

CAREERPRO - FEDERAL LEARNING ACCOUNT

Automation of legal individual training rights

11/12/2024

A service by



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1. Introduction

In 2024, the training rights of employees without registered individual rights will be automatically calculated and added by December 1 at the latest. Employers who prefer not to apply this automatic (re)calculation can choose to disable this functionality via an opt-out in the [CareerProFLA Webapp](#). For employers who have already registered rights, but still want to use the automatic calculation, there is also an opt-in option available in the [CareerPro FLA Webapp](#). This allows the automatic calculation to be activated for the entire company or for specific employees.




From January 2025, this automatic calculation will take place annually for all employees. However, employers retain the option to disable the automatic calculation annually for the entire company or at an individual level by using the opt-out function on the [CareerPro FLA Webapp](#) or by making a change to the training rights via the Batch or API channel or manually via the webapp.

2. What does this mean?

Sigedis adjusts the individual legal right for each employee per company, up to two trimesters after the date. The control and updating is done by Sigedis. The right is automatically updated after processing the quarterly (DmfA) declarations or within 48 hours after the Dimona declaration (for entering and leaving employment). In this way, employers do not have to change the right themselves in the event of changing performances.

Employers always have the option to adjust this legal right themselves if they wish. If the employer decides to implement a change to the individual legal training right, then they will also have to continue to update the data, for this specific employee and for the specific calendar year for which the change was implemented. This means that for the following year Sigedis will adjust the rights again, unless the employer implements another adjustment themselves.

To illustrate this further, some examples are worked out below to explain this in detail. We will work with three colors in these images.

-  The green arrow represents the period when the update is done automatically by Sigedis.
-  The blue arrow is the period from which the update must be done by the employer.
-  The gray arrow is for the period after receipt of the Dimona-out in the event that Sigedis is responsible for the actualization. This period is not included in the calculation.

In each of the cases below, it is assumed that the person is entitled to 5 days of training rights when working full-time.

3. Overview of examples

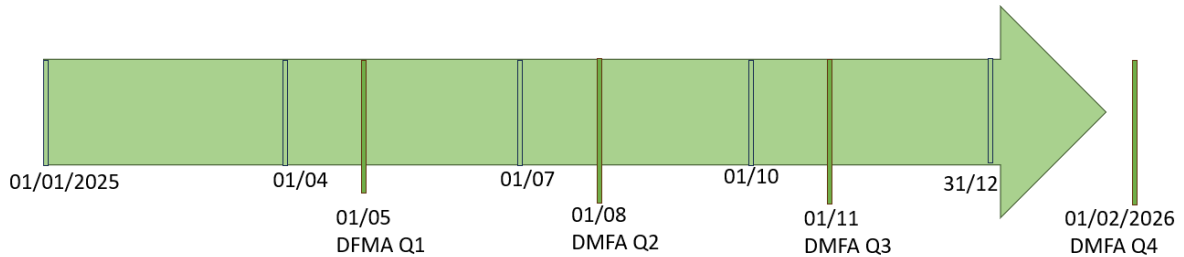
The table below provides an overview of the various examples discussed with regard to possible changes in training rights, as carried out by Sigedis or by the employer. The table is structured on the basis of two scenarios: in the first scenario, Sigedis takes on the update, while in the second scenario, the employer carries out the updates himself.

	Scenario 1 Sigedis does updating	Scenario 2 Employer does updating
No change	Example 1: No change in the work regime	Example 1: No change in the work regime
Change of employment regime	Example 2: Change in working regime (full time – part time)	Example 2: Change in working regime (full time – part time)
Impact on the next calendar year	Example 3: Change in working regime (full time – part time) with impact on the following calendar year	Example 3: Change in working regime (full time – part time) with impact on the following calendar year
Resignation	Example 4 : Resignation	Example 4: Resignation
Change of employment and resignation	Example 5: Change of employment regime followed by resignation	Example 5: Change of employment regime followed by resignation
Transfer to Sigedis		Example 6 : After updating by employer, transfer to Sigedis update.

