



End of
contract
entitlements

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Summary

1. Travel expenses
2. Removal expenses
3. Reinstallation indemnity

Legal framework

- Staff Rules and Regulations
- Administrative Circular no. 30 (Rev. 4 - October 2022)
Financial benefits on taking up appointment and on termination of contract



1. Travel

Eligibility & Conditions



- **Home station*** :
 - ✓ > 20 km from CERN or,
 - ✓ > 70 km if recruited after 01.01.2007 or ex-local staff

- **New place of residence:**
 - ✓ > 20 km from the previous place of residence or,
 - ✓ >70 km from CERN if recruited after 01.01.2007 or ex-local staff
 - ✓ within 2 years of contract termination at the very latest

**Home station : determined at the time of recruitment, specified on staff contract (see also HRT profile)*

Benefits



- Reimbursement of a **single travel journey** (cheapest form of public transport) from CERN to the home station or to the new place of residence (provided that the latter cost does not exceed the cost of the journey to the home station).
- Travel and luggage expenses **for the family members**, provided that they take up residence with the member of personnel.
- Reimbursement at the end of contract.

Procedure

- Contact departmental secretariat (DAO) for the request
- Admin e-guide: <https://admin-eguide.web.cern.ch/en/procedure/payment-travel-expenses-termination-contract>



2. Removal

Eligibility & Conditions



Same criteria as travel

- **Home station* :**
 - ✓ > 20 km from CERN or,
 - ✓ > 70 km if recruited after 01.01.2007 or ex-local staff

- **New place of residence:**
 - ✓ > 20 km from the previous place of residence or,
 - ✓ > 70 km from CERN if recruited after 01.01.2007 or ex-local staff
 - ✓ within 2 years of contract termination at the very latest

Benefits



- Payment of removal expenses for household and personal effects to home station or new place of residence (provided that the latter cost does not exceed the cost of the removal to the home station)

Family situation Category	Recipient of the family allowance	Non-recipient of the family allowance
New place of residence		
Member State or Associate Member State	60 m ³	40 m ³
Non-Member State	25 m ³	25 m ³

- Payment of the cost of storing furniture for a maximum period of 12 months while waiting for a fixed address

Procedure



- Contact:

Installation service (SCE department) in advance:

installation.service@cern.ch

Location: 73 2-015

Phone: 7 4407

- Admin e-guide procedure:

<https://admin-eguide.web.cern.ch/en/procedure/payment-removal-expenses>



3. Reinstallation

Eligibility & Conditions

Same criteria as travel & removal



- **Home station*** :
 - ✓ > 20 km from CERN or,
 - ✓ > 70 km if recruited after 01.01.2007 or ex-local staff
- **New place of residence:**
 - ✓ > 20 km from the previous place of residence or,
 - ✓ > 70 km from CERN if recruited after 01.01.2007 or ex-local staff
 - ✓ within 2 years of contract termination, at the very latest

AND

Neither have been dismissed nor have resigned, except in the case of participation in a pre-retirement program.

Benefits



Calculation of the reinstatement indemnity:

Years of service as a staff member	Number of months of basic salary	
	Recipient of family allowance	Non-recipient of family allowance
0-2	0	0
3	1	½
4	2	1
5	3	1 1/2
6	4	2
7 or more	5	2 1/2

Minimum and maximum basic salaries taken into account:

	Staff Members < 01.01.2007	Staff Members > 01.01.2007 (including former Local Staff)
minimum	6 974 CHF	
maximum	n/a	10 314 CHF

- No payment before the last day of contract

Procedure



- Complete travel and removal formalities (or formally forgo these rights)
- Send the payment request to hr-reinstallation@cern.ch:
 - ✓ reinstallation form (received with departure formalities)
 - ✓ departure certificate (if issued) from the former place of residence
 - ✓ certificate of new residence (**tax domicile**)

Admin e-guide procedure:

<https://admin-eguide.web.cern.ch/en/procedure/reinstallation-indemnity>

QUESTIONS ?



Thank you for your attention!