



PAID EDUCATIONAL LEAVE

Paid educational leave (or PEL) is a system to help cover the cost of individual educational leave. It's a right that is recognized among private sector employees. The PEL allows the worker to take time off work for school while continuing to be compensated.

Under what conditions ?

You have to meet two conditions. The first is to be enrolled in one or two training programs and to follow them diligently.

The second condition is to work full-time or part-time under one or more employment contracts.

Similarly, there is a long and varied list of training programs that qualify for the PEL. It is important to point out that there does not need to be a relationship between the training program and the worker's career. However, training must total at least 32 hours. Some training programs are excluded. A complete list is available on the Federal Public Service Employment site at www.emploi.belgium.be (Leave section).

Documents to be completed

A worker who wants to use a paid educational leave must notify his or her employer before October 31 of each year. He or she must submit the regular enrolment certificate. This document is provided by the training organizer, stipulating the dates of absence from the workplace.

The certificate of attendance for this leave is delivered for each training session, and per period of 3 months starting at the beginning of the session.

More than 10% unjustified absence suspends the right to paid educational leave.

An absence is justified ONLY for the following reasons:

- Doctor's certificate for the worker or a member of his/her family living under the same roof.
- Public transportation strike
- Teacher's strike or illness
- If the school is closed
- Extreme winter weather conditions
- Professional motive with a certificate from the employer sent to the school
- Brief unemployment

A written proof must be brought or sent on the day of absence or at the latest, on the day classes are resumed.