

You are resigning? The CNE supports you

■ YOU WANT TO RESIGN? YOU SHOULD KNOW THAT THERE ARE A FEW RULES TO OBSERVE, WHICH ALLOW THE EMPLOYER TO "TURN AROUND", WHILE PROTECTING YOU DURING THIS PARTICULAR PERIOD. THE CNE TEAM REVIEWS YOUR RIGHTS AND OBLIGATIONS IN THE EVENT OF RESIGNATION, AND ASSISTS YOU IN THIS DECISION.

NOTIFICATION OF THE ISSUE

You must notify your employer of your resignation in writing, either by registered letter, bailiff's writ or by hand-delivered letter with proof of receipt. This letter must specify the start date and duration of your notice period. Your notice period starts on the first Monday after the notification. If you send a registered letter, the notification takes place on the third working day following the sending of the registered letter, the postmark being taken as proof.

DURATION OF NOTICE

If you have an open-ended contract, your notice of resignation is half the notice period for dismissal, up to a maximum of 13 weeks. There are special rules for contracts concluded before 2014. See our website for the exact length of your notice period.

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.

YOUR NOTICE IS NOT INTERRUPTED

In the event of resignation, your notice period continues to run when the contract is suspended: in the event of annual holidays, illness, maternity leave or separation, birth leave, adoption leave, time credit, thematic leave, compensatory rest and temporary unemployment. This means that your notice period does not stop during these periods.

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.

RISK OF 'UNEMPLOYMENT' SANCTION

Caution: if you leave the company without finding another job, the ONEM may consider that you have resigned for illegitimate reasons and deprive you of unemployment benefit for a longer or shorter period (4 to 52 weeks). Therefore, check with the unemployment service of the CSC in your region before you resign.

WANT TO KNOW MORE?

See also our sheet "Are you leaving the company? The CNE is there to help you", available from your company's CNE team or on our website www.lacsc.be/cne > brochures > information sheets

Do you need advice or support?

The resignation scheme is a complex matter, with many specific rules. For personalised, precise and complete information, we advise you to consult us directly.

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

The content of this publication is intended for both men and women

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