



Retirement Seminar

DEPARTURE FORMALITIES

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DEPARTURE FORMALITIES

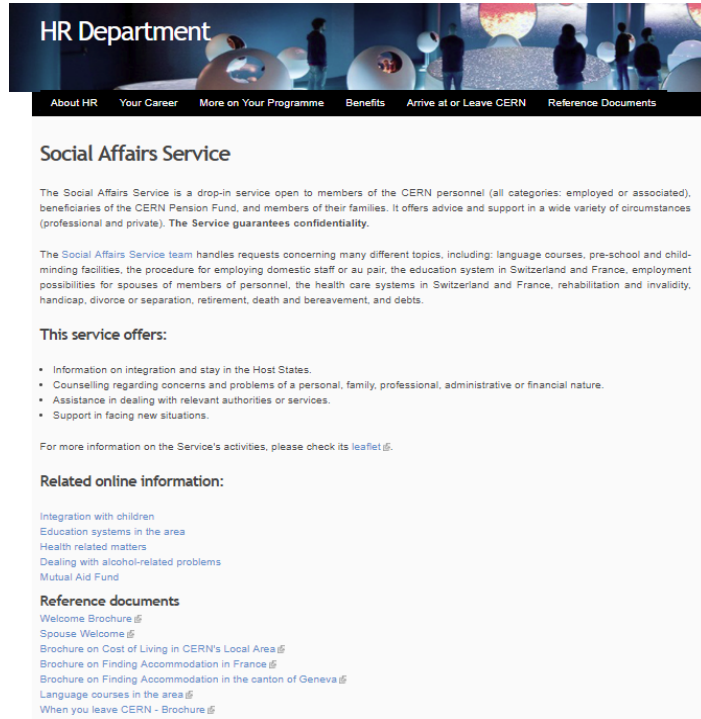
- 1. Information communicated to Staff Members**
Brochure from Social Services: “When you leave CERN”
- 2. Departure formalities**
Departure letter circulated in EDH
- 3. Access to your computing account**
After leaving CERN
- 4. Further advice and assistance**



WHEN YOU LEAVE CERN BROCHURE

CONTENT

- Administrative matters – Termination Sheet, Final Payments, Pension Fund, Health Insurance etc.
- Personal matters – Links with CERN , Pensioners, Vehicles, Termination of Leases, Public Utilities, Insurance Policies, Bank Accounts, Taxes, Social Security.



HR Department

About HR Your Career More on Your Programme Benefits Arrive at or Leave CERN Reference Documents

Social Affairs Service

The Social Affairs Service is a drop-in service open to members of the CERN personnel (all categories: employed or associated), beneficiaries of the CERN Pension Fund, and members of their families. It offers advice and support in a wide variety of circumstances (professional and private). **The Service guarantees confidentiality.**

The Social Affairs Service team handles requests concerning many different topics, including: language courses, pre-school and child-minding facilities, the procedure for employing domestic staff or au pair, the education system in Switzerland and France, employment possibilities for spouses of members of personnel, the health care systems in Switzerland and France, rehabilitation and invalidity, handicap, divorce or separation, retirement, death and bereavement, and debts.

This service offers:

- Information on integration and stay in the Host States.
- Counselling regarding concerns and problems of a personal, family, professional, administrative or financial nature.
- Assistance in dealing with relevant authorities or services.
- Support in facing new situations.

For more information on the Service's activities, please check its leaflet [§](#).

Related online information:

[Integration with children](#)
[Education systems in the area](#)
[Health related matters](#)
[Dealing with alcohol-related problems](#)
[Mutual Aid Fund](#)

Reference documents

[Welcome Brochure §](#)
[Spouse Welcome §](#)
[Brochure on Cost of Living in CERN's Local Area §](#)
[Brochure on Finding Accommodation in France §](#)
[Brochure on Finding Accommodation in the canton of Geneva §](#)
[Language courses in the area §](#)
[When you leave CERN - Brochure §](#)



DEPARTURE FORMALITIES (1)

PERSONALIZED DEPARTURE FORMALITIES

1. **Departure Email:** received 3 months before the end of the contract or earlier if the staff member has lot of leave to take.



