

LEAVE POLICIES AND PRACTICES FOR THE STAFF OF THE FOUNDATION (not applicable to PAT employees)

The criteria and rules for the application of procedures described below apply to all Fondazione Bruno Kessler's staff members including part-time employees, for whom, however, some benefits are proportionately reduced based on working time and contract type, and to fixed-term employees.

A.1 VACATION TIME (ARTICLE 35 C.C.P.L FOR THE FOUNDATION.)

The worker is entitled, for each year of service, to a period of paid vacation time amounting to 28 working days.

Vacation leave, which **can be used for whole days only**, must be agreed with your Supervisor in accordance with the **vacation plans** authorized by him/her. An employee requesting so, must always be granted at least two consecutive weeks of vacation during the year of accrual.

How to request the leave

Enter, in *Inaz – Selfweb section*, the vacation leave request to be authorized by your Supervisor.

Effects on your contract

Vacation days are counted in for all purposes, for seniority accrual purposes, for Christmas bonuses and for career progressions.

Effects on your pay slip

When using your vacation leave, you will be paid your full salary.

TRANSFORMATION OF VACATION LEAVE INTO PARTIAL-DAY LEAVE (CODE ROL PERM. 150 ORE)

The employee may request to change up to **five** days of vacation leave, for the year of reference, for a maximum of 38 hours.

How to request the leave

Fill in the *Transformation Form*, by **January 31 of the year of reference**, have it signed by your supervisor and submit it to the Foundation's Human Resources Department – Timesheet Management Representative.

VACATION LEAVE INTERRUPTION OR TERMINATION

Vacation leave may be interrupted or terminated:

1) DUE TO ILLNESS

In the event of **properly reported and documented illnesses**, including those resulting in **hospitalization**, provided that the employee has given the Foundation's Human Resources Department – Timesheet Management Representative **immediate and timely communication**.

⇒ *How to request the leave*

The employee must report immediately to the Foundation's Human Resources Service - Timesheet Management Representative (ph. 0461/314266), the onset of the illness with a prognosis of more than two days, or the hospitalization, while on vacation leave and send the relevant medical certificate number **within two days of the onset of the illness to the Timesheet Management Representative (please refer to the illness section for instructions on medical certificates)**.

The vacation leave will be interrupted only when the Human Resources Department – Timesheet Management Representative is enabled to record such interruption.

At the same time, the employee must report to his/her supervisor if he/she is unable to return to work after the vacation leave period originally granted.

2) DUE TO MAJOR SERVICE REASONS

Employees being called back to duty shall be entitled to reimbursement of their expenses for the trip to headquarters and back to the vacation location. The employee is also entitled to the reimbursement of the expenses incurred for the unused vacation.

3) DUE TO HOSPITALIZATION OF CHILD AGED UP TO EIGHT YEARS

The employee, in case of hospitalization of children up to the age of eight years, must apply for a change in their leave status, attaching the certificate of hospitalization of the child, and request *child sick leave* to cover that period.

4) BEREAVEMENT

The employee, in the case of bereavement, must give immediate and timely notice to the Human Resources Service - Timesheet Management Representative.

A.2 PAID LEAVES

⇒ *Effects on your contract*

The days of paid leave count toward all purposes and do not reduce vacation leave accrual.

⇒ *Effects on your pay-slip*

Paid leave entitles employees to their full salary, with the exception of allowances that are not paid for at least twelve monthly installments.

⇒ *How to request these leaves*

For all types of paid leave, requests shall be submitted via e-mail to gestione.presenze@fbk.eu. Please copy your supervisor on your email. All certification issued by the relating authorities shall be turned in to the Timesheet Management Representative.

MARRIAGE

Employees are entitled to 15 **consecutive** days of leave. The day on which the wedding is celebrated **shall be included** in the leave period.

Permission is granted only for the celebration of civil marriages and marriages under the Concordat (valid both under religious and civil law).

⇒ *How to request this leave*

The request shall be submitted via e-mail to gestione.presenze@fbk.eu. Please copy your supervisor on your email.

⇒ *Additional instructions*

After the event, you must turn in a copy of your marriage certificate to the Foundation's Human Resources Service – Timesheet Management representative.

EXAM LEAVE

Employees are eligible for eight days a year, proportioned to the length of the their current contract in the case of part-time or fixed-term employment contract holders.

Exam leaves are granted for the examination days only.

⇒ *How to request this leave*

The request shall be submitted via e-mail to gestione.presenze@fbk.eu. Please copy your supervisor on your email.

⇒ *Additional instructions*

Original statement certifying that you actually took the examination.

BEREAVEMENT

An employee shall be granted:

- **3 days** for spouse, domestic partner, first and second degree relatives and first degree relatives in law (spouse or domestic partner, parents, children, siblings, grandparents, daughter and son-in-law, parents in-law – not including the partner's in-laws);

The days of leave shall include the day of the death and/or the funeral, and are credited as working days. If the death or the funeral occur on a non-working day, the employee shall be granted leave on the immediately following weekdays.

⇒ *How to request this leave*

The request shall be submitted via e-mail to gestione.presenze@fbk.eu. Please copy your supervisor on your email.

⇒ *Additional instructions*

Please turn in a death certificate.

BLOOD DONATION

The employee is entitled to take time off work *on the day of the blood drawing*.

⇒ *How to request this leave*

The request shall be submitted via e-mail to gestione.presenze@fbk.eu. Please copy your supervisor on your email.

⇒ *Additional instructions*

Please submit an original certificate issued by the donation center.

Related legislation

Act n. 584 of July 13, 1967

Act n. 107 of May 4, 1990

BONE MARROW DONATION

For bone marrow donation, the employee shall be granted leave time to cover the examinations and procedures required by current legislation.

⇒ *How to request this leave*

The request shall be submitted via e-mail to gestione.presenze@fbk.eu. Please copy your supervisor on your email.

⇒ *Additional instructions*

Please submit the original certificate of admission and/or exams.

Related legislation

Act n. 52 of March 6, 2001

CIVIL LEAVE

The employee may take time off work to attend as a witness in criminal hearings or civil cases **for the time strictly necessary to perform the service requested**.

The leave is granted only if the person is not called to testify for reasons attributable to his/her interest.

⇒ *How to request this leave*

The request shall be submitted via e-mail to gestione.presenze@fbk.eu. Please copy your supervisor on your email.

