



# End of contract entitlements

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# Summary

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



# 1. Travel expenses

# Conditions



- **Homestation\*** :
  - ✓ > 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.

*\*Homestation : 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).
- **Luggage expenses** (max. 30 kg by CARGO air freight)
- Travel and luggage expenses **for the family members** provided that they take up residence with the member of personnel
- Reimbursement possible before 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 expenses

## Conditions



Same as travel:

- **Homestation\*** :
  - ✓ > 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.

# 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 m3	40 m3
Non-Member State	25 m3	25 m3

- Payment of the cost of storing furniture for a maximum period of 12 months



## Procedure



- Contact the Installation service (SMB department) in advance:

installation.service@cern.ch

Location: 73/1-003

Phone: 7 4407 or 7 4493

- Admin e-guide procedure:

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



## 3. Reinstallation indemnity

## Conditions



- Same as travel and removal expenses
- not have been dismissed nor have tendered resignation, 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 the family allowance	Non-recipient of the family allowance
0-2	0	0
3	1	1/2
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	6593 CHF	
maximum	n/a	9750 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](mailto: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!