

BASICS OF LABOUR LAW AND PAYROLL IN FRANCE

KEY POINTS YOU SHOULD KNOW TO MANAGE YOUR COMPANY

YOUR ISSUES



Knowing and understanding French Labour Law and payroll regulations



Managing your company and employees in compliance with the Law



Securing: practises in Labour Law and payroll, legal and administrative procedures

HIGHLIGHTS



Customised training

We develop personalised training sessions according to your own needs and specific issues.



On-site intervention

Our training sessions would take place in your offices. Trainers come to you so that you can stay in your environment.



Small groups

We propose training in small groups (max 10 participants) in order to facilitate interaction.



Final goal

You will know exactly what your obligations are concerning payroll and Labour Law. The presentation document will be sent.



YOUR CONTACT

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TARGET AUDIENCE

- CEO
- HR Managers
- Managers



DURATION

11h over one and a half day



LOCATION

On-site intervention
(France and abroad) or Teams



LANGUAGE

English or French



COST

€3,800 excluding VAT and travelling expenses

TRAINING PROGRAM

1 Labour Law

Labour Law's sources

- ▶ Hierarchy and sources of law
- ▶ The principle of favour

The life of the employment contract

- ▶ Different types of contracts
- ▶ The trial period
- ▶ Specific clauses of the contract
- ▶ Modification of the employment contract/working conditions
- ▶ Suspension of the employment contract
- ▶ Disciplinary power of the employer

Mutual obligations

- ▶ Employer's obligations (declaration, documents, work council, etc.)
- ▶ Employee's obligations (health and safety, discipline, etc.)

Termination of the employment contract

- ▶ Different types of termination (disciplinary dismissal, resignation, mutually agreed termination, etc.)
- ▶ Termination indemnity
- ▶ The receipt for final settlement
- ▶ Settlement agreement

Duration of work and different types of absences

- ▶ Definition of the effective working time
- ▶ Different durations of work (full-time, part-time, annual working day organization)
- ▶ Different types of absences and payroll management on the payslip

2 French payroll

Presentation of the pay slip

- ▶ Mandatory information on the pay slips
- ▶ Salary and perks: gross amounts, non-taxable, exemptions
- ▶ Social contributions and taxes

Compensation & benefits

- ▶ D&D and medical insurance
- ▶ Profit-sharing and Incentive Plan
- ▶ Vouchers
- ▶ Benefit in kind and mileages
- ▶ Etc.

Explanation of the contributions and tax declarations system

YOUR TRAINERS WILL PROVIDE YOU WITH TRAINING ADAPTED TO YOUR SECTOR OF ACTIVITY



Alexandra NIVEAU

- ▶ **Speciality:** Payroll
- ▶ **Position:** Senior payroll manager
- ▶ **Fluent English**



Imane LAHRICHI

- ▶ **Speciality:** Legal
- ▶ **Position:** HR & Legal issues Consultant
- ▶ **Fluent English**

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