

SOMMARIO

PRESENTATION	XV
AUTHORS.....	XVII

1.

THE CREATION OF WORKING RELATIONS

1. Definition.....	2
2. Features and types	3
2.1. Part-time employment contract.....	3
3. Essential requirements and elements.....	4
3.1. Form and content of the contract.....	4
4. Observations.....	5
4.1. Trial period agreement.....	5
4.2. Conversion of the employment contract.....	7
5. Procedures and requirements.....	8
5.1. INPS.....	8
5.2. INAIL	9
5.3. EMPLOYEE REGISTER (LUL).....	11
6. Offences and penalties.....	12
6.1. Application for registration with INPS.....	12
6.2. Notice of activity to INAIL.....	12
6.3. Reporting changes to INAIL.....	12
6.4. Omission or misrepresentation of registration or mandatory notice	12
6.5. Prior notification of appointment and variation (COB)	13
6.6. Omissions related to the employee register (LUL)	13
TRANSLATION	14

2.

SELF EMPLOYMENT, EMPLOYMENT AND TYPE OF CONTRACTS

1. Definitions	25
2. Features and types	28
2.1. Fixed-term contract.....	28
2.1.1. Right of precedence and ban on discrimination	31
2.1.2. Disputes.....	31
2.2. Supply of labour	31
2.2.1. Protection of leased workers.....	34
2.2.2. Supply of labour and Service contract	34
2.2.3. Disputes.....	34
2.2.4. Cost of labour.....	35

3. Observations	35
3.1. Apprenticeship	35
3.1.1. Cost of labour	38
3.2. Discontinuous work	38
3.2.1. Intermittent work	38
3.2.2. Accessory work	39
4. Procedures and requirements	39
4.1. Fixed-term employment	39
4.2. Supply of labour	39
4.3. Apprenticeship	40
5. Penalties	40
5.1. Fixed-term contract	40
5.2. Supply of labour	40
5.3. Apprenticeship	41
TRANSLATION	42

3.

DUTIES, STATUS AND FORMS OF REMUNERATION

1. Definitions	55
1.1. Duties and status of the worker	55
1.2. Remuneration	58
2. Features of remuneration	58
2.1. Art. 36 and the function of the courts	58
2.2. Forms of remuneration	58
2.3. Forms of “protection” of remuneration	60
3. Requirements of remuneration	60
3.1. Establishing remuneration	60
3.2. Equal pay for men/women – Adults/minors	60
3.3. Principle of equal treatment	61
3.4. Obligatory nature of remuneration	61
3.5. Ban on reducing remuneration	61
3.6. The principle of all-inclusiveness	61
4. Observations	62
4.1. Fixed items of remuneration	62
4.2. The issue of “absorption”	62
4.3. Further distinctions	63
5. Procedures and requirements	63
5.1. Duties	63
5.2. Remuneration	63
5.2.1. Payslip	63
6. Offences and penalties	64
6.1. Remuneration	64
6.2. Payslip	64

6.3. Employee Register.....	64
TRANSLATION	65

4.

OBLIGATION OF SOCIAL SECURITY AND OBLIGATION TO PAY CONTRIBUTIONS

1. Definition.....	73
2. Features and types	73
2.1. Obligation to pay contributions	73
2.2. Obligatory social security	74
2.3. Social security classification	74
3. Requirements and essential elements.....	75
3.1. Contribution.....	75
3.2. Taxable income for the purposes of social security	76
4. Observations.....	76
4.1. Principle of competence.....	76
5. Procedures	77
5.1. Reporting and paying contributions	77
5.2. Payment of contributions using the F24 form.....	77
6. Offences and penalties.....	77
6.1. Failure to submit or late submission of the monthly contributions report.....	77
TRANSLATION	79

5.

SEVERANCE INDEMNITY

1. Definition.....	83
2. Features and types	83
3. Requirements and essential elements.....	84
4. Observations.....	85
4.1. The payment of severance pay into complementary social security schemes	85
4.2. Payment of the severance indemnity in the pay packet.....	86
4.3. Early payment of the severance indemnity.....	86
5. Penalties.....	87
TRANSLATION	88

6.

