

Chapitre 11

Employee Benefits Les avantages sociaux

Compétence à acquérir : comprendre des informations portant sur les avantages sociaux

Dans le test du TOEIC, vous serez peut-être confronté à des conversations orales et à des passages écrits portant sur des avantages sociaux (**benefits**) comme les congés payés, l'assurance maladie et l'assurance vie. Vous pourrez entendre des employés discutant le nombre de jours de congé (**leave**) auxquels ils ont droit chaque année ou parlant de l'âge auquel ils seront admissibles (**eligible**) à la retraite (**retirement**). Vous lirez éventuellement des mémos, des courriels ou des articles qui expliquent la politique de l'entreprise (**company policy**) à propos de ces différents avantages sociaux et la marche à suivre pour les obtenir. Par exemple, l'accord (**approval**) d'un chef de service (**manager**) peut être nécessaire pour prendre des jours de congés ou être rémunéré (dans ce contexte : **to receive compensation**) pour des heures supplémentaires.

Companies **offer** different **benefits** to their employees. Every company has its own **policies** about benefits but, in the United States, employees generally expect to receive at least two weeks of paid **leave** per year as well as health **insurance**. Many companies also offer life insurance to their employees, and most companies offer some kind of **retirement** benefits. At some companies, employees have to work for the company for a certain amount of time—three months, six months or one year—before they become **eligible** to receive these benefits. Benefits are usually explained in the company's manual. **Managers** generally **advise** new employees to read the explanations and make sure they understand what benefits they can receive.

Vocabulaire

Advise (v.) : *conseiller, recommander, donner des conseils*

We advise new employees to attend the workshop about company benefits.

n. advice : *recommandation, avis, conseils*

n. adviser, advisor : *conseiller*

adj. advisable : *conseillé, recommandé*

The company manual gives good advice about benefits.

I asked a financial advisor to help me plan my retirement.

It is advisable to ask somebody if you don't understand your benefits.

▶ Attention

Après le verbe **advise**, on emploie généralement le gérondif :

We advise asking our manager for help.

gérondif

Cependant, le verbe **advise** est suivi d'un infinitif lorsqu'il a un complément d'objet.

We advise you to ask your manager for help.

c. d'objet + infinitif

Advice est un nom indénombrable.

On ne peut pas l'utiliser avec **one**, **two**, etc. En sa qualité d'indénombrable, il est toujours singulier, même s'il se traduit par un pluriel en français. Si on veut l'utiliser avec « un », il faut dire **a piece of advice** ; si on veut l'utiliser au pluriel, il faut dire **pieces of advice**.

Approval (n.) : *accord, approbation, assentiment*

You will need to get approval to take a day off from work.

v. approve : *être d'accord, donner son accord, accepter, approuver*

My supervisor approved my request for time off.

Benefit (n.) : *avantage ; allocation, prestation*

Health insurance is an important benefit to have.

▶ Homonymes

Le mot **benefit** a plusieurs significations :

1. (n.) extra compensation for employees : *prestation, allocation*

2. (n.) advantage : *avantage*

Compensation (n.) : *rémunération, indemnité ; compensation, dédommagement ; contrepartie*

If you work on Saturday, you can take Monday off as compensation. (...en contrepartie)

v. compensate : *rémunérer ; dédommager ; remplacer, compenser, contrebalancer*

The low salary does not compensate **for** the hard work. (...ne *compense pas*...)

The employees were very well compensated. (...ont *reçu de bonnes indemnités en contrepartie*.)

The employees were compensated **for** working overtime **with** salary increases. (...ont *été récompensés*...)

The employees who worked late were compensated **by** receiving extra vacation days.

Des jours de congés supplémentaires ont été octroyés aux travailleurs en compensation des heures de travail tardives.

Comply (with) (v.) : *se soumettre à, se conformer à, respecter*

You must comply with the rules in order to receive the benefits.

n. compliance : *respect, conformité*

Compliance with all the rules is necessary in order to receive the benefits.

Eligible (for) (adj.) : *admissible, qui a droit à, qui remplit les conditions pour*

You are eligible for health insurance from the company, but your spouse (*votre conjoint*) is not.

n. eligibility : *admissibilité, éligibilité, conditions à remplir*

Your supervisor can explain the rules of eligibility to you.

Enable (somebody to + V) (v.) : *permettre*

Working extra hours will enable you to earn more money.

n. ability : *aptitude, capacité*

adj. able : *apte, capable*

If you lose the ability to work, your insurance will pay you a percentage of your salary.

You will be able to receive better benefits after you work for the company for five years.