2. **Departure Formalities Letter:** you can find this via the link received in your inbox, tailored according to your personal situation in order to facilitate your departure.



3. **Termination Sheet:** personalized EDH document indicating the procedures you need to follow before leaving CERN (returning official cards, books, keys etc.).

DEPARTURE FORMALITIES (2)

PERSONALIZED DEPARTURE FORMALITIES

Important: CLICK on the link provided in your departure email to generate the EDH Termination Sheet

....also important:

1. announce your private address in your EDH Termination Sheet
2. follow the indicated steps within the foreseen delay
3. your last stop - Salary Office

Fiche de départ pour

Personne concernée

Nom : CERN ID :
 Statut/STAF Date de fin de contrat : 29.02.2012
 Date de dernier jour de travail : 30.04.2010

Veuillez cliquer ici pour imprimer cette Fiche de départ
 Veuillez cliquer ici pour ouvrir la lettre de formalités de départ personnalisées

Adresse privée

Avant de quitter le CERN, veuillez indiquer votre adresse personnelle que le CERN pourra utiliser pour toute correspondance future. Vous pourrez mettre à jour cette adresse jusqu'au dernier jour de votre contrat.
 A la fin de contrat, je pourrai être contacté(e) :

☐ A ma nouvelle adresse privée :

Adresse Ligne 1 :
 Adresse Ligne 2 :
 N° Rue : 5, Avenue
 Code postal : 01210
 Localité (Ville) : FERREY-VOLTAIRE
 Pays : FR
 Adresse e-mail personnelle :

☐ Au logement du CERN :

Adresse Ligne 1 :
 Adresse Ligne 2 :
 N° Rue :
 Code postal :
 Localité (Ville) :
 Pays :
 Téléphone :
 Adresse e-mail personnelle :

