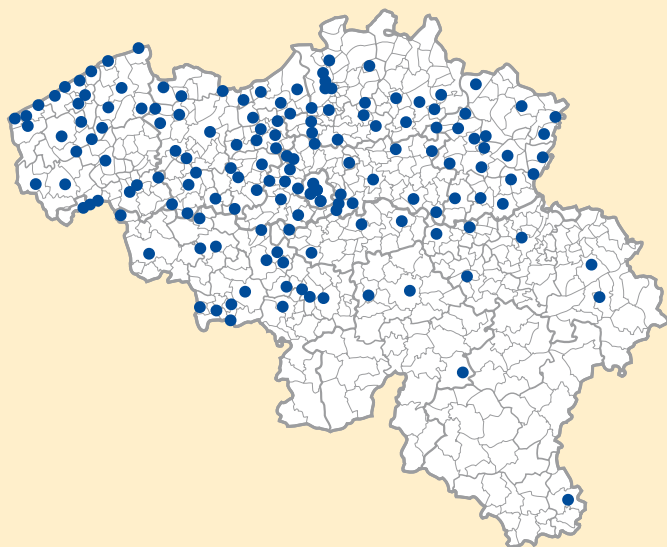


Where are the offices of the liberal trade union located?



You can become a member

- by contacting your liberal trade union representative;
- by going to one of our local offices (for addresses call **0800/30463** or surf to www.aclvb.be/over-aclvb/nuttige-adressen/ or www.cgsלב.be/la-cgsלב/adresses-et-numeros-de-telephone-utiles/);
- by filling in the form on our website: www.aclvb.be > lid worden or www.cgsלב.be > s'affilier

From request to payment

→ When the contract is suspended for the first time, your employer will hand you a form C3.2-WERKGEVER-CRISISUITKERING/EMPLOYEUR-ALLOCATION DE CRISE* (you will need this to request the unemployment benefits).

→ You can go to your local office to hand in a request form: in order to do so you need the following documents:

- the C3.2-WERKGEVER-CRISISUITKERING/EMPLOYEUR-ALLOCATION DE CRISE*
- a form C3.2 WERKNEMER/TRAVAILLEUR**
- a form C1**, used to fill in your address, bank account number, family situation, additional job, etc.

→ Before the first day of suspension of the month, your employer has to hand you the form C3.2A (your dole card). You must have this card on you at all times and fill it in correctly, starting from the first day of unemployment (blacken the appropriate box before you start work, fill in a Z (Dutch card) or M (French card) when you are ill, fill in a V when you take a day off, etc.)

→ At the end of the month, your employer will hand you an additional form C3.2-WERKGEVER-CRISISUITKERING/EMPLOYEUR-ALLOCATION DE CRISE*. This form counts as proof of the suspension and mentions the number of hours you have been unemployed during the month in question.

→ At the end of the month, you have to hand in the form C3.2-WERKGEVER-CRISISUITKERING/EMPLOYEUR-ALLOCATION DE CRISE* and a form C3.2A (filled in correctly) at your local trade union office.

→ Once we have received these documents, we can pay your unemployment benefits. Your employer has to pay the additional amount (mentioned in the collective agreement or business plan).

Other formalities during the suspension

You have to submit a new request for unemployment benefits (and the amount of the unemployment benefits can be changed):

- when the number of working hours per week changes;
- when you have changed employer.

(Contrary to the temporary unemployment for blue-collar workers, the amount of the unemployment benefits can not be changed on the first day of unemployment after 30 September.)

If you want to continue your additional job during your unemployment, you have to file a request with the National Employment Office which has to give its approval. If you want to work as a volunteer you also have to ask permission beforehand.

If your family situation changes or if you change address during your unemployment, have an additional job, etc., you have to fill in a form C1 and hand it in at your local trade union office.

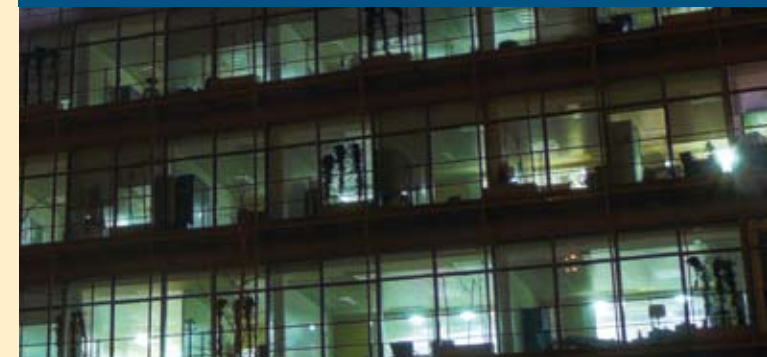
Do not hesitate to contact your local office, if you need more information. Should you omit to perform the necessary formalities, you can lose your unemployment benefits.

Is it possible to terminate your contract?

During the complete or partial suspension of the contract, you can terminate your contract without notice. If you have given your notice before your contract is suspended, the period of notice continues.

The employer can also terminate the contract but he has to observe the normal period of notice. If the employer has already given you your notice before the suspension, the period of notice does not continue during the suspension.

