

The Protocol Directorate of the FPS Foreign Affairs wishes to inform diplomatic missions and consular posts of a new provision of Joint Committee No. 337 that applies to most locally recruited staff.

**From January 1<sup>st</sup>, 2024, Joint Committee No. 337 provides for an end-of-year bonus** in accordance with the collective labour agreement concluded on December 19<sup>th</sup>, 2023, which has been made mandatory from January 1<sup>st</sup>, 2024.

Articles 3, 4 and 5 of the collective labour agreement specify the amount of the end-of-year bonus. It is made up of a lump-sum plus a variable component:

1. The lump-sum part of the end-of-year bonus corresponds to a fixed amount of :
  - for manual workers: 435,12€
  - for non-manual workers: 575,91€
  
- 2 The variable component of the end-of-year bonus amounts to 2.5% of the worker's gross annual remuneration. By "gross annual remuneration" is meant: the product of multiplying by 12 the gross remuneration due to the worker concerned for the month of October of the year in question, excluding all other bonuses, supplements or allowances.

The amount of the fixed part will be "indexed" each year at the end of October by comparing the national price index for the month of October of the previous year with the national price index for the month of October of the current year. In November of each year, Joint Committee No. 337 will communicate the correct amount of the fixed part of the end-of-year bonus.

The Good Offices Commission plans to publish this information every November on its website:

<https://employment.belgium.be/en/about-us/good-offices-commission-embassy-staff>

The amounts set out in Articles 4 and 5 of this collective labour agreement are not granted to the workers who already receive an end-of-year bonus equivalent to these two amounts combined.

Diplomatic missions and consular posts that already grant an end-of-year bonus that is lower than that provided for in this collective labour agreement may replace it with the end-of-year bonus provided for in this collective labour agreement or supplement it so that it is equivalent.

Article 7 specifies the reference period, which is the period from January 1<sup>st</sup> to September 30<sup>th</sup> included of the year in question. Each month of actual or equivalent work during the reference period gives entitlement to one-ninth of the bonus granted in accordance with the provisions of Article 3. A month is defined as any engagement commenced before the sixteenth day of the month.

Article 11 states that the end-of-year bonus shall be paid in a single instalment during the month of December of the year in question, or at the latest during the month following the month in which the worker leaves the establishment.

**This collective labour agreement must be applied by diplomatic missions employing locally recruited staff coming under Joint Committee No. 337 (the majority of locally recruited staff except domestic workers and gardeners).**

For this reason, the Good Offices Commission advises diplomatic missions and consular posts to include the payment of the end-of-year bonus for the workers coming under Joint Committee No. 337 in their annual budget estimates.

**The Protocol Directorate specifies that all diplomatic missions and consular posts employing locally recruited staff (with the exception of domestic workers and gardeners) must pay them the end-of-year bonus.**

Finally, the Protocol Directorate would like to stress that the Good Offices Commission responsible for staff employed locally in embassies and diplomatic missions is available to answer any questions on this subject at the following address: [commissiondesbonsoffices@emploi.belgique.be](mailto:commissiondesbonsoffices@emploi.belgique.be)