Reimbursement form for paternal leave

Since 1 January 2018, wage employees who become fathers are entitled to 10 days leave upon the birth of a child or the adoption of a child under 16.

Under the new paternal leave framework, the first 2 days are covered by the employer and the subsequent 8 by the State budget.

The employer must file an application with the Ministry of Labour for the reimbursement of 8 days of wages paid. To that end, he must complete the form available online at Guichet.lu.

http://www.guichet.public.lu/entreprises/catalogue-formulaires/conges/remboursement-conge-paternite/remboursement-conge-paternite_FR.pdf

The following supporting documents must be added:

- The employee's certificate of affiliation with the Social Security Office;
- The birth certificate of the child or a copy of the declaratory judgement of adoption;
- Pay slips covering the period of paternity leave and the month prior to said leave.

The form, duly completed, dated and signed, and the supporting documents, must be returned to the Ministry by e-mail at **pappecongé@mt.etat.lu**, within 5 days as of the birth or arrival of the adopted child. It is worth noting that the salary taken into account for the reimbursement is limited to a fifth of the statutory minimum wage, i.e. €9,992.95.

Securex can help you fulfil these formalities.