4. Scenario 1 : Sigedis is responsible for updating the individual legal right

4.1. Example 1: No change in the work regime

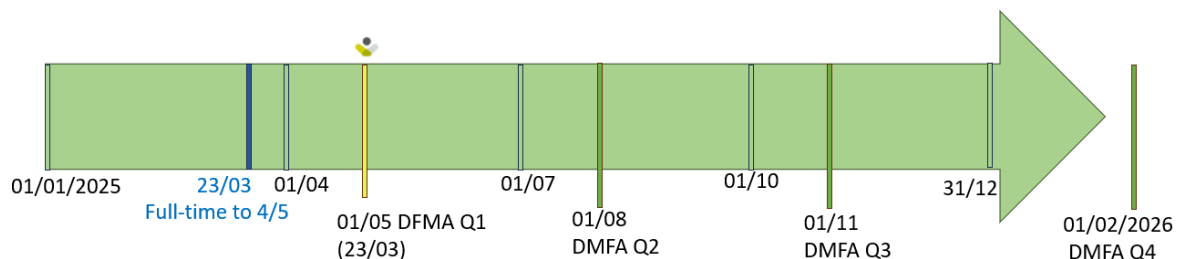
We start with the basic situation. In this case, the employee works a full year full-time and does not change his work intensity. We assume that he has 5 days of training rights per year. The employer does not make any changes to FLA himself. The standard is that Sigedis takes on the changes. (See Example 1)



2025 – Days individual legal training right				
01/01	01/05	01/08	01/11	01/02/26
5	5	5	5	5

4.2. Example 2: Change in working regime (full time – part time)

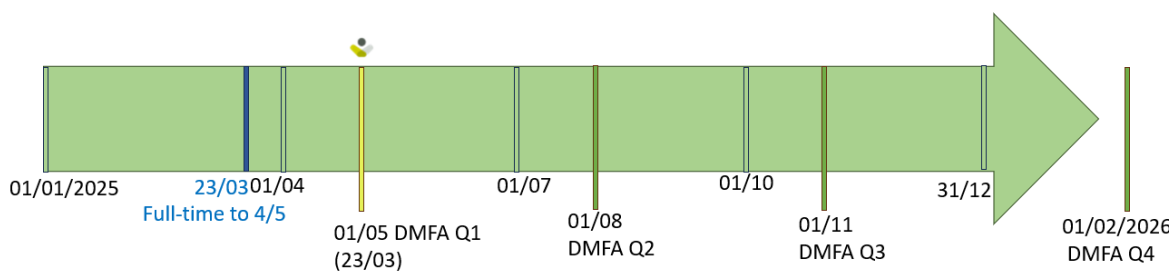
In this case, the employee works on a full-time employment regime. Suppose this employee changes his employment regime from full-time to 4/5 on 23/03, then the quarterly declaration (DmfA) will include the change of employment regime. This change is processed by Sigedis on 01/05 and results in an adjustment of the number of days of training right, namely from 5 days to 4.23 days. It is important to note that the calculation takes into account the day of the change of employment, namely 23/03 and not the day of processing 01/05. (See Example 2 & 3)



2025 – Days individual legal training right				
01/01	01/05	01/08	01/11	01/02/26
5	4.23	4.23	4.23	4.23

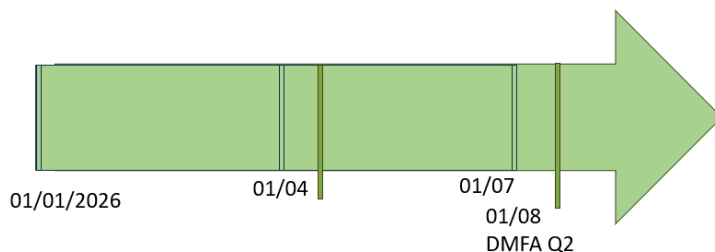
4.3. Example 3: Change in working regime (full time – part time) with impact on the following calendar year

The timeline below explains the impact on the current year and the following calendar year. In this case, we have an employee who works full-time and is therefore entitled to 5 training days. On 23/03/2025, this employee changes employment regime and this change is updated by Sigedis on 01/05. It is important to note that the calculation uses the date of employment regime change 23/03. The last DmfA of calendar year 2025 is received on 1 February 2026, no change is included here.