⇒ *Additional instructions*

Please submit:

- a photocopy of the letter of notification to appear as a witness, to civil or criminal trials, against third parties.
- declaration of presence with relating schedule issued by the Court.

VOLUNTEERING

Fondazione Bruno Kessler encourages staff participation in the activities of volunteer associations.

A) DISASTER RESPONSE

Employees affiliated with the Fire Department Volunteer Corps, CAI -SAT Mountain Rescue Corps or other organizations with similar aims, are entitled to take time off from work for emergency response in the event of fire, natural calamities and disasters, **for the duration of the response action.**

⇒ *How to request this leave*

The request shall be submitted via e-mail to gestione.presenze@fbk.eu. Please copy your supervisor on your email.

⇒ *Additional instructions*

Please submit the original statement issued by the involved organization certifying the employee's participation in the response action.

Related legislation

Act n. 469 of May 13, 1961

Act n. 930 of December 23, 1980

Act n. 246 of August 10, 2000

B) INTERNATIONAL VOLUNTEERING

Prospective volunteers are granted the leave of absence provided for by current regulations.

Related regulations

Act n. 49 of February 26, 1987

C) CIVIL DEFENSE TRAINING

Employees affiliated with voluntary associations which participate in the simulation of theoretical and practical emergency training are entitled, where law requirements are met, to paid leave for a period not exceeding ten

consecutive days and up to a maximum of thirty days per year, which can also be used hourly.

⇒ *How to request this leave*

The request shall be submitted via e-mail to gestione.presenze@fbk.eu. Please copy your supervisor on your email.

⇒ *Additional instructions*

Please submit:

- letter of Convocation
- original statement in which the volunteering organization certifies the employee's participation in the course or activity simulation, including the scheduled time.

Related legislation

Presidential Decree n. 194 of February 8, 2001

P.A. n. 8 of February 13, 1992

DRAFT

Such permits are granted on the terms and in the manner provided by law.

⇒ *How to request this leave*

The request shall be submitted via e-mail to gestione.presenze@fbk.eu. Please copy your supervisor on your email.

⇒ *Additional instructions*

Please submit a photocopy of your draft card.

At the end of the period, the employee must send, with cover letter, a copy of the letter of discharge.

Related regulations

Act n. 113 of April 10, 1954

Presidential Decree n. 3 of January 10, 1957

PARTICIPATION IN ELECTORAL OPERATIONS

Paid leave on occasion of European, national, regional, provincial and/or municipal elections and/or referenda falling on working days is granted to employees assigned to polling stations.

This leave is granted for the period corresponding to the duration of the electoral operations to employees fulfilling duties at polling stations, including representatives of a list or a group of candidates and, on the occasion of referenda, to representatives of political parties or groups and of the promoters of the referendum themselves.

For electoral operations held on holidays or non-working days, the employee can benefit - in the days immediately following the conclusion of the electoral operations – from *compensatory time off* for each of those days, or, alternatively, from payment of the unused holiday.

⇒ *How to request this leave*

The request shall be submitted via e-mail to gestione.presenze@fbk.eu. Please copy your supervisor on your email.

⇒ *Additional instructions*

Please submit:

- letter of appointment as polling station president, secretary, scrutineer or list representative.
- declaration of presence at the polling station including indication of time attended.

Related Legislation

Article 51 of the Constitution

Presidential Decree n. 361 dated March 30, 1957

Law n. 53 of March 21, 1990

Law n. 69 of January 29, 1992

PUBLIC SERVICE

Employees are entitled to receive time off work and leave of absence according to the criteria and in the manner provided by legislation in force.

In view of the variety of public offices, employees who need a special leave, are invited to contact the Human Resources Service – Timesheet Management Representative for further information.

Related legislation

Provincial law n. 23 of July 27, 1988

Provincial Law n. 2 of March 5, 2003

Legislative Decree n. 165 of March 30, 2001

SERIOUS PERSONAL OR FAMILY REASONS

A leave period of up to ten working days per year is granted for serious family reasons.

Such leave is scaled down based on the work schedule for employees holding vertical part-time contracts.

Major reasons for this kind of leave include absences due to assistance to the first and second degree family members or cohabiting partner in the event of hospitalization or for post-hospital home care, where the need of assistance has been certified, as well as absences due to cases that are comparable in seriousness to the one mentioned.

Such leave shall not be granted to accompany family members or partners to medical specialist examinations.

The serious personal or family reasons of the applicant shall be properly documented. To the end of assessing the seriousness of the reason and

determining the number of days of leave to be granted, the employee's supervisor, after consultation with the Head of the Human Resources Service, must request the employee to submit all documents appropriate to define the situation (certificates of admission to hospital or certificate from the primary care physician, other certifications from specialized health centers, etc.).

⇒ *How to request this leave*

The request shall be submitted via e-mail to gestione.presenze@fbk.eu. Please copy your supervisor on your email.

⇒ *Additional information*

Please submit any related evidence such as medical certificates, hospitalization certificates, etc.

PARTIAL DAY LEAVE

Employees are entitled to a total of 38 hours (scaled down for part-time contracts) of partial day leave per year. Such leave can be requested only for days on which they will be working.

A.3. ASSISTANCE AND SOCIAL INTEGRATION OF DISABLED PEOPLE

Employees with disabilities, parents or relatives or in-laws of disabled people are eligible for the benefits and assistance provided for by Act n. 104 of February 5, 1992 titled "Framework Act for the assistance, social integration and rights of people with disabilities" (hereinafter referred to as 104/92).

How to request this leave

An employee who wishes to obtain the benefits provided by the above law, must apply to the Provincial Agency for Health Services (Azienda Provinciale per i Servizi Sanitari)

Once you have obtained their report, you must turn in to the Foundation's Human Resources Service – Timesheet Management Representative:

- 1) certified copy of the report issued by the Agency certifying the disability condition and its extent.
- 2) letter of application for admission to the benefits of Law 104/92.
- 3) (*for family member care purposes*) statement issued by the primary care physician certifying that the employee will provide adequate and regular assistance to the person who has been granted the disability status.

The Foundation's Human Resources Service – Timesheet Management Representative, having verified compliance with the requirements, will give notice of the admission to the benefits of Act 104 /92.

From this moment on, the employee, having made the necessary arrangements with his/her supervisor, may make use of the benefits described below according to his/her needs.

