

CIRCULAR 2025

Madam, Sir,

Here you will find some information related to the 2025 holiday allowance for the 2024 performance of your blue-collar workers.

1. Payment date holiday allowance

The payment of the 2025 holiday allowances will take place on the usual date, i.e. around the same period as last year.

In concrete terms, this means that on that date, our financial institution will transfer the net holiday allowances to the account number of your employees. You can also consult this date online.

2. Change of address Congemetal

Since 24/03/2025, our offices are located at **HERMESLAAN 7 - 1831 DIEGEM**.

Please:

- **send all your correspondence for Congemetal to that address.**
- **use our adapted bank certificate (see www.congemetal.be – download – **Bank certificate**)**

3. The holiday allowance is paid by bank transfer

This means that:

If a worker decides to change his bank account number or if a new worker joins your company, we must receive his new bank details in time.

There are two ways to provide us with this information:

- 1) With the **itsme®** or **TOTP mobile apps** or with the **electronic identity card (and a card reader)**, the worker can easily enter or change his account number on the social security website via a direct link on www.congemetal.be – employees or eGov (One click to my holiday pay). Access to the social security website also allows the worker to consult his holiday account (amount of holiday pay, holiday duration, payment(s), possible creditor(s)) and to request documents.

For more administrative simplification, we therefore advise you to encourage the use of this information flow to your workers. The new workers can consult the site after the first DMFA quarterly declaration.

- 2) Registered non-residents in Belgium can use the online service with **TOTP**: identification via smartphone/tablet, with username, password and code.

In addition, there are already 19 countries available to sign up via **eIDAS** on a Belgian website. More information can be found at www.congemetal.be – employees or eGov.

However, if a worker is not able to manage his bank details online, he can always download a bank certificate from our website. Before printing the certificate for signing, this certificate can be completed in full with 'Adobe Reader' (also downloadable from our site).

Please note, without a bank account, the holiday allowance remains unpaid!

4. Holiday account - Employer

On the social security portal site via a direct link on www.congemetal.be (Employers), employers or their social secretariat are offered the opportunity to consult and download the data relating to the holiday allowances (amount, duration and payment date). This data has been cumulated with data from other holiday funds, if applicable.

What can one consult and from when?

From January of each holiday year, the amount of holiday pay, the duration of the holiday and the payment date of all your workers, **based on the data in our possession**. This data is updated daily and can be consulted for the current and the 2 previous holiday years.

5. Holiday certificate - Blue-collar worker

The 2025 holiday certificates of the employees will be sent to their eBox, if they have activated their eBox. If not, the employees' 2025 holiday certificates will be printed and sent to their personal address at the time of the payment date (the employees' addresses will be taken from the National Register of Natural Persons). These certificates must therefore be kept up to date. After all, they state the amounts intended for filling in the 2026 tax return with regard to the income of the year 2025. Nevertheless, a copy of this has been posted on the website of the social security for workers. A tax form can also be requested online by the workers at any time.

6. Calculation of holiday pay and holiday duration

For the complete calculation of the net holiday pay and accrued holidays in 2025, please refer to the website of our management institution, the National Office for Annual Holidays (RJV) - www.rjv.be

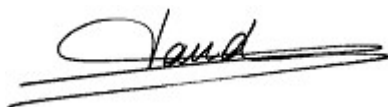
For your information: to calculate the number of leave days to be taken in a holiday year, in the regime (= number of days and hours/week) that the person concerned works that year, you can use the tool 'Convert Holidays', which you can find on the above-mentioned site of the RJV, via "**Holiday duration >> ([holiday days converter](#))**".

Example: employee is entitled to 17 ordinary holidays (regime 5 – full-time equivalent) and works in regime 4 (32 hours/week) during the holiday year

Omzetten vakantiedagen	
Het aantal gewone vakantiedagen dat vermeld staat op het rekeningguittreksel van de RJV.*	17
Het aantal uren dat een voltijds werknemer in uw huidige firma per week presteert.*	40,00
Het aantal uren dat u in uw huidige tewerkstelling per week presteert.*	32,00
Het aantal dagen dat u in uw huidige tewerkstelling per week presteert.*	4,00
* verplichte gegevens	OMZETTEN
Resultaat Het aantal dagen wettelijke vakantie waarop u in uw huidige tewerkstelling aanspraak kan maken (beperkt tot maximum 4 weken).	16

Whatever the final result of the calculation for a whole year, the number of ordinary, Holidays to which an employee is entitled in the event of full-time or part-time employment is always limited up to four weeks of leave in the work system in which he works at the time he takes leave, without taking into account any ordinary holidays carried forward (Royal Decree of 08/02/23 : postponement of holidays).

Always at your service and ready to provide further information, we, Madam, Sir, remain with the highest consideration.



Chantal Vandenbroucke
Manager