2025 – Days individual legal training right				
01/01/25	01/05	01/08	01/11	01/02/26
5	4.23	4.23	4.23	4.23

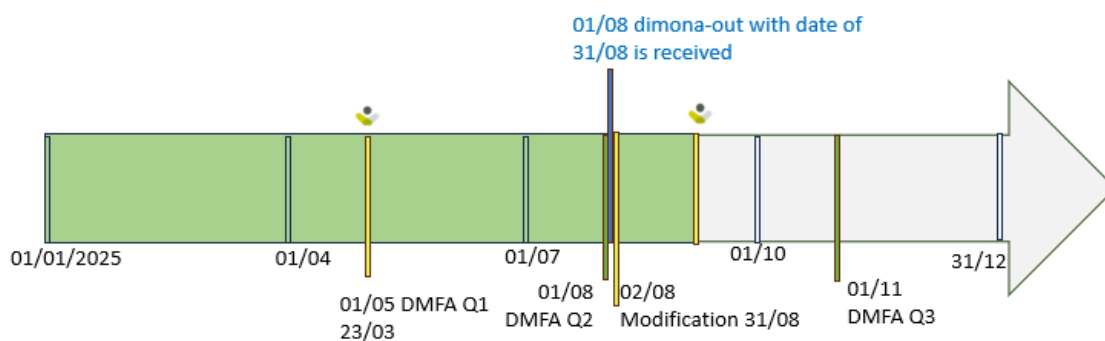
At the start of the new calendar year 2026, Sigedis is always responsible for the calculation and updating. Since the employer does not implement any changes, the updating remains with Sigedis. In the calendar year 2026, the employee is therefore entitled to 4 training days. (See Example 2 & 3)



2026 -Days individual legal training right		
01/01/26	01/05	01/08
4	4	4

4.4. Example 4 : Resignation

The employee works here on a full-time work regime and leaves the company on 31/08. In this case, the dimona-out is received on 01/08. This change is processed a maximum of 48 hours after receiving the dimona-out. The change of training rights occurs on 02/08. The calculation uses the day of resignation, namely 31/08, and not the day that Sigedis changes the rights. (See Example 4)

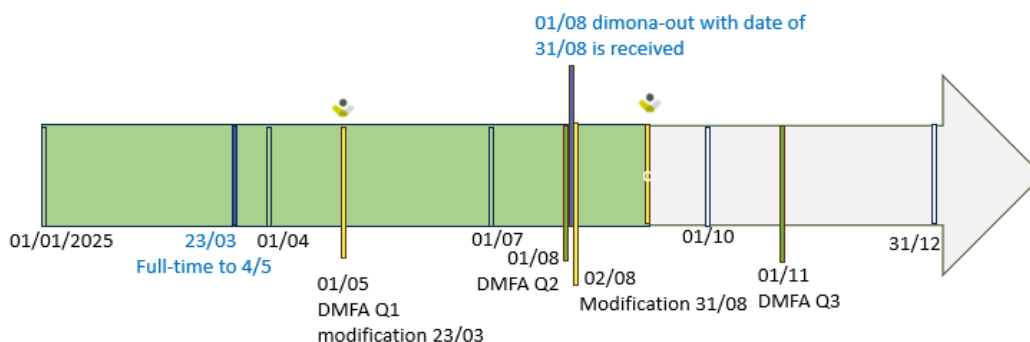


2025 – Days individual legal training right			
01/01	01/05	02/08	01/09
5	5	3.32	N/A*

*Not applicable

4.5. Example 5: Change of employment regime followed by resignation

Suppose this person changes employment regime on 23/03 and leaves the company shortly afterwards on 31/08, then we end up in the scenario below. Sigedis first processes the change of employment regime upon receipt of the quarterly declaration (DmfA) on 01/05 and changes the entitlement from 5 training days to 4.23 training days. On 01/08, this person's Dimona dated 31/08 was received by Sigedis and processed in FLA on 02/08. The number of training days entitlement now changes from 4.23 to 2.88 training days. (See Example 5)



