

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



Social Affairs Service

Home » Joining or leaving CERN » Social Affairs Service » About our Service

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

The Social Affairs Service team handles requests concerning many different topics, including, language courses, preschool and child-minding facilities, the procedure for employing domestic staff or au pair, the education system in Switzerland and France, the recognition of children with disabilities, employment possibilities for spouses of members of personnel, the health care systems in Switzerland and France, rehabilitation and invalidity, divorce or separation, referenced feaths and breasurement and ridebs.

The Social Affairs 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 ₽

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.







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.

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- 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.).



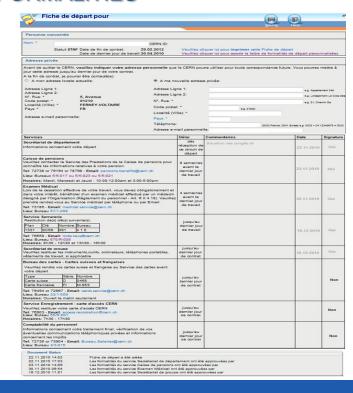
DEPARTURE FORMALITIES (2)

PERSONALIZED DEPARTURE FORMALITIES

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

....also important:

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





Access to your Computing Account

- You computing account is accessible until 2 months after the end of the contract.
- After this date, the account is automatically <u>deactivated</u>
- 6 months after the end of the contract, your account is automatically deleted.

After the end of your contract:

- enter your private email address in the account management portal via Manage my
 Accounts page (https://account.cern.ch/account/Management/MyAccounts.aspx)
- 2 months after the end of the contract an external account is automatically created (follow the instructions received in your <u>external email address</u> to create the external account).

Note: When the annual internal taxation attestation is generated (every March) an email will be sent to your <u>private email address</u> 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