Hesitate (v.) : *hésiter*

If you don't understand the benefits, don't hesitate to ask your supervisor for an explanation.

n. hesitation : *hésitation, indécision*

adj. hesitant : *hésitant, indécis ; to be hesitant* : *ne pas oser*

adv. hesitantly : *de manière hésitante, avec hésitation, de manière indécise*

Because of his hesitation, Samuel missed the deadline to apply for life insurance.

He was hesitant to ask for extra days off. (*Il n'osait pas*)

She filled out the application hesitantly.

Insurance (n.) : *assurance*

Health insurance (*l'assurance maladie*) will pay for some or all of your medical costs.

v. insure : *assurer*

It insures you against loss of salary if you aren't able to work for a period of time.

Leave (n.) : *congé*

n. maternity leave : *congé maternité*

n. sick leave : *congé maladie*

v. to be on leave : *être en congé*

Mr. Smith is on leave this week but will return to the office next Monday.

Manager (n.) : *chef de service, directeur*

You must ask your manager to approve your request to take leave next week.

Offer (v.) : *proposer quelque chose de positif ; offrir*

This company offers many good benefits to its employees.

n. offer : *proposition, offre*

Ms. Greene didn't accept the job offer because the salary was too low and there weren't any benefits.

|||► **Faux amis**

Le verbe **to offer** signifie *proposer quelque chose*, généralement quelque chose de positif (traduction : *proposer* plutôt qu'*offrir*). Il ne signifie pas faire un cadeau, comme en français. En anglais, dans ce cas, on utilise le verbe **to give**, ou l'expression **to make a present**.

Policy (n.) : *politique, ligne d'action, règles*

According to company policy, you will be eligible for health insurance after working here for six months.

Retirement (n.) : *retraite ; retirement pension* : *pension de retraite, retraite*

After his retirement from the company, George started his own consulting business.

n. retiree (Am.), pensioner (Br.) : *retraité(e)*

v. retire : *prendre sa retraite*

Pauline plans to retire next year.

As a retiree, you may still be eligible for benefits from your company.

Homonymes

Le mot **retire** a plusieurs significations :

1. (v.) stop working, end your working career : *prendre sa retraite*
2. (v.) leave a place or situation : *se retirer, partir, se replier*
3. (v.) remove from service : *mettre à la retraite*

Turn in (v.) : rendre, restituer

Please turn in your application for life insurance by the end of the week.

Expressions courantes

Time off from work est une période pendant laquelle vous n'avez pas à travailler. Vous pouvez préciser la durée, par exemple :

An hour off signifie **an hour when you don't work** : *une heure de libre*

A day off signifie **a day when you don't work** : *un jour de congé*

A week off signifie **a week when you don't work** : *une semaine de congé*

A month off signifie **a month when you don't work** : *un mois de congé*

Pratiquez votre vocabulaire

Complétez les passages suivants avec les mots de la liste qui conviennent. Vous trouverez les corrigés à la page 319.

insurance comply turn in eligible benefit

Sunshine Foods Corporation Employee Manual page 54
The company provides health (1) _____ which covers basic doctor's visits and medicines, as well as inpatient and outpatient surgery and hospital stays. In order to be (2) _____ for this, you must (3) _____ with the following requirements:

1. Be a part-time employee of this company for six months

OR

2. Be a full-time employee of this company for three months

OR

3. Be a wife, husband or child under age 21 of an employee as described in number 1 or 2 above.

To receive this (4) _____, fill out and (5) _____ form #5893 to the Human Resources Department.

leave manager compensation approval policy

MEMO

To: All staff
From: M. Gericke
Re: Computer system change

As you know, we plan to change our computer system to a new system during the month of October. This is not a simple process and it will affect everyone working here. We need every staff member to be present while the change is taking place. Therefore, no one will be permitted to take (6) _____ during the first two weeks of October. In addition, we will require some of you to work on weekends during that time. According to company (7) _____, you will receive (8) _____ for this. For each weekend hour you work, you may take an hour off during the normal work week. Of course, you will need (9) _____ from your (10) _____ for the exact days you take off, and you may not take them until after the new computer system is in place and running.

enable retire advice hesitate offer

From: P. Wilson
Date: February 23
To: J. Holloway, HR Dept.
Subject: Benefits

Mr. Holloway,

I have a question about benefits. I will be 62 on my next birthday. Will my age (11) _____ me to (12) _____ this year? I would like to make plans for my future, but I (13) _____ because I don't know what benefits I can get. I have worked for this company for just 15 years. If I quit working this year, will the company (14) _____ me full benefits? If not, will I get full benefits if I work for another five years? I am not sure what to do, and I would appreciate your (15) _____.

Thank you.