**PARENTS (NATURAL ADOPTIVE OR FOSTER) WITH CHILDREN
AGED LESS THAN 3 YEARS**

The employee having a seriously disabled son/daughter under the age of 3 years, if not inpatient of a specialized institution, is entitled, until the end of the third year of life of the child to:

THE EXTENSION OF PARENTAL LEAVE

The extension can be used only after having exhausted the ordinary 10-month leave period. For related procedures, please refer to section *parental leave within the child's third year of life*.

or

DAILY TWO HOUR REDUCTION ON WORK SCHEDULE

For procedures, please refer to section *breastfeeding breaks*.

Related legislation

Article 42, paragraph 1 of Legislative Decree n. 151/2001

Articles 4 and 33, paragraph 2 of Act 104/92 .

**PARENTS (NATURAL, ADOPTIVE OR FOSTER) WITH CHILDREN
BETWEEN THE AGES OF 3 AND 18 YEARS**

The employee having a seriously disabled child, if not admitted full-time in a specialized center, is entitled to **3 days (single or consecutive) of leave per month**.

Parents may alternate in taking this leave, even during periods of parental leave or sick leave of the child.

The above leave is proportional to the weekly working schedule, according to the following summary:

5-day weekly working schedule

3 full days of 7:36 hours (full schedule)

3 7:36-hour days * % part-time (reduced schedule)

Employees cannot take time off from work by adding those hours to other types of leave back to back for the same child.

Unused days/hours cannot be taken in the following month.

Effects on your contract

This kind of leave does not reduce vacation leave or seniority accrual.

Effects on your pay-slip

Workdays covered by this kind of leave are paid.

How to request this leave

The request shall be submitted via e-mail to gestione.presenze@fbk.eu. Please copy your supervisor on your email.

Related legislation

Article 42 , paragraph 2 of Legislative Decree no. 151 of 2001

Articles 4 and 33, paragraph 3 of Act 104/92

**PARENTS (NATURAL ADOPTIVE OR FOSTER) WITH CHILDREN
OVER 18 WITH DISABILITIES AND FAMILY MEMBERS
(RELATIVES OR IN-LAW UP TO
THIRD DEGREE) OF PEOPLE WITH DISABILITIES**

Parents with **children, including adults over 18, with serious disabilities and relatives or in-laws up to the 3rd degree or spouses of people with serious disabilities** are granted three days of leave per month, which can also be taken hourly. This kind of leave is not granted when the assisted person has been admitted full-time in specialized centers.

The above mentioned procedures and effects on contract are applicable to this kind of leave.

EMPLOYEES WITH DISABILITIES

Severely disabled employees may use either a two-hour daily leave or three days of paid leave per month.

When the disabled worker takes - daily or hourly - leave granted for him/herself, any leave to provide assistance to the same worker by other individuals allowed by law must be taken for the same days and/or hours.

The employee may be absent for the entire working day only by adding up compensatory time off with hourly reduction time.

Effects on your contract

Time off work covered with this type of leave does not affect vacation leave or seniority accrual.

Effects on your pay-slip

Time off covered by this leave is paid.

How to request this leave

The request shall be submitted via e-mail to gestione.presenze@fbk.eu. Please copy your supervisor on your email.

The worker is not allowed to work overtime on days when he/she is working an hourly reduced schedule pursuant to Law 104/92.

Related legislation

Article 33, paragraphs 2, 3 and 6 of Act 104/92

Article 19 of Act n. 53 dated March 8, 2000

SPECIAL TWO-YEAR LEAVE OF ABSENCE

Employees admitted to the benefits under Act 104/92 , may take a period of leave **not exceeding two years**, according to the following priority criteria:

a) spouse of a severely disabled person if cohabitant;
b) parents, natural or adoptive or foster parents of the disabled person if any of the following situations occur:

- the child is not married or, if married, does not live with his/her spouse,
- the spouse of the child is not employed or is self-employed,
- the spouse of the child has expressly waived his/her right to take this kind of leave for the same individual and the same periods.

In the case of *minor children*, this leave can be taken even where there is no cohabitation.

In the case of *children over 18*, this leave can also be taken where there is no co-habitation provided that care is given with continuity and exclusivity.

c) siblings – on an alternating basis - living with the severely disabled person, if the following two conditions arise:

- both parents are deceased or totally disabled;
- the severely disabled sibling is unmarried or, if married, no longer lives with his/her spouse or, if married and living with his/her spouse, any of the following situations arises:
 - his/her spouse is unemployed or self-employed,
 - his/her spouse has expressly waived her/his use of this type of leave for the same individual and the same periods.

The period of leave can also be taken hourly and – on an alternate basis - by both parents, or by siblings, or by his/her spouse without exceeding the total duration of two years.

While on special leave of absence, leave under Act 104 /92 is not allowed.

Effects on terms of employment

The employee has the right to retain his/her post. The time during which the leave of absence is taken counts toward seniority accrual, with the exception of employee severance indemnities and vacation leave.

Effects on your pay slip

Time on leave is covered by notional social security contribution. For the calculation of the financial compensation, reference shall be made to the determination regulations under INPS Circular n. 85 dated 04.26.2002.

How to request this leave

The request shall be submitted via e-mail to gestione.presenze@fbk.eu. Please copy your supervisor on your email.

Additional instructions

Please submit evidence certifying severe impairment status, pursuant to Leg. Decree n. 151/2001.

Related legislation

Article 42 , paragraph 5 of Legislative Decree n. 151/01

Judgment of the Constitutional Court n. 158 dated April 18, 2007

A.4 UNPAID LEAVE

(ART. 37 C.C.P.L. letter c) for Foundations staff)

Four days per year of unpaid leave are granted to employees to participate in competitive exams.

This leave is granted by the employee's supervisor.

The use of this leave reduces correspondingly the maximum number of days that can be taken for participation in examinations aimed at achieving legal qualifications and professional certificates recognized by the public system in university and post university courses.

Effects on your pay slip

This kind of leave is unpaid and is not covered by social security benefits.

How to request this leave

The request shall be submitted via e-mail to gestione.presenze@fbk.eu. Please copy your supervisor on your email.

A.5 UNPAID LEAVE OF ABSENCE (ART. 55 C.C.P.L. for Foundations staff)

In order to promote self-employment, professional growth and the application of innovation by researchers, periods of unpaid leave may be granted for a maximum duration of three years, with the right to retain the level of job classification possessed.