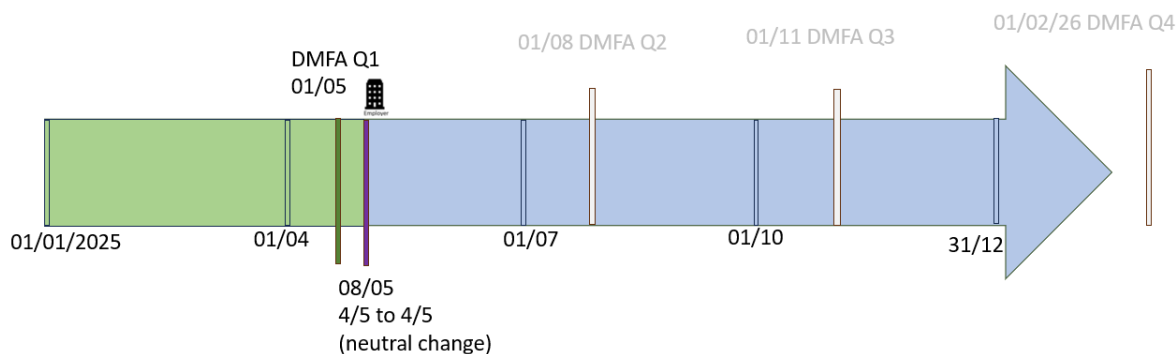
2025 – Days individual legal training right				
01/01	01/05	01/08	02/08	31/08
5	4.23	4.23	2.88	N/A*

*Not applicable

5. Scenario 2 : Employer takes action and must from then on be responsible for updating the individual legal right

5.1. Example 1: No change in the work regime

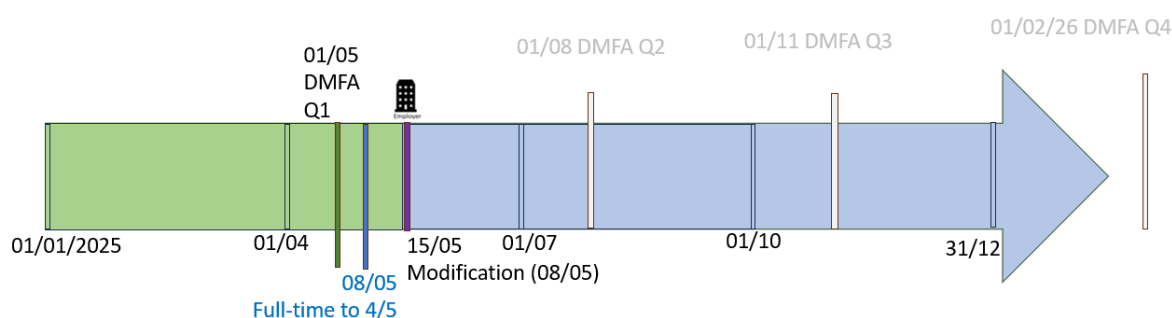
The employee works 4/5ths the entire year. This is updated by Sigedis. On 08/05 the employer enters the training rights via Batch, API or Webapp. These are unchanged, but since this is an action by the employer, the employer must ensure further updating for this person for that calendar year from this date. (See Example 1)



2025 – Days individual legal training right			
01/01/25	01/05	08/05	31/12/25
4	4	4	4

5.2. Example 2: Change in working regime (full time – part time)

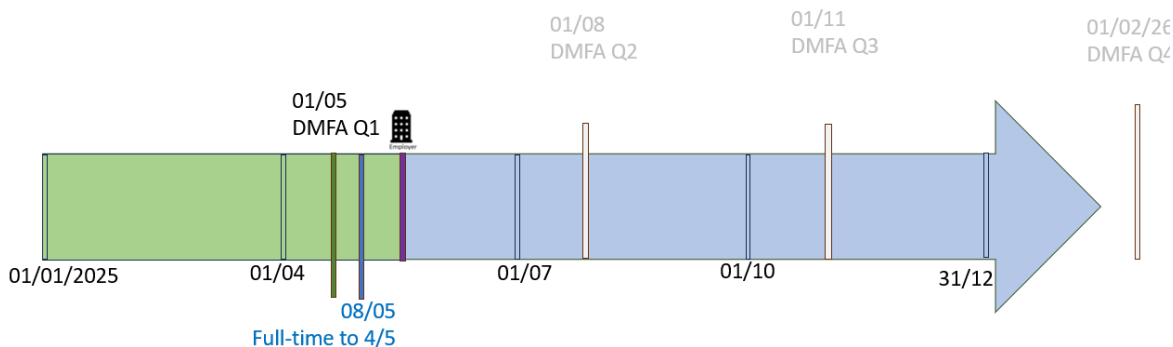
The employee works full-time until 08/05, when he changes his work regime. This change would be communicated via the DmfA Q2, which Sigedis receives on 01/08 (in this case). However, the employer decides to adjust this information himself from 5 training days to 4.35 days, already on 15/05. From this date, the employer must implement further changes for this employee in the current calendar year. (See Example 2&6)



