



LEAVE AT CERN

1. Annual leave
2. Official holidays, Annual shutdown
3. Saved leave
4. Maternity leave
5. Sick leave
6. Special leaves
7. Home leave
8. 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. SPECIAL LEAVES



Administrative Circulare No 21

SPECIAL LEAVE ASSOCIATED WITH FAMILY SITUATIONS

Maternity leave

Adoption leave

Special leave for family reasons

Special leave in the event of illness of a dependent child

SPECIAL LEAVE FOR CIVIC DUTIES OR MILITARY SERVICE BY A MEMBER OF THE PERSONNEL

Leave for civic duties

Leave for military service

SPECIAL LEAVE ASSOCIATED WITH ADMINISTRATIVE SITUATIONS

Special leave for first removal

Long service leave

Leave in the framework of a disciplinary measure

Special leave during the notice period

Special training leave

Special leave to compensate the disadvantages entailed by shift work

SPECIAL LEAVE FOR PROFESSIONAL REASONS AND PERSONAL CONVENIENCE

7. *HOME LEAVE*

A. International staff members and Fellows (contract BEFORE 01/07/06)

- ❑ 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



B. Fellows (contract AFTER 01/07/06)

- ❑ 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:

- Travelling time :
 - depending on your home station
 - non deductible from annual leave



8. *ADDITIONAL TRAVEL*

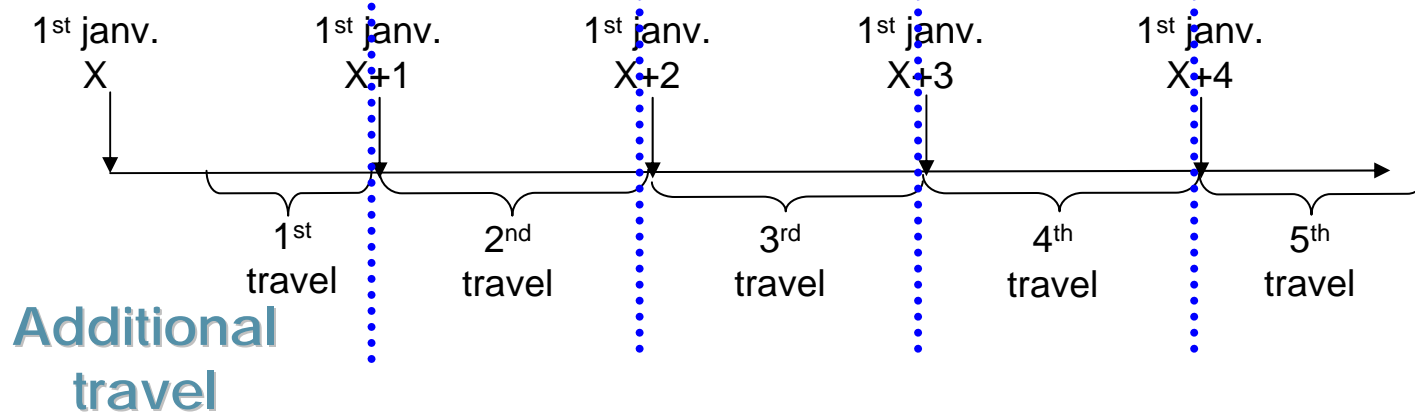
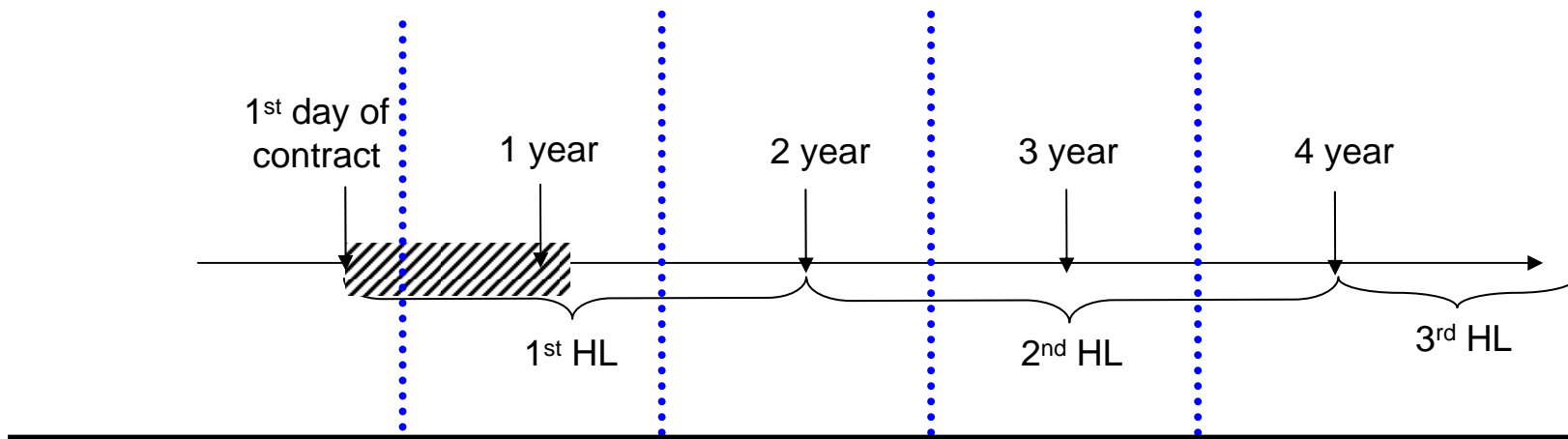
- q International staff members only
- q Non resident
- q Home station > 500 km
(as the crow flies)
- q Not for indefinite term contracts



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

Home Leave

Every 2 years (on contract start date anniversary)



Every calendar year (1st 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
(**International staff members and Fellows (contract BEFORE 01/07/06)**)

*(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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