



Italy



## A3.1 Core Benefits

### Pension

The state pension falls under the umbrella of the National Institute for Social Security (Istituto Nazionale della Previdenza Sociale (INPS), to which all Italian resident employees contribute via payroll deductions.

Intralox pays approximately two-thirds of an employee's pension contributions, while the employee pays the remaining third. Contribution amounts are fixed by law and calculated as a percentage of gross income.

### Medical Benefits

#### Statutory Health Insurance

Health insurance is provided by the Servizio Sanitario Nazionale (SSN), a regionally-based national health service that is funded directly by the government via the IRAP (Imposta Regionale Sulle Attività Produttive) tax. Intralox pays this tax on behalf of its Italian employees.

The SSN covers healthcare related costs including doctor visits, medical tests and treatments, surgeries, medication during hospitalization, and hospital accommodation.

#### Accident Insurance

Accident insurance covers permanent disability and death for any Intralox employee in case of work-related accidents and varies from a maximum of €500.000 for executives to a minimum of €40.000 for lower level employees. Insurance is compulsory for executive staff.

### Group Life Insurance

Please see the EMEA Benefits page for details here: [www.laitrambenefits.com/emea-benefits](http://www.laitrambenefits.com/emea-benefits)

# A3.3 Planned Time Off

## Holiday Year

January 1– December 31

### A3.3.1 Public Holidays

At the beginning of each calendar year, Intralox will publish a list of that year's public holiday observances. Although holidays may vary from year to year, the typical observances are:

- New Year's Day
- Epiphany
- Easter Sunday
- Easter Monday
- Liberation Day
- Labor Day
- Republic Day / National Day
- Assumption Day
- All Saints' Day
- Immaculate Conception Day
- Christmas Day
- St Stephen's Day

Intralox Italy observes 12 additional 'Feste Nazionali' days and, in some regions, an extra day to celebrate the local patron saint.

If a public holiday falls on a weekend, no extra day will be allocated.



*Meet Modbot, your appendix guide*



## A3.3.2 Holidays & ROL ('Riduzione Orario di Lavoro') & Ex-Festivitate

Every Intralox Italy employee is entitled to 26 statutory vacation days per year.

Holiday hours are accrued during the calendar year from January - December and are calculated pro-rata for part-time employees, based upon the hours stated in their employment contract.

All statutory vacation days can be carried over to the following year.

Additionally, all employees are entitled to 7 days of 'Riduzione Orario di Lavoro' (ROL), or "working hours reduction", calculated pro rata for part time employees, based upon the hours stated in their employment contract. These hours are intended to be used for incidental absences and cannot be carried over to the following year. They can, however, be paid out in January, upon the employee's request.

Every employee is entitled to have 4 personal holidays during the year 'Ex-Festivitate' which can be taken for religious reasons by full-time regular employees. These days cannot be carried over to the next year.

## A3.3.4 Exceptional Leave Entitlement

### Maternity Leave

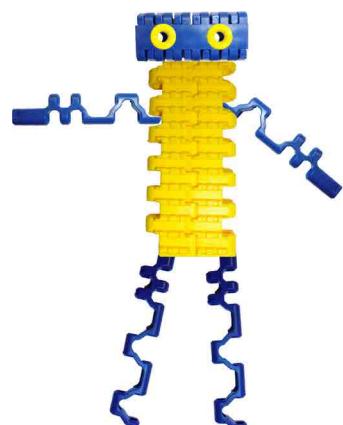
Congratulations on the pending arrival of your little one!

Female employees may not be employed for 5 months surrounding the birth of their child (either 2 months prior and 3 months following birth, or 1 month prior and 4 months following birth). Alternatively, a mother may choose to take a “flexible maternity leave” and postpone her leave until the expected date of birth, continuing for up to 5 months afterward. Throughout the period of maternity or paternity leave (see below), INPS issues payment equivalent to 80% of the employee's most recent salary.

