Early Retirement

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Reaching the age limit

- Age Limit:
  - 65 years for staff members who took up their appointment before 1 January 2012
  - 67 years for staff members who took up their employment on or after 1 January 2012

- Contracts expire on the last day of the month in which the birthday falls

- A letter is sent by the HR Department about 1 year before the end of the contract

- Last day of work calculation → DAO/HR

Resignation for early retirement

- Send a letter to the Director-General
  (template in French available at:
  https://cds.cern.ch/record/1989452/files/modele_demRetraiteAnticipee.doc)

- Notice period of 6 months (or, at the latest, three months before going on leave)

- Last day of work calculation → DAO/HR

- N.B. loss of entitlement to the reinstallation indemnity

Pre-retirement programmes

Part-time work programme as a pre-retirement measure (PTP)

- Introduced in 1993, renewable annually by the DG
- New contractual hours at 60, 70 or 80%

Progressive Retirement Programme (PRP)

- Introduced in 1997, renewable annually by the DG
- New contractual hours at 50%

PRP/PTP comparison

	PRP (50%)	PTP (60-70-80%)
Eligibility	Staff members on indefinite contract	
	40-hour contractual working week	
	55 years minimum age	
	Minimum of 30 years of membership of the Pension Fund (entitlements to benefits from other pension or insurance schemes will also be taken into account).	
	Not open to beneficiaries of AC 22A or AC 22B (shift work)	
Application to join the programme	Notice period of 3 months before the desired start date	
	Maximum 24 months before the desired start date	Maximum 12 months before the desired start date
	Participation for a minimum of 12 months	
	Approval by the line management, programme coordinator and the Head of HR Department	
	Admission onto the programme is irrevocable	

PRP/PTP comparison

	PRP (50%)	PTP (60-70-80%)
Working hours and leave	Contractual hours reduced to 50%	Contractual hours reduced to 60, 70 or 80%
	Time not worked can be taken on a daily, weekly or seasonal (end of career) basis	Compensatory leave to be taken at the end of career
	Time worked beyond the contractual working hours (maximum 40 hours/week): 1 hour compensation for 1 hour worked, no remuneration	
	Overtime (more than 40 hours per week) not permitted	
	Annual leave proportional to contractual working hours	
	Termination of participation in the SLS scheme	
Financial benefits	Pro rata reduction of contracted working hours: basic salary, family allowances, international indemnity or non-residence allowance	Pro rata reduction of contracted working hours: basic salary and international indemnity or non-residence allowance
	PRP allowance: 20% of basic full-time salary	PTP allowance: - 12% of basic full-time salary for a 60% PTP - 8% of basic full-time salary for a 70% PTP - 4% of basic full-time salary for a 80% PTP
	100% CHIS contribution	
	Education fees and home leave: no reduction of ceilings and flat rates	

PRP/PTP comparison

	PRP (50%)	PTP (60-70-80%)
Pension Fund	Contribution: 0%	Contribution proportional to contractual working hours or kept at 100% (in the latter case, CERN also maintains its full contribution)
	Pension calculated on the basis of the last salary **before** joining the programme	Pension calculated on the basis of the salary at the end of the contract, taking account of contributions during membership
End of the contract	Reaching the age limit or resignation (in the interest of the Organization)	
	Reinstallation indemnity, travel and removal expenses at 100% (if eligible)	

Long-term saved leave scheme (LTSLS)

- Cost:

Number of slices	Cost	Number of days of saved leave per year	Number of days of saved leave per month
1 slice	1% of basic salary	5.5 days per 12 months	0.46 days per month
2 slices	3% of basic salary	11 days per 12 months	0.92 days per month
3 slices	5.5% of basic salary	16.5 days per 12 months	1.37 days per month
4 slices	8% of basic salary	22 days per 12 months	1.83 days per month
5 slices	11.5% of basic salary	27.5 days per 12 months	2.29 days per month
6 slices	15% of basic salary	33 days per 12 months	2.75 days per month
7 slices	18.5% of basic salary	38.5 days per 12 months	3.21 days per month
8 slices	22% of basic salary	44 days per 12 months	3.67 days per month

Long-term saved leave scheme (LTSLS)

- No reduction of other financial benefits: allowances, indemnities, contributions to the Pension Fund, etc.
- Annual correction factor: balance divided by 1.008 (e.g. 22 days/1.008 = 21.83)
- Slices 1 to 4 can be requested on a short term or long term basis
- Slices 5 to 8 must be requested on a long term basis
- Limit of 660 days (15 years for 8 slices)

Salary calculation examples:

Salary	Staff member working 100%	PRP 50%	PTP 80% (with 100% contribution to pension)	LTSLS 8 slices (20% leave)
Basic salary	10000	5000	8000	10000
PRP allowance		2000	400	
Non-resident allowance	1200	600	960	1200
Family allowance	401	201	401	401
Dependent child allowance	479	240	479	479
CHIS (4.86%)	-486	-486	-486	-486
Pension (11.33% x C factor)	-1399	-	-1399	-1399
LTSLS	-	-	-	- 2200
Total	**10195**	**7555**	**8355**	**7995**

Procedures:

https://admin-eguide.web.cern.ch/en/procedure/progressive-retirement-programme-prp

https://admin-eguide.web.cern.ch/en/procedure/part-time-work-pre-retirement-measure-ptp

https://admin-eguide.web.cern.ch/en/procedure/saved-leave-scheme

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Questions?

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