Services

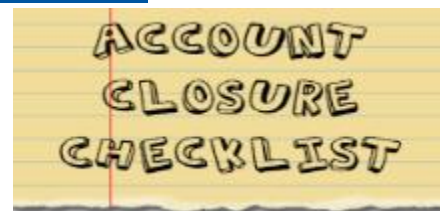
Services	Déat	Commentaires	Date	Signature
Secrétariat de département Informations concernant votre départ	066 réception de le début de départ	Situation des comptes ok	22.11.2010	Oui
Caisse de pensions Veuillez contacter le Service des Prestations de la Caisse de pensions pour connaître les informations relatives à votre pension. Tel: 72738 or 79194 or 79798 - Email: pensions-benefits@cern.ch Lieu: Bureau 5-0117 ou 5-0223 ou 5-0221 Horaires: Mardi, Mercredi et Jeudi : 10:00-12:00am et 3:00-5:00pm			23.11.2010	Oui
Examen Médical Lors de la cessation effective de votre travail, vous devez obligatoirement et dans votre intérêt, bénéficier d'un examen médical effectué par un médecin désigné par l'Organisation (Règlement du personnel - Art. R II 4.18). Veuillez prendre rendez-vous au Service médical par téléphone ou par Email. Tel: 73185 - Email: medical.service@cern.ch Lieu: Bureau 571-002			30.11.2010	Oui
Service Services Restitution des(s) objet(s) suivants: Plan : C26 Nombre : Bureau 1331 BCC6 291 H 1 0 Tel: 79658 - Email: iouis.serv@cern.ch Lieu: Bureau 570-R-002 Horaires: 8h30 - 12h30 et 13h30 - 16h30			16.12.2010	Oui
Secrétariat de groupe Veuillez restituer les instruments, outils, ordinateurs, téléphones portables, vêtements de travail, si applicable Bureau des cartes : Cartes suisses et françaises Veuillez rendre vos cartes suisses et françaises au Service des cartes avant votre départ.			16.12.2010	Oui
Carte suisse Type : Série : Nombre : Carte suisse : D : 2468 Carte française : F : 31293 Tel: 79484 or 72957 - Email: cards.service@cern.ch Lieu: Bureau 331-001 Horaires : Ouvrez le matin seulement				Non
Service Enregistrement - carte d'accès CERN Veuillez restituer votre carte d'accès CERN Tel: 79003 - Email: 79003@cern.ch Lieu: Bureau 79003-002/003/004/005/006/007/008/009/010/011/012/013/014/015/016/017/018/019/020/021/022/023/024/025/026/027/028/029/030/031/032/033/034/035/036/037/038/039/040/041/042/043/044/045/046/047/048/049/050/051/052/053/054/055/056/057/058/059/060/061/062/063/064/065/066/067/068/069/070/071/072/073/074/075/076/077/078/079/080/081/082/083/084/085/086/087/088/089/090/091/092/093/094/095/096/097/098/099/100/101/102/103/104/105/106/107/108/109/110/111/112/113/114/115/116/117/118/119/120/121/122/123/124/125/126/127/128/129/130/131/132/133/134/135/136/137/138/139/140/141/142/143/144/145/146/147/148/149/150/151/152/153/154/155/156/157/158/159/160/161/162/163/164/165/166/167/168/169/170/171/172/173/174/175/176/177/178/179/180/181/182/183/184/185/186/187/188/189/190/191/192/193/194/195/196/197/198/199/200/201/202/203/204/205/206/207/208/209/210/211/212/213/214/215/216/217/218/219/220/221/222/223/224/225/226/227/228/229/230/231/232/233/234/235/236/237/238/239/240/241/242/243/244/245/246/247/248/249/250/251/252/253/254/255/256/257/258/259/260/261/262/263/264/265/266/267/268/269/270/271/272/273/274/275/276/277/278/279/280/281/282/283/284/285/286/287/288/289/290/291/292/293/294/295/296/297/298/299/300/301/302/303/304/305/306/307/308/309/310/311/312/313/314/315/316/317/318/319/320/321/322/323/324/325/326/327/328/329/330/331/332/333/334/335/336/337/338/339/340/341/342/343/344/345/346/347/348/349/350/351/352/353/354/355/356/357/358/359/360/361/362/363/364/365/366/367/368/369/370/371/372/373/374/375/376/377/378/379/380/381/382/383/384/385/386/387/388/389/390/391/392/393/394/395/396/397/398/399/400/401/402/403/404/405/406/407/408/409/410/411/412/413/414/415/416/417/418/419/420/421/422/423/424/425/426/427/428/429/430/431/432/433/434/435/436/437/438/439/440/441/442/443/444/445/446/447/448/449/450/451/452/453/454/455/456/457/458/459/460/461/462/463/464/465/466/467/468/469/470/471/472/473/474/475/476/477/478/479/480/481/482/483/484/485/486/487/488/489/490/491/492/493/494/495/496/497/498/499/500/501/502/503/504/505/506/507/508/509/510/511/512/513/514/515/516/517/518/519/520/521/522/523/524/525/526/527/528/529/530/531/532/533/534/535/536/537/538/539/540/541/542/543/544/545/546/547/548/549/550/551/552/553/554/555/556/557/558/559/560