Crisis unemployment benefits for white-collar workers



In order to combat the crisis, the government has decided to allow the temporary suspension of the contracts of white-collar workers (comparable to the economic unemployment of blue-collar workers). White-collar workers will receive crisis unemployment benefits (crisis-uitkeringen/allocations de crise) for the days when their contract is suspended.

* As of 1 October 2009, your employer can submit the request by computer
→ In this case, you only have to hand in your dole card C3.2A at your local office.
** Available at your local office.

How long will this measure be in effect?

In principle, this measure will be in effect until 31 December 2009, but it can be extended until the end of June 2010, should the economic situation warrant it.

Which companies can apply this measure?

The measure can only be applied if the following conditions have been met:

- the law on collective agreements has to apply to the company (mainly private sector companies);
- the company is facing difficulties because the volume of trade/production has decreased by at least 20% (during one of the four trimesters preceding the suspension – in comparison with the same trimester of the previous year) or the temporary unemployment of blue-collar workers has reached a level of at least 20%;
- the crisis measure has been incorporated in a sectoral collective agreement, a company agreement or an approved business plan.

What are the employer's obligations?

- The employer has to prove to the National Employment Office (RVA/ONEM) that all the conditions have been met by filling in a special form: CRISISWET-1/LOI DE CRISE-1. This has to be done at least 14 days before the employees are notified.
- The employer has to inform his employees at least 7 days in advance of the suspension of the labour contract (by posting a message within the company or by sending a written notification to the employee). The National Employment Office also has to be notified (by computer). Moreover, the employer has to inform the works council or the trade union delegates.
- The employer has to hand the necessary forms to the employee (dole card 3.2A and the form C3.2-WERKGEVER-CRISISUITKERING/EMPLOYEUR-ALLOCATION DE CRISE) and has to keep a validation ledger (containing the numbers of the dole cards).
- The employer has to pay an additional amount (mentioned in the collective agreement or business plan) to supplement the unemployment benefits.

Which types of suspension?

The labour contract can be suspended completely or partially (at least two days per week). The contract can only be suspended for a limited number of days (per year):

- the maximum duration of a complete suspension is **16 weeks**;
- the maximum duration of a partial suspension is **26 weeks**.

It is possible to combine the two: in that case 2 weeks of partial suspension count as one week of complete suspension.

Remarks:

- The “crisis suspension” can only be applied after the employee has used up all his days of compensatory time-off.
- The contract has to be suspended for a full day (the employee's working hours as stated in his contract). An employee can therefore not be temporary unemployed for half a day if his contract states he has to work a full day.
- The type of suspension does not have to be the same for all employees.
- In principle, a complete suspension starts on Monday. If the suspension starts in the middle of the week, this week has to be taken into account as a full week when calculating the maximum duration of the suspension.
- The employer can, at any given time, ask some or all the employees to return to work. The method used to do this is determined within the company. Before the employee starts to work, he has to blacken the corresponding box of the form C3.2A.
- This measure also applies to employees who work part-time, even if they receive a special unemployment benefit, namely the income guarantee benefit (inkomensgarantie-uitkering/allocation de garantie de revenus) and to employees working with an ACTIVA contract.

Are you entitled to the crisis unemployment benefits?

An employee is immediately entitled to the benefits (he does not have to prove he has worked for a certain amount of days).

When you receive unemployment benefits, you have to meet certain conditions, for example you have to be able to work, you have to reside in Belgium, you have to have your dole card on you at all times and fill it in correctly, etc.

How much are you entitled to?

You will receive:

- unemployment benefits paid by the National Employment Office. They correspond to 70 or 75% of the last salary (taking into account the wage limit of € 2,206.46)

Family situation	%	min./day	max./day
Cohabiting	70	€ 23.93	€ 59.40
Single	75	€ 31.93	€ 63.65
Head of the family	75	€ 38.00	€ 63.65

- an additional amount paid by the employer (has to be at least the same amount as the amount given to blue-collar workers who receive unemployment benefits as a result of economic unemployment)

You will not receive crisis unemployment benefits for:

- holidays during a “crisis suspension”;
- days when you are unable to work: you will receive a guaranteed salary or sickness benefits.

An advance levy of 10.09% is imposed on the crisis unemployment benefits. No advance levy is imposed on the additional amount paid by the employer, but this amount will be taxed eventually.

The employer has to pay the normal salary:

- if the suspension was not notified in time to the National Employment Office. He has to pay the salary for 7 days;
- if he has forgotten to notify the National Employment Office of the suspension;
- if the maximum duration has been exceeded, he has to pay the salary for the number of days exceeded.

Not yet a member of our trade union?

Fill in the form on our web site www.aclvb.be > lid worden > formulier aanvraag lidmaatschap or www.cgslb.be > s'affilier > formulaire or hand in **this form** at one of our offices (addresses overleaf).

FORM



Name

First name

Street + number

Postal code

Town

Tel./cell phone

E-mail address

Date of birth

Place of birth

Social security number

Sex

M

F

Nationality

Language

Civil status

Bank account nr

Status

white-collar worker

executive

young employee (-25)

unemployed

Contract

full-time

part-time (own volition)

part-time (not own volition)

Company name

Street + number

Postal code

Town

Signature

