

COMMISSION DECISION of 14.4.2004

on Article 55b of the Staff regulations concerning job-sharing

THE COMMISSION OF THE EUROPEAN COMMUNITIES,

Having regard to the Staff Regulations of Officials and Conditions of Employment of Other Servants of the European Communities, laid down by Council Regulation (EEC, EURATOM, ECSC) N° 259/68⁽¹⁾ and last amended by Council Regulation (EC, Euratom) N° 723/2004⁽²⁾ of 22 March 2004, and in particular Article 55b of the Staff Regulations,

Whereas the Appointing Authority may lay down detailed rules for the application of the new job-sharing provisions,

HAS DECIDED AS FOLLOWS:

- *Article 1 - General: Access to job-sharing*
- *Article 2 - Procedure*
- *Article 3 - Working hours*
- *Article 4 - Office*
- *Article 5 - Duration of job-sharing*
- *Article 6 - Termination of job-sharing*
- *Article 7 - Leave entitlements*
- *Article 8 - Entry into force*

Article 1 - General: Access to job-sharing

- 1.1 An official may request authorization to work half-time in the form of job-sharing as defined in Article 55b of the Staff Regulations. He may do so by applying for a vacant post published and identified by the Appointing Authority as appropriate for that purpose.
- 1.2 Exceptionally the Appointing Authority may authorize an official to work part-time in the form of job-sharing on the post currently occupied by him; in that case only the vacant "half" of the post will be published. The authorization to work half-time for the official initially occupying the post full-time may then be subject to an agreement on the working time schedule (see pt. 3 below).

Article 2 - Procedure

- 2.1 An application to job share shall be lodged by each official concerned, clearly indicating the desired time arrangement. Where simultaneous applications are lodged by two officials wishing to become "job-sharing partners", each application shall be examined separately by the Appointing Authority, taking into account the preferences expressed as regards the potential job-sharing partner.
- 2.2 The Appointing Authority may choose any of the job-sharing applicants to job-share or may decide to fill the post by a candidate who wishes to work full-time.

Article 3 - Working hours

- 3.1 Individual working hours shall be agreed between the job-sharing partners and approved by the Appointing Authority before appointment to the job-sharing post. This arrangement shall remain applicable over the entire job-sharing period and may be modified only with the written approval of

both job-sharers and the Appointing Authority.

- 3.2 Working hours shall be shared between job-sharing partners in a manner that fully covers every working day. Where necessary, a minimum period of overlapping time may be foreseen.
- 3.3 Job-sharing options include splitting days or alternating days or weeks.

Article 4 - Office [top](#)*

- 4.1 Job-sharers shall use the same office and office equipment.

Article 5 - Duration of job-sharing [top](#)*

- 5.1 Job-sharing is intended to be a long-term arrangement for half-time work; it shall always be requested and granted for an unlimited duration.

Article 6 - Termination of job-sharing [top](#)*

- 6.1 A job-sharer wishing to terminate half-time work may do so by applying for a vacant full-time post, or, by submitting a request, giving at least six months' notice. In the latter case, he may be transferred or reassigned to a different post. In these cases, the vacant half of the post will be published.

Article 7 - Leave entitlements [top](#)*

- 7.1 Annual leave entitlements for an official authorized to work half-time in the form of job-sharing shall be curtailed by half.

Article 8 - Entry into force [top](#)*

- 8.1 These rules shall enter into force on 1 May 2004.

Done at Brussels, 14.4.2004.

Footnotes

(1) JO L 56 du 4.3.1968.

(2) JO L 124, 27.4.2004, p. 1).

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