Effects on terms of employment

Leave of absence periods proportionately scale down the employee's vacation leave and are not counted towards seniority accrual purposes.

Effects on your pay slip

Leave of absence periods are unpaid and are not covered by social security benefits.

A.6 MATERNITY SUPPORT POLICIES (ART. 42 C.C.P.L. for Foundations staff)
--

The protection and support of motherhood is covered by Leg. Decree n. 151 dated March 26, 2001 titled "Consolidated legislation on the protection and support of maternity and paternity leave, in accordance with Article 15 of Act 53 dated March 8, 2000" (hereinafter referred to as Leg. Decree 151/01).

A.6.1 . NATURAL PARENTS

PRENATAL TESTS

Female workers are entitled to **paid leave**, that can be taken on a **partial-day basis as well**, for prenatal examinations, clinical tests, or specialist medical examinations, if these are to be performed during working hours.

How to request this leave

The employee must fill out an internal form, have it signed by her supervisor and submit it to the Foundation's Human Resources Service – Timesheet Management representative.

Additional instructions

Employees are required to submit a certificate by registered medical practitioner. The certificate must set out the date and duration (in hours and minutes) of the visit, including waiting time, if applicable.

Effects on your pay slip

The hours of leave are valid for all accrual intents and purposes.

MATERNITY LEAVE (FORMER COMPULSORY LEAVE)

Female workers are obliged to refrain from work:

1) two months prior to the delivery due date, and until the birth, and during an additional three months following the birth

or

2) one month prior to the delivery due date, and until the birth, in accordance with legislative provisions in force, and during an additional four months from the birth;

Effects on terms of employment

The period of leave is included for seniority accrual, Christmas bonus, vacation leave and career progression calculation purposes.

Effects on your pay slip

Throughout the period of leave, female workers are entitled to their full remuneration including salary allowances and productivity bonuses.

How to request this leave

Before the start of the leave period, the employee must turn in to the Foundation's Human Resources Service - Timesheet Management Representative the medical certificate indicating the delivery due date, together with a copy of the request for mandatory leave previously submitted to INPS. As of 10/1/2011, requests must be completed online. In order to submit their requests online, users must obtain an INPS PIN (in Italian, PIN operativo).

The ways to make the request for leave can be summarized as follows:

- a) submit the request by yourself, once you have obtained your PIN;
- b) seek the assistance of a Patronato (Tax and social security assistance center) that, in addition to prepare and check the required documents, takes care of the online submission of the request.

If you choose to follow point a), you must request your PIN to INPS.

Upon verification with the agencies in charge on the steps to be taken, we recommend that you contact a local INPS office and request the immediate issue of an enabled PIN.

Once you have obtained your PIN, you must complete the online form available among *INPS's online services dedicated to the citizen*.

<http://www.inps.it/portale/default.aspx?iMenu=2&iNodo=2&iiDServizio=83&sURL=https%3a%2f%2fserviziweb.inps.it%2fServiziCittadino%2f>

Please note that, regardless of your choice, a copy of the request – complete with receipt of online submission - shall be turned in to the Foundation (Timesheet management Representative) to cover your time off period, prior to the leave start date.

POSTPONEMENT OF MATERNITY LEAVE

How to request it

- Bring a medical certificate, issued during the 7th month of pregnancy, by a healthcare provider registered with the Provincial Agency for Health Services, stating that there are no conditions that constitute situations of risk to the health of the worker's and the of the unborn child's and, on the basis of the information provided by the worker on her work activities, an assessment of the compatibility of her tasks and their performance for the purposes of protecting the health of both the mother and the child;
- report to the Prevention and Protection Service (*Servizio Sicurezza*) with the certificate described above for the required procedures (occupational health

physician's assessment for the purposes of prevention and health in the workplace),

BEFORE THE DELIVERY

What to submit

Original copy of the medical certificate issued by a specialist, indicating the expected date of delivery.

AFTER THE DELIVERY

Within 30 days from the delivery, the employee must submit a birth certificate (issued by the Town Registry Office or by the Hospital) both to the Foundation's Human Resources Service – Timesheet Management Representative and to INPS (as an integration to the previously submitted mandatory maternity leave form).

COMPLICATIONS IN PREGNANCY

Early leave from work is ordered by the Provincial Agency, *Servizio Lavoro* Office at the request of the concerned employee.

Employees are entitled to early maternity leave in the presence of:

- serious complications of pregnancy or pre-existing health conditions that are expected to be aggravated by the pregnancy;
- working and environmental conditions deemed prejudicial to the health of the mother or the baby when it is not possible to assign the employee to another job.

What to do

- submit your request to the *Servizio Lavoro* Office, enclosing a medical certificate of pregnancy stating the occurrence of one of the conditions provided for by law;
- promptly inform your Unit and the Foundation's Human Resources Service - Timesheet Management Representative of your absence and send to the latter a copy of the certificate turned in to *Servizio Lavoro* and of the receipt of the above Office, as well as a copy of the request for mandatory leave previously submitted to INPS.

As of 10/1/2011, requests must be completed online. In order to submit their requests online, users must obtain an INPS PIN (in Italian, PIN operativo).

The ways to make the request for leave can be summarized as follows:

- a) submit the request by oneself, once a PIN has been obtained;
- b) seek the assistance of a Patronato (Tax and social security assistance centers) that, in addition to prepare and check the required documents, takes care of the online submission of the request.

If you choose to follow point a), you must request your PIN to INPS.

Upon verification with the agencies in charge on the steps to be taken, we recommend that the employee directly contacts a local INPS office and requests the immediate release of an enabled PIN.

Once you have obtained your PIN, you must complete the online form available among *INPS's online services dedicated to the citizen*.

<http://www.inps.it/portale/default.aspx?iMenu=2&iNodo=2&iiDServizio=83&sURL=https%3a%2f%2fserviziweb.inps.it%2fServiziCittadino%2f>

Please note that regardless of your choice, a copy of the request – complete with receipt of online submission - shall be turned in to the Foundation (Timesheet management representative) to cover the time-off period, prior to the leave start date.

The Foundation's Human Resources Department – Timesheet Management Representative will take note of the final investigation by the *Servizio Lavoro* Office.

Effects on terms of employment

The early leave period counts towards all benefits accrual.

