

# You are dismissed? The CNE supports you

**IF YOU HAVE BEEN NOTIFIED OF YOUR DISMISSAL, YOU WILL, IN THE VAST MAJORITY OF CASES, BE GIVEN NOTICE. THE TRADE UNIONS HAVE IN FACT OBTAINED A BAN ON THE EMPLOYER GETTING RID OF THEIR EMPLOYEES OVERNIGHT: YOU ARE THEREFORE ENTITLED TO A CERTAIN PERIOD OF TIME TO "TURN AROUND". THE CNE TEAM SUPPORTS YOU THROUGH THESE DIFFICULT TIMES.**

## **NOTIFICATION OF DISMISSAL**

The employer must notify you of your dismissal in writing, by registered letter or bailiff's writ, and must specify the date on which your notice period begins and the duration of that period. Your notice period starts on the first Monday following the notification. The notification takes place on the third working day (every day except Sundays and public holidays) following the sending of the registered letter. To check the exact duration of your notice period, consult the CNE team at your company or the CNE secretariat in your region.

## **IF YOUR NOTICE IS PAID**

The employer may choose to terminate your contract by paying compensation equal to the salary you should have received during the notice period to which you were entitled. In this case, the contract is terminated immediately and you no longer have to report to work.

## **IF YOUR NOTICE IS WORKED OUT**

If your employer chooses to require you to serve notice, you should be aware that your notice period is suspended in the event of annual holidays, sickness, maternity leave, birth leave, adoption leave, time credit (only in the event of complete suspension of benefits), thematic leave (only in the event of complete suspension of benefits), compensatory rest, leave for compelling reasons and temporary unemployment. This means that your notice period stops during these periods and starts again when you return. The end of the notice period is therefore postponed.

## **ABSENCE TO LOOK FOR A NEW JOB**

You have the right to be absent from work, with full pay, to look for a new job. For the period corresponding to the last 26 weeks of notice, you may be absent from work one day or two half-days per week. For the period before the last 26 weeks, you are entitled to only one half-day's absence per week. The duration of this solicitation leave is prorated if you work part-time. It cannot be carried over from one week to the next, unless the employer agrees.

## **COUNTER-NOTICE**

If you wish to leave the company early, for example to start a new job, you must give the employer counter-notice. The length of this counter-notice depends on your seniority, with a maximum of 4 weeks.

## **OUTPLACEMENT**

If you have more than 30 weeks' notice (or equivalent compensation) or are aged 45 or over and have at least one year's seniority, you are entitled to an outplacement. Ask your CNE team or the CNE secretariat in your region.

## DOCUMENTS TO BE REQUESTED

Do not forget to ask your employer for a certificate of employment, holiday certificates (for the past year and the current year), the last payslip, the individual account for the current year and the documents for calculating any pro rata bonuses. You will need these for your endeavours with the unemployment office or your next employer.

**Need to contact us?** Call us on 067 88 91 00 on Mondays, Tuesdays and Wednesdays from 9am to 12pm and Thursdays from 1:30pm to 4:30pm.

**Need to meet us?** Our secretariats are open on Mondays, Tuesdays and Wednesdays from 1.30 to 4.30 pm and Thursdays from 9 am to 12 pm.

**Need to write to us?** Just one address: [cne.info@acv-csc.be](mailto:cne.info@acv-csc.be)

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