Paul Wilson

3

Grammaire

Gérondifs et infinitifs après certains verbes

Lorsque le verbe principal d'une phrase est suivi d'un autre verbe, ce dernier peut être à des formes différentes. Certains verbes sont suivis du gérondif, d'autres de l'infinitif. D'autres peuvent être suivis de l'une ou l'autre forme. On peut construire un nom à partir d'une forme verbale en ajoutant **-ing** au verbe. Cette forme s'appelle le gérondif.

working
 approving
 talking

L'infinitif est constitué de **to + base verbale** :

to work
 to approve
 to talk

Verbes suivis d'un gérondif	Verbes suivis d'un infinitif	Verbes suivis d'un gérondif ou d'un infinitif
advise avoid delay recall quit consider enjoy dislike recommend postpone	attempt want need decide expect agree plan learn hesitate offer	begin start like love hate prefer continue

We advise applying for that benefit right away.
 vb princ. + gérondif

You need to follow the instructions carefully.
 vb princ. + infinitif

Pour certains verbes, la présence du complément d'objet avant l'infinitif est possible, ou même obligatoire. Lorsque ce complément est un pronom, c'est le pronom complément qu'il faut utiliser.

I expect all the employees to read the manual.
 vb princ. + c. d'objet + infinitif

I expect them to read the manual.
 vb princ. + c. d'objet + infinitif

Verbes suivis d'un complément et d'un infinitif

advise
 allow
 permit
 ask
 request
 remind
 require
 want
 need
 tell
 hire
 expect
 enable

Pratiquez votre grammaire

Complétez les phrases suivantes avec le verbe donné à la forme correcte. Vous trouverez les corrigés à la page 319.

- My manager offered _____ me compensation for extra work that I did. (give)
- Don't delay _____ in your application for insurance. (turn)
- I asked him _____ the benefits to me. (explain)
- My supervisor wants me _____ with this project. (help)
- I don't recall _____ about those benefits in the manual. (read)
- Inform the Human Resources office when you decide _____. (retire)
- We recommend _____ life insurance if you have young children. (get)
- If you postpone _____ for benefits, you may never get them. (ask)

9. Your supervisor needs _____ your request for leave.
(approve)
10. Company policy requires you _____ for one year before you can
get benefits. (work)

Révision lexicale et grammaticale

Vous trouverez les corrigés à la page 319.

Phrases à compléter

Choisissez le mot qui convient pour compléter les phrases suivantes.

1. If you work overtime, don't hesitate _____ for compensation.
(A) ask
(B) asking
(C) to ask
(D) asks
2. Mary's manager told _____ to turn in the insurance application
right away.
(A) her
(B) she
(C) it
(D) he
3. The Human Resources director can give you the best _____ about
health insurance.
(A) advise
(B) advice
(C) advisor
(D) advisable
4. Employees are eligible for certain benefits after they _____.
(A) retirement
(B) retirees
(C) retiree
(D) retire
5. Even though the salary is low, the company _____ several good
benefits.
(A) complies
(B) advises
(C) offers
(D) turns in
6. We advise _____ all the information before choosing an insurance
plan.
(A) read
(B) to read
(C) reads
(D) reading
7. This insurance will _____ you to receive medical care at a low
cost.
(A) able
(B) enable
(C) disable
(D) ability
8. The _____ states that new employees are eligible for two weeks of
leave per year.
(A) policy
(B) approval
(C) insurance
(D) compliance
9. Your manager may permit you _____ extra time off after the
project is completed.
(A) take
(B) to take
(C) taken
(D) taking
10. If you quit _____ at this company, you will lose all your benefits.
(A) work
(B) works
(C) working
(D) to work

Exercice de compréhension

Lisez le passage ci-dessous, puis répondez aux questions.

Retirement Policy

In order to be eligible for retirement with full benefits, you must be at least 60 years old and have worked for the company for a minimum of 30 years. If you have worked for the company for less than 30 years but for a minimum of 20 years, you may retire with partial benefits at age 62.

When you decide to retire, you will be required to fill out a form. Complete both sides of the form, then ask your manager to sign it. Turn in the form to the Human Resources office at least three months before your expected retirement date.

1. Who can retire with full benefits?
 - (A) Any employee age 60 or older
 - (B) Any employee age 62 or older
 - (C) Any employee with 20 years of service
 - (D) Any employee age 60 with 30 years of service
2. Whose signature has to be on the form?
 - (A) The employee's
 - (B) The manager's
 - (C) The HR director's
 - (D) The retirement advisor's
3. The word *policy* in line 1 is closest in meaning to
 - (A) rules
 - (B) advice
 - (C) time
 - (D) forms
4. The phrase *turn in* in line 7 is closest in meaning to
 - (A) complete
 - (B) submit
 - (C) write
 - (D) show