TAXATION OF INCOME FROM EMPLOYMENT

1. Definition.....	93
2. Features and types	93

Sommario

2.1. Taxation system.....	93
2.2. Type of taxation	94
3. Requirements and essential elements	95
3.1. Calculation of withholding tax.....	95
3.1.1. Income from employment	95
4. Observations	96
4.1. Settlement of payment at the end of the year or upon termination of employment.....	96
4.2. Single Certification Form (CU).....	97
4.3. Form 730.....	97
4.4. Form 770.....	97
5. Penalties	97
TRANSLATION.....	98

7. OBLIGATIONS OF THE PARTIES IN THE WORKING RELATIONSHIP

1. Definitions.....	103
2. Features and types.....	104
2.1. Obligations of the worker.....	104
2.1.1. Diligence and obedience.....	104
2.1.2. Loyalty and non-competition	104
2.1.3. Obligation of confidentiality.....	106
2.2. Obligations and powers of the employer	106
2.2.1. Executive power	106
2.2.2. Monitoring powers	107
2.3. Disciplinary power	109
2.4. Safety obligations	111
3. Observations	112
3.1. Non-competition agreement.....	112
3.2. Prohibition of discrimination.....	113
3.3. Employment of the disabled.....	115
4. Procedures and requirements	117
4.1. Recruitment of disabled workers.....	117
5. Penalties	119
5.1. Monitoring powers	119
5.2. Safety obligations	119
5.3. Disabled persons.....	119
5.4. Prohibition of discrimination.....	120
TRANSLATION.....	121

8. ILLNESS AND ACCIDENTS AT WORK

1.	Definition.....	135
2.	Features and types	137
3.	Requirements and essential elements.....	137
3.1.	Period of grace.....	137
3.1.1.	Calculation of the period of grace	138
3.1.2.	Timespan for calculating the period of grace	138
3.1.2.1.	Holidays or unpaid leave extending the period of grace	139
3.2.	Certification.....	139
3.3.	Health checks	139
3.4.	Performance of work during a period of sick leave	139
3.5.	Remuneration.....	140
3.5.1.	Those entitled to remuneration	140
3.5.2.	Direct payment of the benefit by INPS	140
3.5.3.	Period of entitlement to benefit	140
3.5.4.	Amount of benefit paid by INPS	141
3.5.5.	Daily overall average remuneration (RMG).....	141
3.5.6.	Top-up payment to be made by the employer	141
3.5.7.	Cases in which the payment of sickness benefit is excluded.....	141
3.6.	Early return to work.....	142
4.	Observations.....	142
5.	Procedures	142
6.	Offences and penalties.....	144
	TRANSLATION.....	146

9. MATERNITY AND PATERNITY

1.	Definition.....	155
2.	Features and types	156
3.	Requirements and essential elements.....	156
3.1.	Protecting health and safety before birth.....	156
3.2.	Termination of pregnancy or child's death	158
3.3.	Maternity leave.....	158
3.3.1.	Early abstention from work	159
3.4.	Maternity leave: pay and legislative aspects	160
3.4.1.	Payment of benefit.....	160
3.4.2.	Top-up payment to be made by the employer	160
3.4.3.	Direct payment by INPS.....	160
3.5.	Paternity leave	161

3.5.1. Leave for working fathers as envisaged under the Fornero Law	161
3.6. Parental leave	162
3.6.1. How to take parental leave	162
3.7. Extension of parental leave	163
3.8. Parental leave: pay and legislative aspects	163
3.9. Daily rest period (breast/bottle feeding)	163
3.10. Leave to assist a sick child	164
3.10.1. The child's "illness"	165
3.10.2. Assessment of the state of illness	165
3.10.3. Parents' holidays and child's admittance to hospital	165
3.10.4. Certification	165
3.10.5. Pay and legislative aspects	166
4. Observations	166
4.1. Vouchers and baby sitting	166
5. Procedures and requirements	166
5.1. Antenatal period: obligations for working mothers	166
5.2. Antenatal leave: obligations for the working mother	166
5.3. Paternity leave: obligations for working fathers	166
5.4. Leave for working fathers under the Fornero Law: obligations for workers	167
5.5. Parental leave: obligations for workers	167
5.6. Daily rest period (breast/bottle feeding)	167
5.7. Leave to assist a sick child	167
6. Offences and penalties	168
TRANSLATION	169

10. PERMITS AND LEAVE

1. Definition	179
2. Features and types	179
3. Requirements and essential elements	180
3.1. Permits for disabled workers and special leave	180
3.1.1. Disability permits	180
3.1.2. Rights of working parents of persons with disabilities	180
3.1.3. Special leave	181
3.2. Study permits and "sabbatical" leave	182
3.2.1. Exam permits	182
3.2.2. Leave for training	182
3.3. Marriage leave	183
3.4. Leave for personal reasons	183
3.4.1. Right to three days' leave	183

3.4.2. Two years' leave	184
3.4.2.1. Compassionate leave	184
3.4.2.2. Early return to work	184
3.4.3. Gender Violence Leave	184
4. Observations	185
4.1. Transfer of the worker: restrictions	185
4.1.1. Right of a disabled person to choose the place of work	185
5. Procedures and requirements	186
5.1. Permits for disabled workers – extension of parental leave – special leave	186
5.1.1. Study permits and “sabbatical” leave	186
5.1.2. Marriage leave	186
5.1.3. Leave for personal reasons	186
5.1.3.1. Right to three days' leave	186
5.1.3.2. Two years' leave	186
5.1.3.3. Gender violence leave	187
6. Offences and penalties	187
6.1. Disability permits	187
6.2. Study permits/leave	187
TRANSLATION	188

11.