Effects on your pay slip

Throughout the period of leave, workers have a right to their full remuneration including salary allowances and productivity bonuses.

MISCARRIAGE

A - Loss before the 180th day from the beginning of pregnancy

In this case the interruption is considered as a miscarriage: for this reason, the worker, if needed, may take **sick leave**. Time off due to this reason, however, cannot be combined with earlier or later periods of sick leave.

How to request this leave

Send the medical certificate number to the Foundation's Human Resources Service - Timesheet Management Representative.

The sick leave notice shall be accompanied by appropriate medical certificate stating both the pregnancy week on which the interruption occurred and the expected delivery date.

Related Legislation

Articles 19 and 22 of Legislative Decree n. 151/01

Article 3 of Act 903/1977

Article 12 of Act 1026/1976

B – Pregnancy loss after the 180th day from the beginning of pregnancy

The worker has the right to take time off from work for three months following the event.

After this three-month period, if the psycho-physical conditions are such that they not to allow the return to service of the worker, her absence will be

considered as sickness resulting from pregnancy and, consequently, it will not count towards the period of maximum leave of absence allowed to sick workers.

How to request this leave

Submit a request to the Foundation's Human Resources Service - Timesheet Management Representative

Additional instructions

The worker shall submit a medical certificate stating both the pregnancy week on which the interruption occurred and the expected delivery date.

Effect on terms of employment

The absence shall be treated for all purposes as maternity leave and, therefore, the period is included for the purposes of seniority and vacation leave accrual calculations and is considered as work activity period for the purposes of career progression.

Impact on your pay slip

Throughout the period of leave, workers have a right to their full remuneration including salary allowances and productivity bonuses.

PRETERM BIRTH

In the case of preterm birth, the second period of maternity leave will start on the expected date of delivery, without prejudice to the overall five-month leave.

How to request this leave

For management procedures, please refer to our maternity leave policies.

PATERNITY LEAVE

The male worker has the right to take time off from work for the duration of maternity leave or for the remaining portion that the female worker would have been entitled to in the following cases:

- a) death of the mother;
- b) serious illness of the mother;
- c) abandonment of the child by the mother;
- d) custody of the child to the father

Effects on terms of employment

The period of leave is included for seniority, additional bonuses and vacation time accrual calculation purposes, and is considered as a work activity period for the purposes of career progression.

Effects on your pay slip

Throughout the leave period, the employee is entitled to his full salary including allowances and performance bonuses.

What to submit

Certification of the above conditions under a), b) or c).

For cases under d) the working father will make a statement before a Public Officer.

MANDATORY AND OPTIONAL PATERNITY LEAVE

The father is obliged to take one day off from work on the occasion of the birth of his child within the 5th month of life of the child's.

In this case, the employee will just send an e-mail to gestione.presenze@fbk.eu (please copy your supervisor on your email).

The father has the right to take off from work 2 additional days of optional paternity leave within the 5th month of life of the child's. These two days, if requested, will be deducted from the period of mandatory maternity leave of the mother's.

In addition to the request of optional leave, the worker must produce a **statement from the mother certifying that she will not use maternity leave** for a number of days equivalent to those requested by the father, with a consequent reduction in her maternity leave. This statement shall also be submitted to the employer of the mother's by either parent.

PARENTAL LEAVE (FORMER OPTIONAL LEAVE)

In the first eight years of the child's life, the working mother and working father can take optional time off from work, also at the same time, **for a maximum period of 10 months between the two of them.**

If the father exercises his right to a period of not less than 3 months, the 10-month limit is raised to 11, provided that the eleventh is taken by the father.

Parental leave can be taken on an every-other-day basis as well.

For children up to three years old, the salary will be 100% for the first month of leave and 30% for the following months.

For children between three and eight years old, the employee will be paid only if his/her household income is less than 2.5 times the INPS minimum.

The employee must turn in his/her request both to INPS and to the Foundation's Human Resources Service – Timesheet Management representative at least 15 days before the leave start day. As of 10/01/2011, requests must be completed online. The electronic submission of applications via the web is allowed to users who have obtained an INPS PIN.

The ways to make the request for leave can be summarized as follows:

- a) submit the request on your own, once a PIN has been obtained;
- b) seek the assistance of a Patronato (Tax and social security assistance center) that, in addition to prepare and check the required documents, takes care of the online submission of the request.

If you choose to follow point a), you must request your PIN to INPS.

Upon verification with the agencies in charge on the steps to be taken, we recommend that the employee directly contact a local INPS office and request the immediate release of an enabled PIN.

Once you have obtained your PIN, you must complete the online form available under *INPS's online services dedicated to the citizen*.

<http://www.inps.it/portale/default.aspx?iMenu=2&iNodo=2&iiDServizio=83&sURL=https%3a%2f%2fserviziweb.inps.it%2fServiziCittadino%2f>

Please note that regardless of your choice, a copy of the request – complete with receipt of online submission - shall be turned in to the Foundation (Timesheet management representative) to cover the absence, prior to the leave start date.

CHILD HEALTH

Up to the child's three years of age, parents may take time off from work, alternating, due to the child's illness for an unlimited number of days.

For children from three to eight years old, parents are entitled to a total of 5 days per year of unpaid leave.

Impact on your pay slip

This type of leave is unpaid. However, it counts towards nominal accrual and reduces days of your parental leave credit proportionately.

What to attach

Certificate issued by a medical specialist from the National Health Service (pediatrician) and a statement declaring that the other parent is not on leave on the same day for the same reason.

REDUCED WORK SCHEDULE FOR NURSING PURPOSES

During the child's first year of life, working mothers, or alternatively working fathers, are granted two hours of rest, which may be accumulated throughout the day. The rest is only an hour when the daily work schedule is less than six hours. **In the case of multiple births, the breastfeeding rest hours are doubled.**

The time slots in which to place the hour/s of daily rest must be agreed upon with one's supervisor and notice must be sent to the Foundation's Human Resources Service - Timesheet Management representative.

The reduced work schedule will not be granted to the father during the period when the mother is off from work on parental leave (former optional leave).

Such leave is entered contiguously to the last clock-in/clock-out recording, based on terms that the employee has agreed with his/her supervisor, including during flextime hours, without taking the lunch break off, if requested.

Impact on your contract

The rest time produces no changes on your contract.

Impact on your pay slip

The rest time is calculated as ordinary work schedule time.

