

Legal update

Upcoming labour obligations

June 2016

Employment and labour

Please take note of the deadlines for the following labour obligations:

Payment of the mandatory service bonus

Please remember the legal obligation to pay fifteen days' salary on the last day of June for the half-year worked or in proportion to the fraction of the six months actually worked.

The base salary to calculate the bonus will be the last fixed salary plus the average variable salary of the half-year or in proportion to the fraction of the six months actually worked.

The transport allowance should be incorporated into the basis for calculating the service bonus.

National Apprenticeship Service (*Servicio Nacional de Aprendizaje – SENA*)

Please also remember the legal obligation to report in July the variation of your payroll from January to June, so that the SENA can establish the quota of apprentices the company will have to hire, based on the average number of workers employed during the above-mentioned period.

Companies without changes in their payroll during the half-year period do not have to prepare this report.

For further information, please contact one of the following lawyers:

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