2025 – Days individual legal training right			
01/01	01/05	15/05	31/12/25
5	5	4.35	4.35

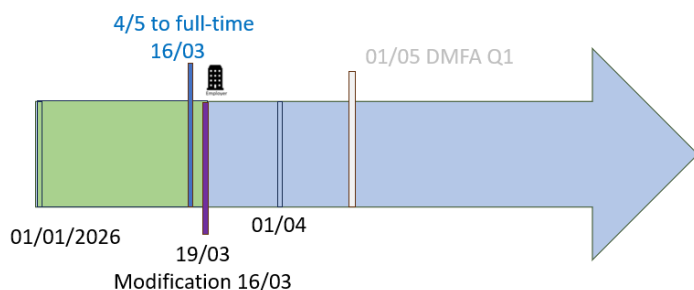
5.3. Example 3: Change in working regime (full time – part time) with impact on the following calendar year

The employee works full-time and changes his work regime. The employer reports this adjustment from 5 to 4.35 training days on 15/05, so that the further updating ends up with the employer. This specifically for this employee and for this calendar year 2025.



2025 – Days individual legal training right			
01/01/25	01/05	15/05	31/12/25
5	5	4.35	4.35

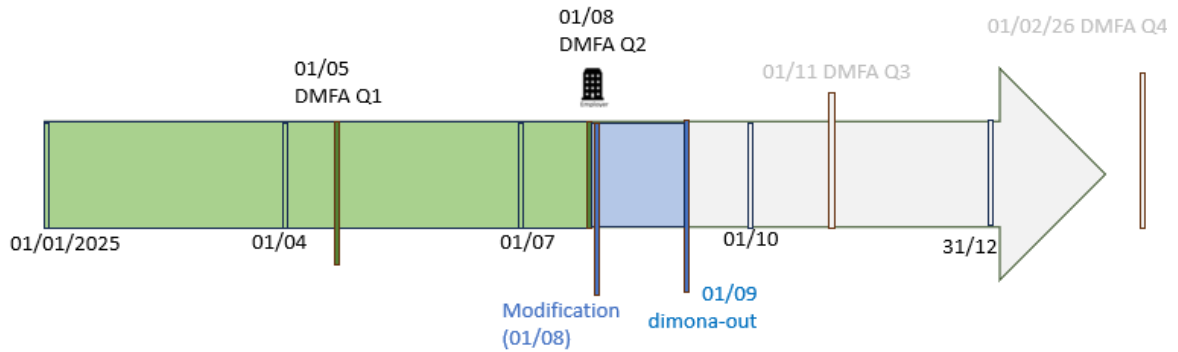
In the following calendar year, 2026, Sigedis will again be responsible for the pre-filling and updating. This ends when the employer takes action again. In this case, this happens when the employer changes from 4 to 4.79 training days on 19/03 when changing the employment regime from 4/5ths to full-time for this employee. (See Example 3)



2026 – Days individual legal training right		
01/01/26	19/03	01/05
4	4.79	4.79

5.4. Example 4: Resignation

The employee works full-time and leaves on 01/09. This change would be implemented by Sigedis a maximum of 48 hours after receipt of the Dimona-out. In this case, however, the employer decides to adjust this on 01/08 before Sigedis can implement the change. (See Example 4)

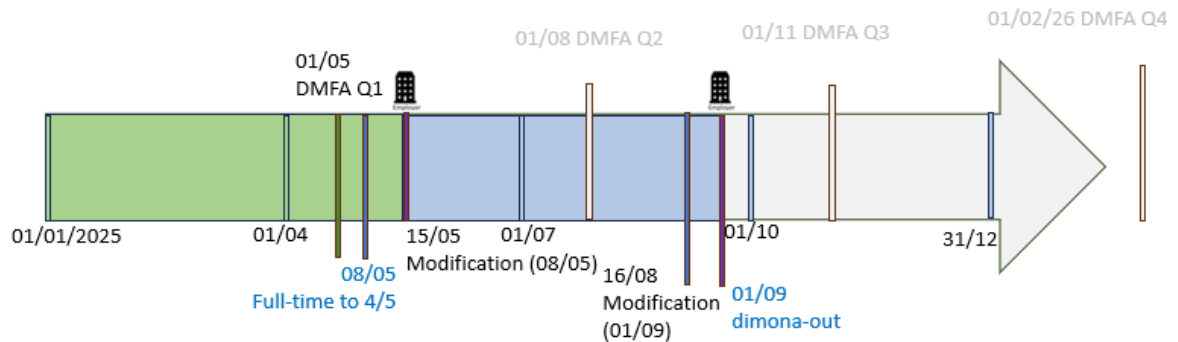


2025 – Days individual legal training right				
01/01	01/05	01/08	01/09	31/12
5	5	3.33	N/A*	N/A*