A.6.2 ADOPTIVE OR FOSTER PARENTS

All the provisions for natural parents apply to adoptive or foster parents as well, with the following clarifications on the terms, duration, and management procedures.

MATERNITY LEAVE

Maternity leave is granted for *five* months from the day following the effective arrival of the child in the employee's family (domestic adoption) or in Italy (international adoption).

In the case of foster care, the total duration of the leave is *three* months.

Such leave, in both cases, can be used on a consecutive or partial basis within 5 months of the child arrival, including to go abroad in order to complete the adoption process.

For forms and impact on your pay slip, please refer to the previously mentioned regulations under *maternity leave*.

PATERNITY LEAVE

The father worker has the right to take time off from work for the duration of maternity leave or for the remaining portion that the female worker would have been entitled to in the following cases:

- a) death of the mother;
- b) serious illness of the mother;
- c) abandonment of the child by the mother;
- d) custody of the child to the father
- e) instead of the mother employee who waives such leave, even if only partially.

MANDATORY AND OPTIONAL PATERNITY LEAVE

The father is obliged to take one day off from work within the fifth month from:

- the child's actual arrival in the family in the case of national adoption;
- the child's entry in Italy in the case of international adoption.

In this case, the employee will just need to send an e-mail to gestione.presenze@fbk.eu (Please copy your supervisor on your email).

The father has the right to take off from work 2 additional days of leave within the optional five months as explained above. These two days, when request is made, will be deducted from the mother's mandatory maternity leave.

Together with the optional leave request, the father worker will have to produce a **letter by the mother stating that she will not use maternity leave** for a number of days equivalent to those requested by the father, with a consequent reduction of her maternity leave. This statement shall also be submitted to the mother's employer by either parent.

SPECIAL LEAVE TO STAY ABROAD

Adoptive parents shall be granted an additional *unpaid* leave for a period corresponding to the stay in a foreign State required to finalize the adoption process.

PARENTAL LEAVE

In cases of foster care and adoption of children up to 6 years of age, parents have the right to use parental leave under the same terms and conditions as for natural parents. The maximum length of the leave, both individual and cumulative, is the same as for natural parents.

If at the time of the adoption the child is between the ages of 6 and 12 years, the right to take time off work may be exercised within three years from the child's inclusion in the family.

For related forms and financial impact please refer to policies mentioned under the section on parental leave.

BREAK TIME FOR NURSING PURPOSES

Adoptive or foster parents have the right to use this breaks, within one year from the child's inclusion in the family.

MEDICAL VISITS DUE TO SERIOUS CONDITIONS

The employee may take time off from work due to serious diseases that require long-term therapy. For these visits, employees are granted 38 hours per year.

What to do

Submit your request in writing to the Human Resources Service - Timesheet management. Please attach a medical certificate including the condition you suffer from and the need for frequent clinical tests and medical examinations.

OCCUPATIONAL HEALTH RELATED MEDICAL VISITS

Absences during the employee's work schedule due to medical examinations or health care related check-ups required under specific provisions of the law and/or by contract, will be covered for the actual duration of the visits and the travel time needed.

The following visits fall under this category:

- Group medical visits for ascertaining the psycho-physical partial or total unfitness for work status - in the context of proceedings for task changes or termination of employment due to reasons of physical unfitness;
- Group medical visits for the determination of cause-effect relation of an illness contracted by an employee at work;
- Medical examinations required by INAIL;
- Medical visits or exams related to the renewal of the *libretto sanitario* (medical records for occupational health purposes) or other documents required for the conduct of their work activities;
- Other medical examinations required by specific provisions of law.

The following visits do not fall under this category:

- Preparation of documents for hiring procedures
- Approval of benefits under Act. 104/1992 "Law for the assistance, social integration and rights of people with disabilities."
- Assessment of disabling status (requested by the employee)

MEDICAL VISITS UNDER LEG. DECREE n . 81 dated April 9, 2008

Covered medical visits during working hours include those required by the Prevention and Protection Service, pursuant to Article 20 c . 2 letter i) of Leg. Decree n. 81 dated April 9, 2008 including absences for further medical examinations prescribed by an occupational health physician (*but not any prescribed therapies*) as part of the monitoring visit provided for by the above mentioned decree.

Employees are allowed to cover, in addition to the actual length of medical examinations also the time required to travel from their place of employment to the place of medical examination and vice versa.

SICK LEAVE

For contractual provisions relating to sick leave, please refer to the specifications under articles 38 and 39 of the Provincial Collective Labor Agreement for Foundations Employees.

Employees must promptly notify the onset of the illness and the address at which he/she is domiciled (if different from his/her residence).

Employees are required to do so within 9.00 am of the day when the event occurs by leaving a voicemail on the answering machine at 0461/314266 or by sending an e-mail to gestione.malattia@fbk.eu.

As for the certification:

As of September 2011, primary care physicians are required to issue an electronic medical certificate. The electronic submission of the certificate of illness to INPS is the responsibility of the primary care physician. If the worker requests so, the physician who issues the electronic certificate of illness is required to produce, at the time of the visit, a hard copy of the certificate and of the electronic certificate of illness. This procedure has the advantage of allowing the employee to verify the correctness of the information entered, especially the address at which the employee may receive a check visit, since it remains the responsibility of the worker. The worker may alternatively ask his/her doctor to send a copy of these documents, in pdf format, to his/her e-mail address. The employee also receives from the physician the number identifying the certificate submitted electronically. If the printing of the certificate and attestation is objectively not possible, the doctor will simply ask the worker to confirm the information entered and will give the worker the above certificate number. The employee must provide this number to his employer if the latter requests it. **However, the employee must notify the organization in the event of absence due to illness.**

Please note that you **cannot use sick leave** to cover the absence prior to coming back to work, (e.g. sick leave for the whole morning or part of it before coming to work): this absence must be covered with a different type of leave, such as compensatory rest, overtime credit and/or partial day leave. You may use **sick leave (indisposition leave)**, instead, to cover the day on which you have to leave work due to illness or any other physical impediment. This day is considered, for purposes of compliance with both the obligation of certification and certificate submission, as the first day of illness.

C. MANAGEMENT PROCEDURES RELATED TO SUPPLEMENTAL COMPENSATION

C.1 OVERTIME (ARTICLE 34 C.C.P.L.)

