



# LEAVE AT CERN

1. Annual leave
2. Official holidays, Annual shutdown
3. Saved leave
4. Maternity leave
5. Sick leave
6. Home leave
7. Additional travel



# 1. **ANNUAL LEAVE**

- ❑ Leave year: 01.10. - 30.09.
- ❑ 2.5 days/month => 30 days/year
- ❑ Maximum of 30 jours transfert to following year
- ❑ Possibility of taking leave in advance

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- ❑ *Before taking leave: request via EDH (CERN administrative software)*

*<https://edh.cern.ch/Desktop>*



## 2. *OFFICIAL HOLIDAYS, ANNUAL SHUTDOWN*

- ❑ 10 official holidays (SRR ; R II 4.33)
  
- ❑ Annual shutdown
  - In principle last week of December / first week of January
  - Not deductible from annual leave



### 3. *SAVED LEAVE (SLS)*

- ❑ Staff members only
- ❑ 5.5 leave days/slice
- ❑ First slice: 1.5 % of basic salary
- ❑ Following slices: 2.5 %/slice of basic salary
- ❑ Maximum 4 slices: 9 %/year of basic salary  
=> 22 leave days/year
- ❑ Request via HR coordinator



## 4. *MATERNITY LEAVE*

- Female MoP
- Medical certificate
- Total duration: 16 weeks
  - 6 weeks before birth
  - 10 weeks afterwards
- Extended by 4 weeks if breastfeeding



## 5. *SICK LEAVE*

- With certificate  
(explain by M-L. LECOQ)
- Without certificate:  
7 calendar days/year (NB: for periods  
of a maximum of 4 successive days)
- Illness of dependent child:  
7 calendar days/year/per MoP

## 6. *HOME LEAVE*

- ❑ International staff members and fellows
- ❑ Non resident
- ❑ Contract duration: minimum 2 years  
For contracts of less than 2 years, if renewed, contact your secretary to open your home leave account.
- ❑ Length of stay: minimum 5 calendar days + travelling time

If these conditions are fulfilled, 1 home leave entitles you to:

- Lump sum (+ distance indemnity, depending on your home station)
- Travelling time :
  - depending on your home station
  - non deductible from annual leave



## 7. *ADDITIONAL TRAVEL*

- ❑ International staff members only
- ❑ Non resident
- ❑ Home station > 500 km  
(as the crow flies)
- ❑ Not for indefinite term contracts

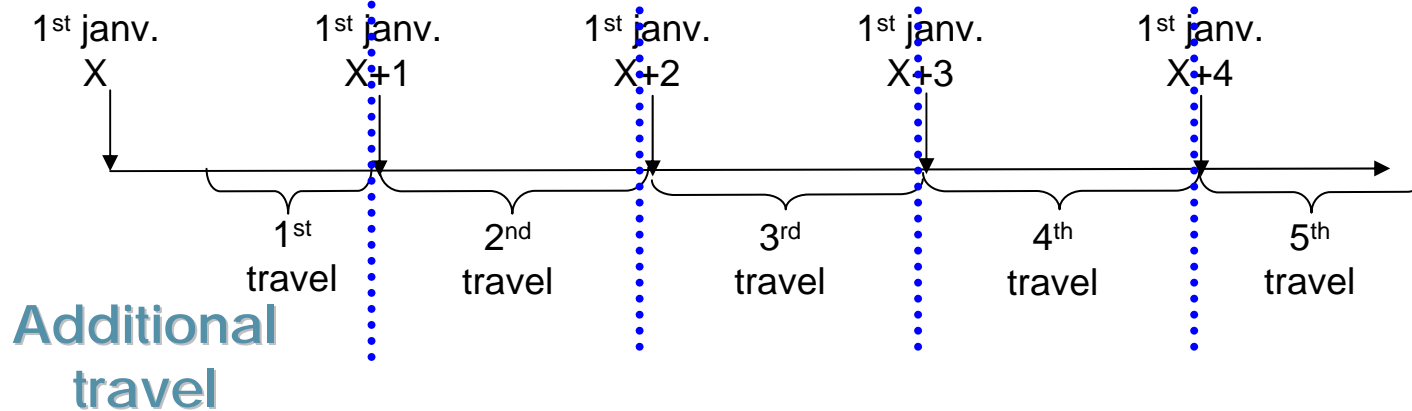
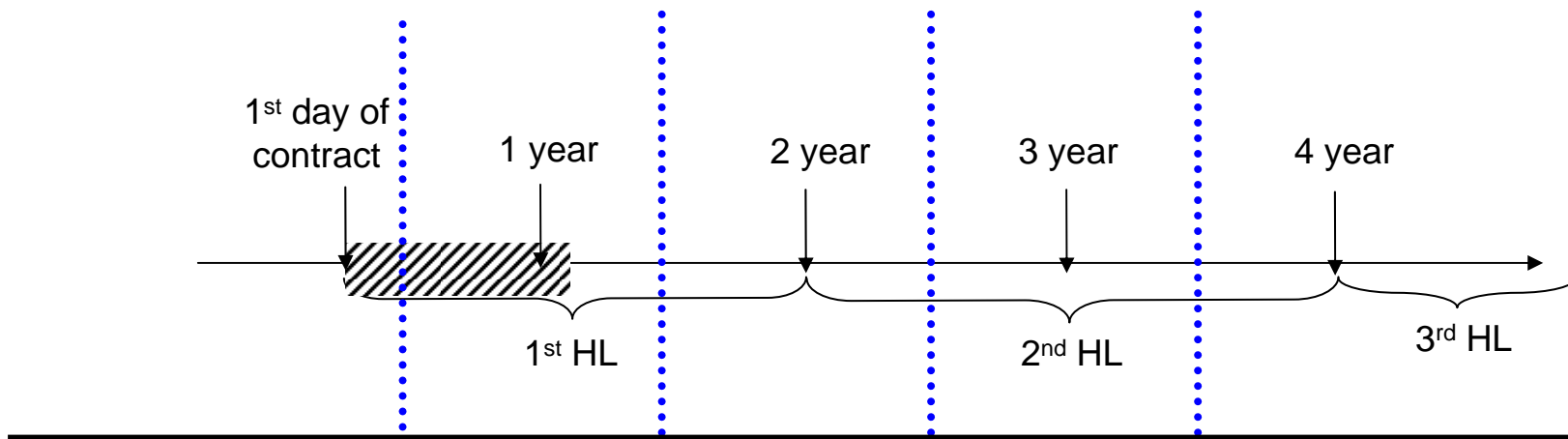


If these conditions are fulfilled, 1 additional travel entitles you to:  
- Lump sum



## Home Leave

Every 2 years (on contract start date anniversary)



## Additional travel

Every calendar year (1<sup>st</sup> January)





## PROCEDURE for Home Leave and Additional Travel

- ❑ Request via EDH  
<https://edh.cern.ch/Desktop>
- ❑ Travel
- ❑ Confirm when back  
(BUT if modifications, make it in EDH **before** confirmation)
- ❑ Amount transferred to bank account

*(1 or several special home leaves could be granted, even during the first year of contract or even if you have already taken your home leave, but only for **family reasons** (AC3.IV))*



# CONTACT

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