*Not applicable

5.5. Example 5: Change of employment regime followed by resignation

In the example below, the employer adjusts the data for an employee who changed his working regime from full-time to 4/5ths on 08/05. This was adjusted by the employer on 15/05. On 01/09, this employee leaves the company. The employer must report this adjustment himself, since he has been responsible for updating the legal individual right for this calendar year 2025 for this employee since 15/05. (See Example 5)

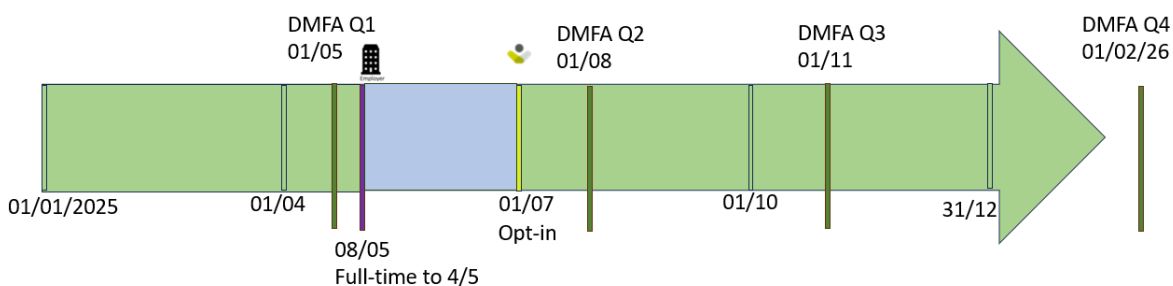


2025 – Days individual legal training right				
01/01	01/05	15/05	16/08	01/09
5	5	4.35	3.02	N/A*

*Not applicable

5.6. Example 6 : After updating by employer, transfer to Sigedis update.

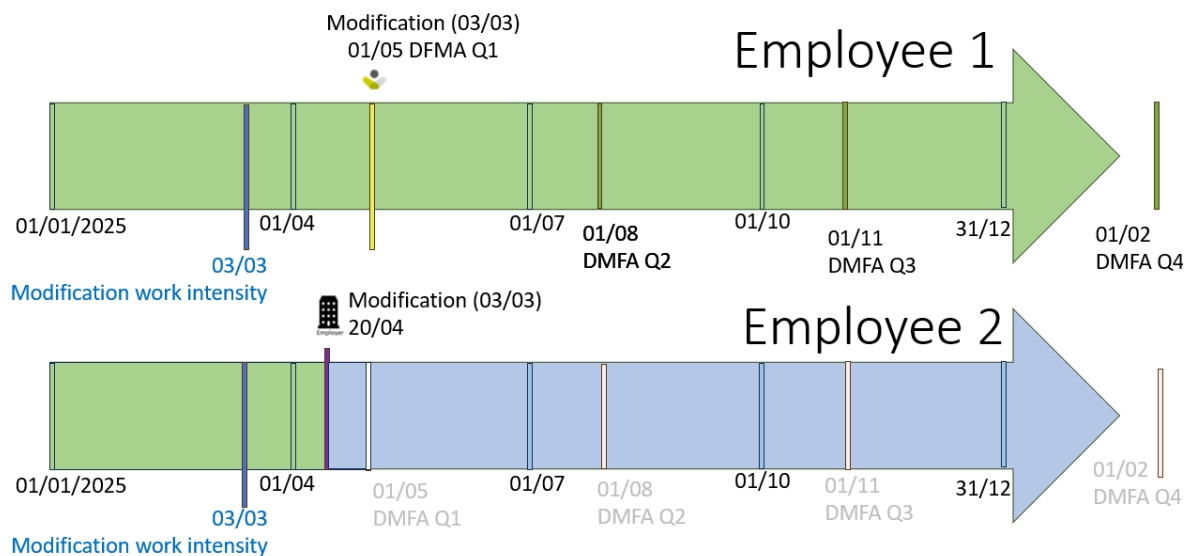
It is always possible to have the update carried out again by Sigedis by indicating this on the [webapp](#) via opt-in. In this case, the citizen changes his work regime on 08/05. The employer decides to pass on this change to 4.35 days himself, which means that the update ends up with the employer. However, on 01/07, the employer decides to have the update managed again by Sigedis by choosing the opt-in option in the [webapp](#). Sigedis uses the information known at that time, namely the DmfA Q1. The rights are therefore temporarily set at 5 training days, until the information of the work regime change is received on 01/08 via DmfA Q2, after which the training rights are automatically changed again to 4.35 training days. (See Example 2&6)