/561/562/563/564/565/566/567/568/569/570/571/572/573/574/575/576/577/578/579/580/581/582/583/584/585/586/587/588/589/590/591/592/593/594/595/596/597/598/599/600/601/602/603/604/605/606/607/608/609/610/611/612/613/614/615/616/617/618/619/620/621/622/623/624/625/626/627/628/629/630/631/632/633/634/635/636/637/638/639/640/641/642/643/644/645/646/647/648/649/650/651/652/653/654/655/656/657/658/659/660/661/662/663/664/665/666/667/668/669/670/671/672/673/674/675/676/677/678/679/680/681/682/683/684/685/686/687/688/689/690/691/692/693/694/695/696/697/698/699/700/701/702/703/704/705/706/707/708/709/710/711/712/713/714/715/716/717/718/719/720/721/722/723/724/725/726/727/728/729/730/731/732/733/734/735/736/737/738/739/740/741/742/743/744/745/746/747/748/749/750/751/752/753/754/755/756/757/758/759/760/761/762/763/764/765/766/767/768/769/770/771/772/773/774/775/776/777/778/779/780/781/782/783/784/785/786/787/788/789/790/791/792/793/794/795/796/797/798/799/800/801/802/803/804/805/806/807/808/809/810/811/812/813/814/815/816/817/818/819/820/821/822/823/824/825/826/827/828/829/830/831/832/833/834/835/836/837/838/839/840/841/842/843/844/845/846/847/848/849/850/851/852/853/854/855/856/857/858/859/860/861/862/863/864/865/866/867/868/869/870/871/872/873/874/875/876/877/878/879/880/881/882/883/884/885/886/887/888/889/890/891/892/893/894/895/896/897/898/899/900/901/902/903/904/905/906/907/908/909/910/911/912/913/914/915/916/917/918/919/920/921/922/923/924/925/926/927/928/929/930/931/932/933/934/935/936/937/938/939/940/941/942/943/944/945/946/947/948/949/950/951/952/953/954/955/956/957/958/959/960/961/962/963/964/965/966/967/968/969/970/971/972/973/974/975/976/977/978/979/980/981/982/983/984/985/986/987/988/989/990/991/992/993/994/995/996/997/998/999/1000/1001/1002/1003/1004/1005/1006/1007/1008/1009/1010/1011/1012/1013/1014/1015/1016/1017/1018/1019/1020/1021/1022/1023/1024/1025/1026/1027/1028/1029/1030/1031/1032/1033/1034/1035/1036/1037/1038/1039/1040/1041/1042/1043/1044/1045/1046/1047/1048/1049/1050/1051/1052/1053/1054/1055/1056/1057/1058/1059/1060/1061/1062/1063/1064/1065/1066/1067/1068/1069/1070/1071/1072/1073/1074/1075/1076/1077/1078/1079/1080/1081/1082/1083/1084/1085/1086/1087/1088/1089/1090/1091/1092/1093/1094/1095/1096/1097/1098/1099/1100/1101/1102/1103/1104/1105/1106/1107/1108/1109/1110/1111/1112/1113/1114/1115/1116/1117/1118/1119/1120/1121/1122/1123/1124/1125/1126/1127/1128/1129/1130/1131/1132/1133/1134/1135/1136/1137/1138/1139/1140/1141/1142/1143/1144/1145/1146/1147/1148/1149/1150/1151/1152/1153/1154/1155/1156/1157/1158/1159/1160/1161/1162/1163/1164/1165/1166/1167/1168/1169/1170/1171/1172/1173/1174/1175/1176/1177/1178/1179/1180/1181/1182/1183/1184/1185/1186/1187/1188/1189/1190/1191/1192/1193/1194/1195/1196/1197/1198/1199/12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Access to your Computing Account

Your computer accesses are accessible until 2 months after the end of the contract. After this date, the account is automatically deactivated and when 6 months after the end of the contract have elapsed, your account will be automatically deleted.

Access to your computer account after the end of your contract:

- enter your private email address in the account management portal via Manage my Accounts page.
- 2 months after the end of the contract an external account is automatically created (follow the instructions received in your external email address to create the external account).



Note: When the annual internal taxation attestation is generated (every March) an email will be sent to your private email address to allow you to access it.

Services to contact: advice and assistance

Departmental Secretariat (DAO) Admin e-guide	General Questions http://admin-eguide.web.cern.ch/procedure/formalites-de-depart
Social Services Email: social.affairs@cern.ch	Brochure 'When you leave CERN'
Records Office Email: records.office@cern.ch	Communication of departure formalities
IT support Email: service-desk@cern.ch	Computing accounts
Staff Association	https://home.cern/cern-people/staff-association