Should complications arise during pregnancy – or, if working conditions are considered hazardous to the mother or unborn child – the mother may apply to the Ministry of Employment and Social Policy's Inspection Service to take early leave for 1 or more periods, of a length to be determined by the inspectors. Female workers performing heavy-duty jobs that are detrimental to pregnancy must be transferred to other duties. Where this is not possible, the Ministry of Employment and Social Policy's Inspection Service may decide to grant the mother leave from work throughout her pregnancy.

Before taking maternity leave, you must submit a written application to both the paying institute – or INPS – and Intralox, attaching a medical certificate of pregnancy indicating the expected date of birth. If you wish to take flexible leave, you must submit your request to INPS before the end of your 7th month of pregnancy and include both a medical certificate and a Company doctor certificate (Medico competente aziendale). These applications can be submitted to INPS at [www.inps.it](http://www.inps.it) (Istituto Nazionale per la Previdenza Sociale). Please send a copy of the INPS form and the medical certificate – as well as the INPS Post-Partum form and birth certificate – to [HR.EU@Intralox.com](mailto:HR.EU@Intralox.com).

You will continue to accrue vacation days during maternity leave.





## Paternity Leave

Paternity leave is compulsory for all employee fathers and consists of 5 days of statutory leave (as well as 1 optional day of leave subject to the mother giving up 1 day of her leave) within the first 5 months of the child's life. Paternity leave can only be recorded as complete working day(s).

Paternity leave also covers the father's absence from work for 3 months after the birth or for the remainder of the mother's maternity leave in the event of:

- the death or serious illness of the mother;
- the abandonment of the child by the mother;
- the father being given sole custody of the child;
- adoptive or foster mother choosing to totally or partially surrender her maternity leave

You will continue to accrue vacation days during paternity leave.

## Parental Leave

During the first 12 years of their child's life, parents are entitled to take up to 10 months' leave in a year. Parents may also choose to take parental leave as a reduction of working hours by up to half the average daily working hours in the 4-week period or month of paid work that immediately precedes the start of the parental leave. You may not, however, combine parental leave with other types of leave during the same day.

Until the sixth year of the child's life, parents will receive compensation during parental leave equal to 30% of their normal income, for a maximum period of 6 months. If an individual's earnings are below 2.5x the minimum pension from general compulsory insurance, compensation will be paid until the eighth year of the child's life.

Parental leave can last up to 6 months (continuous or split).

The request for hourly or regular parental leave should be made through INPS at [www.inps.it](http://www.inps.it).

## Sick Child Leave

During the first 8 years of a child's life, parents are entitled to be absent from work when their child is ill, but they are not entitled to remuneration while away from work.

## Benefits After Resignation

When leaving Intralox due to resignation or the end of your contract, you are entitled to your salary up to the last day of the notice period. When no other provisions are agreed, your 13th and 14th month of salary will become payable on a pro-rata basis. All benefits received as part of your employment with Intralox terminate the first day after your employment ends.

If you received a permanent travel advance during your employment, that amount will be deducted from your last salary payment.

Any untaken accrued vacation days will be paid out in the first payroll after the month of your formal end date.

If there is a commission entitlement, this will be paid as soon as the amount is formally communicated to payroll, as well as the 13th and 14th month of commission, which will become payable on a pro-rata basis.

# A4.1 At Work

## A4.1.2 Sickness

In the event of a work-related injury or occupational illness, you must visit a doctor or hospital to obtain a medical certificate detailing both the diagnosis and expected length of sick leave. Please send this certificate to **HR.EU@Intralox.com** as soon as possible and include a brief description of the accident in your request. If the accident occurred while using a Company car, please also include copies of "Carta di Circolazione" and the claim sent to the Insurance Company (if applicable).

Prior to the end date of your sick leave, you need to visit an INAIL doctor (a member of the National Institute for Insurance against Accidents at Work), who will provide you with a certificate either confirming the end date of your sick leave or indicating the need for an extension. Please forward the certificate to **HR.EU@Intralox.com** once received.

You will continue to accrue vacation days during sick leave.