2025 – Days individual legal training right					
01/01/25	01/05	08/05	01/07	01/08	31/12/25
5	5	4.35	5	4.35	4.35

6. Global impact on the company

The example below shows the impact on different employees within a company when the employer himself adjusts the data. In this case, there are two employees who change their work intensity on 03/03. The employer adjusts the data for employee 2 himself on 20/04. This has no effect for employee 1. The update of the data remains with Sigedis for this employee 1, for the rest of the calendar year, regardless of the change by the employer for employee 2. For employee 2, the update has been transferred to the employer for that calendar year. If employee 2 changes work regime or leaves the company, this change in training days must be calculated and passed on by the employer, unless the employer chooses the opt-in option on the web app. In that case, the update is performed again by Sigedis.



7. Conclusion

The automation of the individual training right by Sigedis offers employers a user-friendly solution to keep training rights up-to-date without having to constantly intervene manually. Sigedis adjusts the training right based on data from the Dimona and DmfA declarations. However, if an employer makes changes themselves, such as adjustments to an employee's work regime, the further updating for that calendar year shifts to the employer. This allows employers to retain control and flexibility: they can choose to follow the automation of Sigedis or manage the training right per employee and per calendar year themselves. The employer always remains in the pilot seat, so they can use the automatic calculation if the employer does nothing, but can always switch this off per employee and per calendar year if desired. [via de CareerPro FLA Webapp](#).

8. A x B x C formule

The Law of 3 October 2022 containing various labour provisions stipulates the following:

“For the purposes of this chapter, the number of training days for the employee who is not employed full-time and/or who is not linked by an employment contract during the entire calendar year, taking into account his employment contract, is determined on the basis of the following formula: $A \times B \times C$ where:

A corresponds to the number of training days granted to the company for a full-time employee;

B corresponds to the working regime of the employee in relation to a full-time working regime;

C corresponds to the number of months divided by 12, during which the employee was employed within the company.

Each month started is considered a fully performed month”.

[More information specific to your joint committee can be found here.](#)

To convert days into hours, the employee's working hours must be taken into account. For example, if the employee works full-time and has a 38-hour working week (5 days), 1 day of right corresponds to 7 hours 36 minutes of right.

The methodology and rules can be found [here](#).

9. Calculations

9.1. Scenario 1 : Sigedis is responsible for updating the individual legal right

9.1.1. Example 1

Full-time work regime throughout the year

Formule element	Meaning	Number
A	5 training days	5
B	Full-time	5/5
C	12 months	12/12

This results in the following calculation : $5 \times 5/5 \times 12/12 = 5$ training days.

9.1.2. Example 2 & 3

Change of work regime on 23/03

Formule element	Meaning	Number
A1	5 training days	5
B1	Full-time	5/5
C1	The period from 01/01 to 22/03. This is 2 months and 22/31 of a month.	2.71/12
A2	5 training days	5
B2	4/5 work regime	4/5
C2	The period from 23/03 to 31/12. This is 9 months and 9/31 of a month.	9.29/12

This results in the following calculation: $(5 \times 5/5 \times 2.71/12) + (5 \times 4/5 \times 9.29/12) = 4.23$ training days.

9.1.3. Example 4

Resignation on 31/08

Formule element	Meaning	Number
A1	5 training days	5
B1	Full-time	5/5
C1	The period from 01/01 to 30/08. This is 7 months and 30/31 of a month.	7.97/12
A2	5 training days	5
B2	Resigned	0
C2	The period from 31/08 to 31/12. This is 4 months and 1/31 of a month	4.03/12

This results in the following calculation: $(5 \times 5/5 \times 7.97/12) + (5 \times 0/5 \times 4.03/12) = 3.32$ training days.