WORKING HOURS, HOLIDAYS AND REST PERIODS

1. Definition	195
1.1. Regulatory developments	195
2. Features and types	197
2.1. Normal working hours	197
2.2. Overtime	197
2.3. Night work	197
2.4. Rest period	198
3. Requirements and essential elements	198
3.1. Multi-period working hours	198
3.2. Overtime	199
3.3. Night work	200
3.4. Holidays	201
3.5. Daily rest period	203
3.6. Weekly rest period	203
3.7. Breaks	204
3.8. Public holidays	205
4. Observations	206
4.1. Managerial staff	206
5. Procedures and requirements	208

6. Offences and penalties.....	208
TRANSLATION.....	210

**12.
WORKER MOBILITY**

1. Definitions.....	222
1.1. Place of work.....	222
1.2. Business trips.....	222
1.3. Transfer.....	222
1.4. Posting.....	222
1.5. Transfer of business and business unit.....	223
2. Features and types.....	224
2.1. Business trips and transfers.....	224
2.2. Posting.....	225
2.3. Transfer of business and business unit.....	226
3. Requirements and essential elements.....	228
3.1. Business trips and transfers.....	228
3.2. Posting.....	229
3.3. Transfer of a business.....	230
4. Observations.....	231
4.1. International posting.....	231
5. Procedures and requirements.....	233
5.1. Foreign posting within the EU.....	233
5.2. Foreign posting outside the EU.....	233
5.3. Transfer of business and business unit.....	235
6. Penalties.....	236
TRANSLATION.....	238

**13.
INDIVIDUAL DISMISSAL**

1. Definition.....	251
2. Features and types.....	252
2.1. Just cause for dismissal.....	252
2.1.1. Definition.....	252
2.1.2. Conduct of the worker.....	252
2.1.3. Disciplinary proceedings.....	254
2.2. Subjective justified reason.....	256
2.2.1. Definition and comparison with “just cause”.....	256
2.2.2. Disciplinary proceedings.....	257
2.3. Objective justified reason.....	257
2.3.1. Definition.....	257
2.3.2. Reasons for dismissal.....	257
2.3.3. Preventive conciliation procedure.....	260

2.4. Dismissal at will	260
3. Nullity of dismissal	261
4. Appeal.....	262
5. Offences and penalties.....	262
5.1. Consequences of illegitimate dismissal: real protection.....	262
5.2. Consequences of illegitimate dismissal: obligatory protection ..	264
5.3. Consequences of null dismissal.....	264
6. Observations.....	265
6.1. Contract with so called “proportional protection”	265
6.2. INPS social security contributions in the event of dismissal....	267
TRANSLATION	269

14. COLLECTIVE DISMISSAL

1. Definition.....	284
1.1. Concept of collective redundancies.....	284
2. Requirements and essential elements.....	284
2.1. Numerical and temporal requirements.....	284
2.2. Exclusions.....	286
3. Procedures and requirements.....	286
3.1. Stages of the procedure	286
3.2. Selection criteria.....	288
4. Offences and penalties.....	289
5. Observations.....	291
5.1. Collective dismissal for non-entrepreneurs	291
TRANSLATION	293

15. RESIGNATION AND CONSENSUAL TERMINATION

1. Definition.....	302
1.1. Definition and regulatory developments	302
2. Features and types	304
2.1. Resignation	304
2.2. Consensual termination.....	305
3. Requirements and essential elements.....	306
4. Observations.....	307
4.1. Resignation in the event of marriage.....	307
4.2. Resignation of a working mother/father.....	308
5. Procedures and requirements.....	309
5.1. Validation of resignation	309
5.2. Confirmation of consensual termination.....	311
5.3. Mandatory contribution.....	311

6. Offences and penalties..... 312
TRANSLATION..... 313

16.

UNIONS AND COLLECTIVE BARGAINING

1. Trade union rights and the role of collective bargaining..... 323
2. Trade Unions 327
3. Collective bargaining..... 329
 3.1. The new collective bargaining process and trade union
 representation criteria..... 332
 3.2. Corporate and joint union representatives – RSA and RSU 336
4. Trade union rights..... 338
TRANSLATION..... 341