

**Frequently Asked Questions
- Student Contracts -**

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1. Where can I contact the HR Intern office?

The HR Intern Office coordinates student recruitment and contracts.

- **Email:** HR_Intern@lunex.lu
- **Phone:** +352 288 494-37
- **Location:** Second part of the building, next to the stairs.

2. Where can I find all the legal information about student contracts?

All the information regarding student contracts is available here:

Fixed-term student contract (CDD):

<https://guichet.public.lu/en/entreprises/ressources-humaines/contrat-convention/jeunes-actifs/etudiant.html>

Student work contract during school holidays:

<https://guichet.public.lu/en/entreprises/ressources-humaines/contrat-convention/jeunes-actifs/contrat-etudiant-cdd.html>

3. How many hours per week can I work as a student?

Fixed-term student contract	15 hours / week
Student work contract during school holidays	Up to 40 hours / week

4. When can I sign my employment contract, and how does it work?

Once you agreed to work within one of our departments, a written employment contract will be prepared by the HR team. It must be signed in two copies before or latest on your first day of work.

For HR and payment formalities, you will need to provide the following documents:

- A **color copy (both sides)** of your **ID card**
- Your **CNS card** (if available)
- A **Certificate of Residence**
- A **bank statement of the IBAN**

- For international students: a **color copy of your Titre de Séjour**

A copy of the signed contract, along with your ID, will be submitted to the Inspectorate of Labour and Mines (ITM) within 7 days of your first working day.

If you are employed under a student contract, LUNEX will register you with the Joint Social Security Center (Centre commun de la sécurité sociale – CCSS).

5. What are the differences between a student contract during the year and during school holidays?

	Standard Student Contract (CDD)	Student Contract during school holidays
Age	From 16 years old	15-27 years old
Time period	During school year	Only during official school holidays
Work limit	Part-time (15 hours/week)	Full-time (up to 40 hours/week)
Gross hourly wage salary	15,6285 (€)	15,6285 (€)
Social Security Contributions	Sickness, pension, accident, care insurance	Affiliated solely for accident insurance
Taxation	Yes	No
Leave	Entitled to paid leave	Not entitled to paid leave

6. I am 28 years old; can I have a student contract during school holidays?

No, student contracts during school holidays are not possible once you have turned 27.

7. Am I entitled to leave days as a student worker?

Student contracts during school holidays do not include paid annual leave. However, you may request unpaid extraordinary leave, subject to your employer's approval. Sick days are not paid under these contracts.

Student working under standard student contracts are entitled to paid annual leave on a prorated basis, depending on the duration of their contract. Sick leave days are paid in accordance with the principle of continued payment of salaries in the case of sick leave.

You will also benefit from the scheme of paid public holidays, whether you work on those days or not.

You are encouraged to exercise the right to take leave within the legal time limits.

Unused leave is limited by regulation to specific circumstances (such as absence due to illness or unexpected termination of the contract),

To calculate your leave days based on your contract, please refer to the table on this website:

<https://itm.public.lu/dam-assets/fr/publications/documentation/tableau-calcul-conge-temps-partiel.pdf>

8. How do I request leave hours?

Submit a written request to your supervisor with reasonable notice to allow proper consideration.

Please note that leave requests may be refused based for operational reasons, but whenever possible, alternative dates will be proposed.

9. Why do I pay taxes?

Student jobs are considered salaried activities and are, therefore, subject to income tax, which is automatically deducted at source.

Your tax class depends on your personal situation, such as whether you are married or have children.

It is common for first contracts to be overtaxed. However, we regularly receive updated tax cards from the *Administration des Contributions Directes*. If an overpayment is identified, we will recalculate your salary and reimburse the overpaid tax.

For more detailed questions regarding your tax situation, please contact the *Administration des Contributions Directes* directly.

10. What is a tax card?

A tax card is a necessary document for the employer in order for them to withhold taxes at source on salaries. It provides information about the tax class or the tax rate. This card is issued by the *Administration des Contributions Directes*. The tax withheld by LUNEX is in accordance with the rate indicated on the tax card.

11. What is the salary?

As of 1 May 2025, according to Luxembourg legislation, the gross hourly wage for students aged 18 and over is 15.6285 euros.

12. Am I insured?

For a **Fixed-term student contract (CDD)**:

LUNEX will register you with the Joint Social Security Center (Centre commun de la sécurité sociale – CCSS). You will be covered as a salaried worker across all social security sectors, including sickness, pension, accident, and long-term care insurance.

For a **Student work contract during school holidays**:

You will be covered only for accident insurance. In this case, LUNEX pays exclusively for accident insurance and is not responsible for health or pension insurance coverage.

13. Am I obliged to take a lunch break?

Luxembourg labour law requires a break of at least **30 minutes** if daily working time exceeds **6 hours**. Your exact break times are specified in your contract and must be respected.

14. I am an international student from a third country, am I allowed to have a student contract?

You are authorized to exercise a salaried activity limited to a maximum duration of 15 hours per week, on presentation of your residence permit for students.

The 15-hour limit does not apply during official school holidays.

15. When will I have my pay slip?

Your salary will be paid at the end of each month, as stated in your contract.

A paper payslip will be available at the HR Intern Office once your salary has been credited.

16. What is the procedure to follow in case of medical leave due to illness or accident?

You must inform HR Intern at HR_Intern@lunex.lu and your supervisor about your incapacity to work as soon as it is determined. This can be done verbally or in writing on the first day of absence.

A medical certificate must be submitted to LUNEX without delay.

The first sheet of the medical certificate, completed and signed by your doctor, must be sent to the National Health Fund (CNS) at 125, route d'Esch, L-2980 Luxembourg, Luxembourg. The second sheet should be sent to LUNEX.

The third sheet is to be kept by the employee for reference.

For more information, please click on this link:

<https://guichet.public.lu/en/entreprises/ressources-humaines/sante/incapacite-travail/certificat-medical.html>