Each employee can work overtime in the **maximum annual limit of 250 hours**. As an alternative to payment of overtime, he/she is allowed the **accrual** of hours worked overtime up to a **maximum of 125 hours per year**. These hours will increase the employee's *flexibility* credit.

Impact on your pay slip

Overtime will be paid based on your global hourly rate plus a 15% increase on workdays, 30% on holidays or nights and 50% on holiday nights.

What to do

Overtime work must be approved **in advance** by the employee's supervisor and by the relevant Director/Manger.

Please note that the choice between payment and time accrual must be indicated through the Inaz/selfweb portal.

C.2 HOLIDAY COMPENSATION TIME

In the cases of:

- Authorized overtime work on holidays, the employee is entitled to Holiday Compensation Time to be used on a day agreed with his/her supervisor, within 30 days of its accrual.



Within the *Inaz* portal, the timesheet management area is located under the *Selfweb* menu (We remind all employees they can access it directly using their FBK login and password). Access allows - among other features – to check the timesheet status, the balances on vacation and other leaves, the hours paid or transformed into Worktime Compensation. This document applies to all employees working at FBK, regardless of their employer (FBK or PAT).

To make its reading and application clearer, we highlighted the most important changes introduced with respect to the policy in force until now:

- **For all profiles**, work activities must be conducted between 7.30 a.m. and 8.00 p.m.
- **Researchers** who are the organizers or speakers of an event falling on a holiday, can make use of compensatory leave (*riposo compensativo*), within 15 days from the date of return from their business travel, if they produce documentation certifying the activities carried out on that day.
Compensatory leave will be applied as well to employees working abroad on an Italian holiday.
- **Administrative and technical profiles** still must record attendance twice (clock-in and clock-out).
- Having been said that from a regulatory standpoint a 10-minute break after six hours of uninterrupted work is provided for, employees who on Fridays intend to work beyond the three-hour core mandatory morning working hours can work up to 6 uninterrupted hours (for example, from 9 a.m. to 3 p.m.) without having their lunch break automatically taken off.
- With the application of the new policies, the Heads of organizational Service Units or equivalent profiles, are exempt from mandatory core working hours, their working hours being 7:30 a.m. to 8:00 p.m.
- If an administrative/technical profile switches from a full to a part-time contract (or vice versa) during the year, the leave caps will be changed according to the new contract.
- Please note that administrative or technical staff, including organizational Service Unit Heads or equivalent profiles, are required to record attendance (clock-in and clock-out) each time they move away from their place of work for personal reasons.

FONDAZIONE BRUNO KESSLER'S WORK ATTENDANCE POLICIES

Given that:

- the contractual working time under Article 4, paragraph b) of the Provincial Collective Labor Agreement for Foundations Staff pursuant to provincial Act n. 14 dated August 2 2005, is 07:30 a.m. to 8:00 p.m. Specifically, this document governs the required attendance hours for staff as provided in Article 5, paragraph c);

and

taking into account the regulatory framework on this subject and in particular:

- the Provincial Collective Labor Agreement for Foundations Staff of the foundations under provincial Act n. 14 dated August 2 2005;
- the 2002-2005 Provincial Collective Labor Agreement for the staff of the Local Government sector dated October 20, 2003 as amended;
- the coordinated and amended text of the 2002-2005 Provincial Collective Labor Agreement for the research sector as amended;
- the national and EU legislation in force;

as well as issues related to family and social policies, equal opportunities, and organizational needs of the Foundation effective March 1 2011, the management of attendance will be governed as described below.

That being said, and subject to greater flexibility due to the new procedures described below, should the need arise, Service or Research Unit Heads or equivalent figures, have the right to require workers to conduct work activities during the so-called flexible working hours, setting, if necessary, appropriate shifts. Such restriction to flextime shall be authorized by the Center or Service Director.

Addressees

This policy applies to all employees working at FBK, regardless of the employer (FBK or PAT) as specified below, divided into:

- research, technologist and governance level staff;
- Organizational Unit or Service Head or equivalent figure staff;
- administrative and technical staff.

• Research, technologist and governance level staff

Working time (called service time in PAT contractual terms)

Work activities must be conducted between 7.30 a.m. and 8.00 p.m.

Working time recording

The observance of working time policies is ensured by a transparent and objective timesheet management software that allows all staff to view their own electronic recordings (clock-in and/or clock-out) and to manage, with the approval of their supervisors, the justification of their absences.

Under standard conditions, this staff is required to electronically record their attendance at least once a day.

Should no electronic attendance recording system be present in the workplace, an alternative will be considered that can ensure maximum objectivity.

What happens if the employee forgets to clock in or does not justify the absence of a whole day?

Through *Selfweb*, the employee will be required by the system to provide justification for the missing entry which must be authorized by their supervisor (through *Selfweb* as well). He or she will receive a daily reminder until the 5th day of the following month. After that period, the system will automatically enter either a vacation leave or, if balance is not enough, an unpaid leave.

Weekly working hours

Standard working hours has been set forth in accordance with the provisions of the collective agreements in force: currently 38 hours per week for staff holding FBK contracts and 36 hours per week for the staff holding PAT contracts.

The theoretical standard daily time is therefore 7h36m for FBK personnel and 7h12m for PAT personnel.

Can I clock-in before 7.30 a.m. or clock-out after 8 p.m.?

In very exceptional cases, where it can be proved that it is an actual organizational need, research staff can record their attendance before 7.30 a.m. or after 8 p.m.

- **Unit or Service Heads or equivalent staff**

Working time recording

The observance of working time policies is ensured by a transparent and objective timesheet management software that allows all staff to view their own electronic recordings (clock-in and/or clock-out) and to manage, with the approval of their supervisors, the justification of their absences.

Under standard conditions, in view of the fact that work activities of Organizational Unit or Service Heads or equivalent profiles are aimed at the achievement of objectives and/or involves the management and coordination of resources, and that they may not be recognized overtime, such employees are required to electronically record their attendance at least twice a day (Clock-in / clock-out).

Should no electronic attendance recording system be present in the workplace, an alternative will be considered that can ensure maximum objectivity.

What happens if the employee forgets to clock in or does not justify the absence of a whole day?

Through *Selfweb*, the employee will be required by the system to provide justification for the missing entry which must be authorized by their supervisor (through *Selfweb* as well). He or she will receive a daily reminder until the 5th day of the following month. After that period, the system will automatically enter either a vacation leave or, if balance is not enough, an unpaid leave.

