

## All countries

### Minimum paid time off

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#### Asia

China

It depends on the accumulative length of service:

- if more than 1 year (included) but less than 10 years, 5 days annually;
- if more than 10 years (included) but less than 20 years, 10 days annually;
- if more than 20 years (included), 15 days annually.

#### Rest days:

An employee employed under a continuous contract is entitled to not less than one rest day in every period of seven days.

#### Annual leave:

Employees under a continuous contract (i.e. being continuously employed by the same employer for four weeks or more, with at least 18 hours worked in each week) are entitled to paid annual leave after having been employed under a continuous contract for every 12 months ranging from a minimum of seven days to a maximum of 14 days, depending on their length of service.

#### Statutory holidays:

Employees, irrespective of their length of service, are entitled to 14 statutory holidays in 2024. Employees having been employed under a continuous contract for not less than three months immediately preceding a statutory holiday are entitled to pay on statutory holidays.

#### Maternity leave:

A female employee employed under a continuous contract immediately before the commencement of her maternity leave and having given notice of pregnancy and her intention to take maternity leave to the employer, is entitled to maternity leave. She is entitled to 14 weeks of maternity leave pay if she has been employed under a continuous contract for not less than 40 weeks immediately before the commencement of the scheduled maternity leave, given notice of pregnancy and her intention to take maternity leave and produced a medical certificate specifying the expected date of confinement if so required by her employer.

#### Paternity leave:

A male employee is entitled to five days of paternity leave for each confinement of his spouse or partner if he is the father of a new-born child or a father-to-be, has been employed under a continuous contract and has given the required notification to his employer. He is entitled to paternity leave pay if he has been employed under a continuous contract for not less than 40 weeks immediately before the commencement of paternity leave and has provided the required document to the employer within 12 months after the first day of paternity leave taken (or, if he ceases to be employed, within six months after the cessation of employment).

#### Sickness allowance:

An employee employed under a continuous contract can accumulate two paid sickness days for each completed month of the employee's employment during the first 12 months, and four paid sickness days for each completed month of employment thereafter. He is entitled to sickness allowance if he has accumulated sufficient number of paid sickness days and the sick leave taken is not less than four consecutive days which is supported by an appropriate medical certificate or a movement restriction imposed under the Prevention and Control of Disease Ordinance (Cap 599).

Singapore Employees who fall under Part IV of the Employment Act (Chapter 91) who have worked for his or her employer for at least three months is entitled to seven days' paid annual leave for the first year of service. An additional day of leave every subsequent 12 months of service will be provided, up to a maximum of 14 days.

Under the Employment Act (Chapter 91), employees are also entitled to 11 paid public holidays every year, and other types of leave, including but not limited to, maternity leave, paternity leave, shared parental leave, sick leave, etc.

For employees who fall outside the Employment Act (Chapter 91) entirely or those who fall within the Employment Act (Chapter 91) but not Part IV, their paid vacation/time off/leave are based on contractual agreement.

United Arab Emirates

Under the UAE Labour Law, the annual leave entitlement is as follows:

- 2 days per month, if the employee has completed six months of service, but not one year,

- 30 days, if the employee has completed one year of service.

An employee is also entitled to paid leave in respect of public national holidays in the UAE for the private sector as announced by the applicable government entity of the UAE which fall on working days. The employee will not be entitled to compensation or time off in lieu when public holidays are declared to take place on the weekend.

In the DIFC, an employee who has carried out at least 90 days of service is entitled to paid vacation leave of 20 working days per year. This is accrued pro rata in the first year and is calculated at the rate of 1:12 of the employee's leave entitlement on the first day of each month of service.

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## Europe

Austria

Typically five weeks annual leave.

Six weeks after 25 years of service.

Austrian law also stipulates 13 public holidays that generally have to be paid time off.

Czech Republic

The duration of annual leave shall equal at least four weeks in a calendar year and at least five weeks in case of state employees.

England & Wales

20 days plus eight public holidays (but market is often higher).

France

25 worked days (from Monday to Friday) per year (five weeks).

Germany

20 days minimum statutory holiday entitlement in a five days-working-week plus public holidays which depend upon the State the employee lives/works. Market-standard often higher (additional contractual vacation entitlement of 5 - 8 days per calendar year). This results in a total annual vacation entitlement of 25-28 vacation days.

Hungary	Employees are entitled to paid annual leave comprising vested vacation time and extra vacation time. The amount of vested vacation time shall be twenty working days and rises gradually based on the age of the employee up to a maximum of 30 working days in the year when the employee reaches the age of 45. In certain cases, employees shall be entitled to extra vacation time (for example based on the number of their children).
Ireland	Full time employees are entitled to 20 days paid annual leave. Most international employers operating in Ireland provide up to 25 days' annual leave, based on the employee's service. Employees may also be entitled to maternity, paternity, parental, parents, force majeure, carers, adoptive and health and safety leave. With the exception of force majeure and health and safety leave, there is no legal obligation to pay an employee while on such leave. Employees are also entitled to nine further paid leave days for public holidays (or payment or time in lieu, depending on the circumstances). From 1 January 2024, employees will have the right to be paid 70% of their normal daily wage (up to a maximum of €110 per day) for up to 5 sick days per year.
Italy	4 weeks per year.
Netherlands	20 days taking into account a 40-hour week, but the market offering is often higher than the minimum amount.  Public holidays are additional.
Poland	The length of leave (in a full-time job the period of education is partially included for annual leave entitlement calculation purposes):  (i) 20 days - if the employee has been employed in his/her entire career for less than ten years;  (ii) 26 days - more than ten years.  The length of leave for an employee working on a part-time basis is established in proportion to the amount of working time of such an employee.  Deviating contractual agreements in favour of the employee is admissible (often used for managers).  National holidays are additional.
Portugal	22 business days per year. In the admission year, the employee is entitled to 2 days of vacation per each month of the contract's duration, with a 20-days limit, to be enjoyed after 6 months of work. Mandatory holidays include January 1st, Good Friday (moveable; under labour law, it may be celebrated on another local relevant day during Easter time), Easter Sunday (moveable), April 25th, May 1st, Corpus Christi (moveable – a Thursday, 60- days after Easter), June 10th, August 15th, October 5th, November 1st, December 1st, December 8th, and December 25th.
Slovakia	Employees younger than 33 years of age who are not taking care of a child are entitled to a minimum of four weeks of paid holiday per calendar year. Employees who are taking care of a child and employees who are at least 33 years old are entitled to a minimum of five weeks of paid holiday per calendar year.

Spain Employees are entitled to a minimum of thirty calendar days of paid vacation per year, plus 14 bank holidays per year.

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## **South America**

Brazil A 30-day vacation that is paid 1/3 of the value of the salary and 7 national holidays.