9.1.4. Example 5

Change of work regime on 23/03 and Dimona-out 31/08

Formule element	Meaning	Number
A1	5 training days	5
B1	Full-time	5/5
C1	The period from 01/01 to 22/03. This is 2 months and 22/31 of a month.	2.71/12
A2	5 training days	5
B2	4/5 work regime	4/5
C2	The period from 23/03 to 30/08. This is 4 months and 9/31 of a month (concerning March) and one 30/31 of a month (concerning August).	5.26/12
A3	5 training days	5
B3	Resigned	0
C3	This is the period from 31/08 to 31/12. So this is 4 months and 1/31 of a month.	4.03/12

This results in the following calculation: $(5 \times 5/5 \times 2.71/12) + (5 \times 4/5 \times 5.26/12) + (5 \times 0 \times 4.03/12)$
 $= 2.88$ training days.

9.2. Scenario 2: Employer takes action and must from then on be responsible for updating the individual legal right

9.2.1. Example 1

4/5 work regime throughout the year

Formule element	Meaning	Number
A	5 training days	5
B	4/5 work regime	4/5
C	12 months	12/12

This results in the following calculation: $5 \times 4/5 \times 12/12 = 4$ training days.

9.2.2. Example 2&6

Change of working regime from full-time to 4/5 on 08/05/2025

Formule element	Meaning	Number
A1	5 training days	5
B1	Full-time	5/5
C1	The period from 01/01 to 07/05. This is 4 months and 7/31 of a month.	4.23/12
A2	5 training days	5
B2	4/5 work regime	4/5
C2	The period from 08/05 to 31/12. This is 7 months and 24/31 of a month.	7.77/12

This results in the following calculation: $(5 \times 5/5 \times 4,23/12) + (5 \times 4/5 \times 7,77/12) = 4,35$ training days.

9.2.3. Example 3

Change of working regime from 4/5 to full-time on 16/03/2026

Formule element	Meaning	Number
A1	5 training days	5
B1	4/5 work regime	4/5
C1	The period from 01/01 to 15/03. This is 2 months and 15/31 of a month.	2.48/12
A2	5 training days	5
B2	Full-time work regime	5/5
C2	The period from 16/03 to 31/12. This is 7 months and 16/31 of a month.	7.52/12

This results in the following calculation: $(5 \times 4/5 \times 2,48/12) + (5 \times 5/5 \times 7,52/12) = 4,79$ training days.

9.2.4. Example 4

Resignation on 01/09

Formule element	Meaning	Number
A1	5 training days	5
B1	Full-time	5/5
C1	The period from 01/01 to 31/08. This is 8 months.	8/12
A2	5 training days	5
B2	Resigned	0
C2	The period from 01/09 to 31/12. This is 4 months.	4,03/12

This results in the following calculation: $(5 \times 5/5 \times 8/12) + (5 \times 0/5 \times 4/12) = 3,33$ training days.

9.2.5. Example 5

Change of working regime from full-time to 4/5 on 08/05

Formule element	Meaning	Number
A1	5 training days	5
B1	Full-time	5/5
C1	The period from 01/01 to 07/05. This is 4 months and 7/31 of a month.	4.23/12
A2	5 training days	5
B2	4/5 work regime	4/5
C2	The period from 08/05 to 31/12. This is 7 months and 24/31 of a month.	7.77/12

This results in the following calculation: $(5 \times 5/5 \times 4,23/12) + (5 \times 4/5 \times 7,77/12) = 4,35$ training days.

Change of working regime from full-time to 4/5 on 08/05 and Dimona-out on 1 September.

Formule element	Meaning	Number
A1	5 training days	5
B1	Full-time	5/5
C1	The period from 01/01 to 07/05. This is 4 months and 7/31 of a month.	4.23/12
A2	5 training days	5
B2	4/5 work regime	4/5
C2	The period from 08/05 to 31/08. This is 3 months and 24/31 of a month.	3.77/12
A3	5 training days	5
B3	Resigned	0
C3	The period from 01/09 to 31/12. This is 4 months.	4/12

This results in the following calculation: $(5 \times 5/5 \times 4,23/12) + (5 \times 4/5 \times 7,77/12) = 3,02$ training days.