What happens if the employee does not justify a missing clock-in or clock-out?

Through *Selfweb*, the employee will be required by the system to provide justification for the missing entry which must be authorized by their supervisor (through *Selfweb* as well). He or she will receive a daily reminder until the 5th day of the following month. After that period, the system will automatically enter either an unpaid leave (3 hours for morning, 2 for afternoon) to cover the part of the day in which the entry is missing.

Weekly working hours

Standard working hours has been set forth in accordance with the provisions of the collective agreements in force: currently 38 hours per week for staff holding FBK contracts and 36 hours per week for the staff holding PAT contracts.

The theoretical standard daily time is therefore 7h36m for FBK personnel and 7h12m for PAT personnel.

Working time schedules

Organizational Unit or Service Heads or equivalent profile staff is not required to comply with any mandatory core attendance hours.

Since the above profiles are not recognized the accrual of Worktime compensation up to 150 hours nor overtime, they are allowed to have a monthly credit balance (accruable and usable) equal to a maximum + 20 and a negative balance equal to - 4 hours.

The staff above may also make up any overtime worked during the month through Compensatory leave (*Riposo compensativo*). This leave can be used to cover full-day absences only.

Where approval from the direct supervisor has been obtained, work activities conducted on Saturdays will be recognized as a regular work schedule and reported in the calculation of weekly hours worked.

Which positive or negative balances are allowed monthly?

Monthly balances allowed (accruable and usable) are equal to a maximum of +20 hours and - 4 hours.

What happens if the employee – either FBK or PAT- exceeds his or her allowed negative balance of - 4 hours at the end of the month (after any short leave (permesso breve) requested)?

The difference between the employee's balance (rounded up to the hour) and the maximum allowed of – 4 hours will be withheld from the salary. For example, if the total balance is - 5h.20m, we will proceed to withhold from the salary two hours and roll over to the following month a negative balance amounting to - 3h20m).

May I conduct work activities before 7.30 a.m. or after 8 p.m?

In very exceptional cases, where it can be proved that it is an actual organizational need, the managers of organizational structures have the right to agree with the staff assigned to them the conduction of such activities only where service needs require it.

Such cases will be reported to the Union trade representatives.

May I use the cafeteria, or its alternative, on Fridays?

Limited to cases where there is a service need to conduct activities on Friday afternoons, you will be entitled to access the cafeteria where the work activities, conducted already at least two hours during the morning core attendance hours, will continue for at least one hour after the lunch break.

We would like to remind you about your obligation to make a ten-minute break after six hours of work activities.

• Administrative and technical staff

Working time (called service time in PAT contractual terms)

Work activities must be conducted between 7.30 a.m. and 8.00 p.m.

Working time recording

The observance of working time policies is ensured by a transparent and objective timesheet management software that allows all staff to view their own electronic recordings (clock-in and/or clock-out) and to manage, with the approval of their supervisors, the justification of their absences.

Under standard conditions, administrative and technical staff are required to electronically record their attendance at least twice a day (Clock-in / clock-out).

Should no electronic attendance recording system be present in the workplace, an alternative will be considered that can ensure maximum objectivity.

What happens if the employee forgets to clock in or does not justify the absence of a whole day?

Through *Selfweb*, the employee will be required by the system to provide justification for the missing entry which must be authorized by their supervisor (through *Selfweb* as well). He or she will receive a daily reminder until the 5th day of the following month. After that period, the system will automatically enter either a vacation leave or, if not available, an unpaid leave.

What happens if the employee does not justify a missing clock-in or clock-out?

Through *Selfweb*, the employee will be required by the system to provide justification for the missing entry which must be authorized by their supervisor (through *Selfweb* as well). You will receive a daily reminder until the 5th day of the following month. After that period, the system will automatically enter either an unpaid leave (3 hours for morning, 2 for afternoon) to cover the part of the day in which the entry is missing.

Weekly working hours

Standard working hours has been set forth in accordance with the provisions of the collective agreements in force: currently 38 hours per week for staff holding FBK contracts and 36 hours per week for the staff holding PAT contracts.

The theoretical standard daily time is therefore 7h36m for FBK personnel and 7h12m for PAT personnel.

Working time schedules

Technical and Administrative Staff must comply with the following mandatory core attendance hours:

Monday to Thursday:

from 07:30 am to 09:00 am: flextime

from 09:00 am to 12:00 pm: mandatory core hours

from 12:00 pm to 2:30 pm: flextime with a 30' minimum break

from 2:30 pm to 3:45 pm: mandatory core hours

from 3:45 pm to 8:00 pm flextime

Friday:

from 07:30 am to 09:00 am: flextime

from 09:00 am to 12:00 pm: mandatory core hours

from 12:00 pm to 8:00 pm: flextime

Flextime shall in no case result in a credit/debit total balance exceeding +10 hours or -4 hours.

Where approved by the worker's direct supervisor, work activities conducted on Saturdays will either be recognized as regular working hours and reported in the weekly timesheet, or as overtime upon request by the employee via *Selfweb* in accordance with the login procedures.

Which positive or negative balances are allowed monthly?

Monthly balances allowed (accruable and usable) are equal to a maximum of +10 hours and - 4 hours.

If the balance is greater than the monthly + 10 hours, time in excess - if authorized - shall be considered overtime.

What happens if the employee – either FBK or PAT- exceeds his or her allowed negative balance of - 4 hours at the end of the month?

The difference between the employee's balance (rounded up to the hour) and the maximum allowed of – 4 hours will be withheld from the salary. For example, if the total balance is - 5h.20m, we will proceed to withhold from the salary two hours and roll over to the following month a negative balance amounting to - 3h20m).

May I conduct work activities before 7.30 a.m. or after 8 p.m?

In very exceptional cases, where it can be proved that it is an actual organizational need, the managers of organizational structures have the right to agree with the staff assigned to them the conduction of such activities only where service needs require it. Such cases will be reported to the Union trade representatives.

May I use the cafeteria, or its alternative, on Fridays?

Limited to cases where there is a service need to conduct activities on Friday afternoons, you will be entitled to access the cafeteria where the work activities, conducted already at least two hours during the morning core attendance hours, will continue for at least one hour after the lunch break.

We would like to remind you about your obligation to make a ten-minute break after six hours of work activities.