

## CHAPTER II

### VARIOUS ALLOWANCES & REMUNERATIONS

#### **Article 10: Family Allowances**

- 1- Married employees of whatever category will be granted monthly family allowances as follows:
  - For the unemployed wife: The allowance designated by the Social Security plus an additional 75%.
  - For children: The allowance designated by the Social Security plus an additional 50% for each child up to five children and up to the age of 25 years for males and females equally, provided they are without a remunerated job. The age condition is not applied to handicapped or disabled children, provided it is supported by a medical report.
- 2- The family allowances stipulated in paragraph (1) above are paid according to the monthly salaries, i.e. 16 times per year.
- 3- Acquired rights of employees in banks, which grant family allowances in excess of the above mentioned rates, are hereby preserved.
- 4- In the event when both spouses are employed by two different banks, and if the bank employing one of them grants family or maternity allowances in excess of the rates mentioned in Articles (11), (12) and (17) of the Collective Labor Agreement, the husband or wife shall be paid his/her allowances by his/her employer and the wife or husband shall be paid the compensating difference by her/his employer.
- 5- If a female employee has legal custody over her children as stipulated by the Social Security Laws and benefits for them from the family allowances of the Social Security, she shall then benefit from the afore-mentioned allowances of this article.

#### **Article 11: Education Allowances**

1- Employees of whatever category who have children attending schools on a regular basis, be they private or public, or universities, will be granted yearly scholarships for each and every one of their children (males and/or females), and up to five children only, according to the following terms:

- a) Amount of Allowance:
  - LBP 1,500,000. – yearly, for public or tuition-free schools,
  - LBP 3,000,000. – yearly, for students attending the Lebanese University.
  - LBP 3,500,000. – yearly, for students attending private schools or special schools of the handicapped.
  - LBP 5,500,000. – yearly, for students attending private universities.
- b) The allowance will be granted to every child who completes three years of age, on December 31<sup>st</sup>, directly before the beginning of the academic year, and will not exceed his/her Twenty Five (25) years of age on December 31<sup>st</sup>. The prerequisite for granting such scholarships is that the child does not hold a remunerated job.
- c) The child must be registered in a regular school in order to benefit of such a scholarship. For this purpose, night schools are not considered as regular schools.
- d) A female employee will not be granted such allowances, unless she has legal custody over the children and is cashing family allowances for them, or if her husband does not have the right, by virtue of the law, to obtain schooling allowances for his children. In addition, the female employee cashes the allowances difference in case her husband cashes a scholarship less than the amount stipulated in the Collective Labor Agreement.
- e) It is conditional that the employee is confirmed before benefiting from such allowance.
- f) The scholarship for private schools and universities will be granted in full, upon confirming the registration and submitting the invoices and receipts, in two payments.
  - 50% of the scholarship between September and October of the academic year.

- the remaining 50% of the scholarship between November and February of the academic year.

As for the public schools and Lebanese University scholarships, they are granted in full from September 1<sup>st</sup> till the end of October of the academic year, upon submission of the receipt.

- 2- The Education Allowance is applicable to children whether attending regular schools in Lebanon or abroad. The employee whose children are studying in foreign universities benefits from the educational allowances set for Lebanese universities, provided that he/she submits registration evidence, as well as university fees bills and receipts.
- 3- Acquired rights shall be preserved for employees in banks which grant better allowances than the ones stipulated in this article.

### **Article 12: Housing Allowances**

The Management decides the housing allowance for every employee of any category transferred outside the area of his/her residence when charging him/her with the duties of the first or the second person responsible for the Branch to which the said employee is being transferred. Beirut and its suburbs are considered as one area, and the location of the Head Office and its suburbs are considered as one area, if the Head Office is located outside Beirut.

### **Article 13: Transportation Allowances**

1- Banks employees of whichever category shall benefit on monthly basis of a transportation allowances in conformity with the Law n° 217 as a minimum, and banks shall adopt to their employees regardless their category, a complementary system of transportation allowances as follows. Employees are to benefit from the better system to their advantage.

- Cost of 60 liters of fuel for the employee who resides in a circle of less than two-kilometer diameter from the work location, 80 to 140 liters for the employees residing within two to ten kilometers inclusive from work location, 160 to 180 liters for employees residing within ten to

twenty kilometers from work location, and 200 liters for employees residing beyond the twenty kilometers distance from the work location. The transportation allowance cannot be less than LBP 8000 per day, irrespective of the travelled distance.

- For the calculation of the fuel cost, the average current price in the market shall be applied and after mutual monthly agreement between the Association and the Federation.
- This allowance is considered as a daily allowance and shall be paid on the basis of the actual working days.

2- In the understanding of the principle residence, the location of seasonal summer residence is not considered.

3- This allowance does not replace the transportation allowances granted by banks for their employees, such as investigators/clearing clerks, and other employees carrying out duties related to Bank's work.

4- The Cadre of the Management benefiting from transport allowances, such as monthly transport allowance, car allowance, or a car under their disposal, will not benefit from this allowance, provided such allowances are not less than the transportation allowances specified above.

#### **Article 14: Cashiers Allowance**

1 – Cashiers and counter-clerks in charge of cashing and payment operations deserve a special annual indemnity, known as « cashier's desk indemnity », set as follows:

- A. Cashier                      1,000,000. LBP
- B. Counter clerk              450,000. LBP

2- This Allowance shall be paid as follows:

- Two Thirds (2/3) at the end of the year.
- One third (1/3) will be entered in a blocked account in the name of the concerned employee, to meet any shortage occurring in his/her cash.
- The balance of the blocked account will be paid to the owner thereof, plus accrued interest. Interest for the period prior to

1.1.1986 will not be paid. The average interest rate on the blocked accounts of the Bank will be taken into account in the calculation of the interest.

- This allowance is not eligible except in the event of actual working as a cashier. Annual or sick leaves are not considered a break from work.
- Temporary cashier who replaces an absent cashier will benefit from cashier allowance proportionate to the period during which he/she replaced the originally nominated cashier.
- No such allowances will be granted to cashiers or counter-clerks if the employer bank assumes responsibility of cash shortages.

#### **Article 15: Marriage Bonus**

Every employee of whichever category who contracts marriage, is entitled to a Marriage Bonus, equivalent to one month's salary, and this bonus cannot be less than LBP 1,000,000. – (one million Lebanese Pounds).

To benefit from this bonus, the employee should not have benefited from a previous bonus on the occasion of a previous marriage. This grant is payable to both spouses, if both are employed by the same bank.

#### **Article 16: Maternity Bonus**

- A Maternity Bonus shall be paid to the employee of whichever category for the birth of each of his/her children, fixed at LBP 675,000. – (six hundred and seventy five thousand Lebanese Pounds). This Bonus is independent of the Social Security Health Fund Regulations.
- The Bonus is doubled upon birth of twins.

#### **Article 17: Employees' Uniforms**

Banks requiring the majority or some of their employees to wear a special uniform shall provide such uniforms at the banks' own expense during summer and winter seasons or pay them the price of the uniform.