

## ABSENCES

Staffs, Fellows, Associates, Students and Trainees are entitled to 2.5 days of annual leave per month as well as sick leave provided that they hold a contract for duration of at least four months with CERN.

In order to apply for leave, please go to

<https://edh.cern.ch/Document/Claims/LeaveRequest> Or contact your Group Secretary who will explain the procedure.

### *Official holidays @ CERN in 2017:*

Friday, 14<sup>th</sup> April (Good Friday)

Monday, 17<sup>th</sup> April (Easter Monday)

Monday, 1st May (1<sup>st</sup> May)

Thursday, 25<sup>th</sup> May (Ascension day)

Monday, 5<sup>th</sup> June (Whit Monday)

Thursday, 7<sup>th</sup> September (“Jeûne genevois”)

Monday, 25<sup>th</sup> December (Christmas)

Tuesday, 26<sup>th</sup> December (Compensation for 24<sup>th</sup> December, Christmas Eve)

Friday, 29<sup>th</sup> December (Compensation for 31<sup>st</sup> December, New Year’s Eve)

The Laboratory will be closed from Saturday, 23<sup>rd</sup> December 2017 to Sunday 7<sup>th</sup> January 2018 inclusive (without deduction of annual leave). The first working day in the New Year will be Monday, 8<sup>th</sup> January 2018.

## DECLARATION of a change in FAMILY SITUATION

*Marriage/PACS/Birth/Divorce*: to be declared in EDH <https://edh.cern.ch/Document/Personnel/FamilySituationChange> within 30 calendar days.

PACS - For Staff, Fellows, Students and Associates: The partner is entitled to benefit from an affiliation with UNIQA.

Change of local address should be declared within 30 calendar days: <https://edh.cern.ch/Document/Personnel/LocalAddressChange>

## CERN Health Insurance Scheme – CHIS (UNIQA)

Affiliation to CHIS is mandatory for Staff, Fellows, and Students. Associates may join CHIS on a voluntary basis.

To request the reimbursement of medical expenses:

[https://cds.cern.ch/record/1999140/files/CHIS\\_F01%20-%20Claim%20for%20the%20reimbursement%20of%20medical%20expenses.pdf](https://cds.cern.ch/record/1999140/files/CHIS_F01%20-%20Claim%20for%20the%20reimbursement%20of%20medical%20expenses.pdf)

## SWISS and FRENCH CARDS

The legitimation cards issued to members of the CERN personnel and their family members entitle the holder to live in Switzerland or France and to travel within the Schengen Area without a visa.

The Cards service is located in bldg. 33-1-024 (☎ 79494 or 62829).

*Application for Swiss Card (not necessary for citizens of Swiss nationality)*: <https://admin-eguide.web.cern.ch/node/1301>

*Application for French Card (not necessary for citizens of French nationality)*: <https://admin-eguide.web.cern.ch/node/1306>

## FINANCIAL ASPECTS

The remuneration is paid around the 25<sup>th</sup> day of each month and transferred to a Swiss bank account in Swiss francs: <https://admin-eguide.web.cern.ch/node/404>

Taxation at CERN and income tax declaration: <https://admin-eguide.web.cern.ch/node/724>

Self-Service for various attestations (work, training etc.): <https://hrt.cern.ch/hrt/Desktop>

## STATUSES @ CERN – Special Leave

### *Staff*

Entitled to Home Leave – travel days and lump sum (if in receipt of an international indemnity). For more information: <https://admin-eguide.web.cern.ch/node/523> and HRA: Donna CARMONA

### *Fellows*

Entitled to Home Leave – travel days. For more information: <https://admin-eguide.web.cern.ch/node/523> and HRC: Katharine THOMAS-CHEVREUX

### *Doctoral Students:*

Special leave of 5 days per 6 month period and one paid trip per year granted to visit university. For more information: <https://admin-eguide.web.cern.ch/node/1298> and HRC: Ingrid HAUG

### *Technical Students:*

Special leave of 2 days per 6 month period granted to sit an exam at university. For more information: <https://admin-eguide.web.cern.ch/node/1289> and HRC: Celine Delieutraz

### *Administrative Students:*

Special leave of 2 days per 6 month period granted to sit an exam at university. For more information: <https://admin-eguide.web.cern.ch/node/1286> and HRC: Ingrid HAUG

## NEWS @ CERN

CERN Bulletin: <http://Bulletin.cern.ch>

BE Newsletter: <https://espace.cern.ch/be-dep/default.aspx>

## PERSONAL LIFE

Housing and accommodation:

[http://gs-dep.web.cern.ch/en/CERN\\_Housing](http://gs-dep.web.cern.ch/en/CERN_Housing), [www.leboncoin.fr](http://www.leboncoin.fr),

<https://social.cern.ch/community/cern->

[market/SitePages/Community%20Home.aspx](http://market/SitePages/Community%20Home.aspx), [www.seloger.fr](http://www.seloger.fr), [www.ghi.ch](http://www.ghi.ch),

[www.glocals.com](http://www.glocals.com)

Banks on CERN premises:

UBS (Meyrin): bldg. 500, ☎ +41 22 783 21 88

La Poste (Meyrin): bldg. 63, ☎ 7 27 98

La Poste (Prevessin): bldg. 866, ☎ 7 70 71

Crédit Agricole (Prevessin): bldg. 866, ☎ 7 70 72

Family:

Social Service: [http://hr-services.web.cern.ch/hr-](http://hr-services.web.cern.ch/hr-services/Ben/Social/mandate.asp)

[services/Ben/Social/mandate.asp](http://hr-services.web.cern.ch/hr-services/Ben/Social/mandate.asp), bldg. 33-1-038, ☎ 7 42 01, 7 44 79

CERN Nursery School: bldg. 562, ☎ 7 79 25, 7 36 04

School Fees: <https://admin-eguide.web.cern.ch/node/711>,

bldg.33-1-017, ☎ 7 28 62

Free time:

CERN Clubs: <http://home.web.cern.ch/cern-people/clubs>

Informal language learning methods: <https://espace.cern.ch/be-dep/Training.aspx>

CD :

On loan for 6 months. Please contact your DTO.

Language Tandem:

CERN provides a website for language tandems to those willing to learn or practise a (new) language. If you wish to subscribe to the CERN language tandem, please visit <http://cern.ch/language-tandem>.

For more detailed information: [http://ph-dep-](http://ph-dep-usersoffice.web.cern.ch/ph-dep-UsersOffice/NewcomersGuide/Welcome.html)

[usersoffice.web.cern.ch/ph-dep-UsersOffice/NewcomersGuide/Welcome.html](http://ph-dep-usersoffice.web.cern.ch/ph-dep-UsersOffice/NewcomersGuide/Welcome.html)

## TRANSPORTATION

To apply for Green-plate vehicle registration – registration of vehicle of persons residing in France exempt from import duties: <https://admin-eguide.web.cern.ch/node/431>

To rent a bike (short and long-term rental):

[https://cern.service-now.com/service-portal/report-](https://cern.service-now.com/service-portal/report-ticket.do?name=CERN%20bicycle%20form&se=bicycle-rental)  
[ticket.do?name=CERN%20bicycle%20form&se=bicycle-rental](https://cern.service-now.com/service-portal/report-ticket.do?name=CERN%20bicycle%20form&se=bicycle-rental)

Geneva Public Transportation: [www.tpg.ch](http://www.tpg.ch)

## SERVICES and CONTACTS

BE Central Secretariat: [BE.Central.Secretariat@cern.ch](mailto:BE.Central.Secretariat@cern.ch)

BTE Desktop/Helpdesk BE: [Bte-desktop@cern.ch](mailto:Bte-desktop@cern.ch)

Dosimeter Distribution Service: bldg. 55-R-004, ☎ 7 21 55

Fire Brigade: bldg. 65, ☎ 7 44 44

Installation Service: 73-1-003, ☎ 7 44 07

Library: bldg. 52, ☎ 7 24 44

Lost and Found: bldg. 65, ☎ 7 77 77

Mail Service: bldg. 555-R-002, ☎ 7 56 43

Medical Service: bldg. 57, ☎ 7 31 86

Psychologist Consultation: bldg. 57, ☎ 7 31 86, 7 84 35

Ombuds: bldg. 500-1-004, ☎ 7 41 27

Restaurant 1 (Meyrin): bldg. 501

Restaurant 2 (Meyrin): bldg. 504

Restaurant 3 (Prevessin): bldg. 866-R-A30

Staff Association: bldg. 64-R-010, ☎ +41 22 7672819

Travel Agency –Carlson Wagonlit:  
bldg. 62, ☎ 7 44 97

UNIQA: bldg. 63-R-001, ☎ 7 27 30, +41 22 718 63 00

## WELCOME to the



<https://espace.cern.ch/be-dep/default.aspx>

## GENERAL INFORMATION

Working hours are from 08:30 to 17:30 including one hour lunch break from 12.30 to 13.30.

CERN Entrance opening hours:

[http://gs-dep.web.cern.ch/en/GS\\_News/cern-entrance-opening-hours](http://gs-dep.web.cern.ch/en/GS_News/cern-entrance-opening-hours)

The CERN shuttle timetables:

<http://gs-dep.web.cern.ch/en/ShuttleService>

## ADMINISTRATION

CERN Staff Rules and Regulations:

[https://cds.cern.ch/record/1993099/files/CERN\\_SRR\\_en\\_ed11.pdf](https://cds.cern.ch/record/1993099/files/CERN_SRR_en_ed11.pdf)

Further information about procedures, administrative circulars:

Departmental Officers:

DAO	Departmental Administrative Officer	Jeanette KOTZIAN
DPO	Departmental Planning Officer	Ronny BILLEN
DSM	Departmental Space Manager	Eva SANCHEZ-CORRAL MENA
DSO	Departmental Safety Officer	Marc TAVLET
DTO	Departmental Training Officer	Eric MONTESINOS
HRA	Human Resources Advisor	Donna CARMONA
DSA	Departmental Student Adviser	Bernhard HOLZER

Group Secretariat:

HDO	Head Department Office	Anna MACKNEY
ABP	Accelerators & Beam Physics	Alessia VALENZA
BI	Beam Instrumentation	Madeleine CATIN
CO	Controls	Efthymia LADERI
ICS	Industrial Controls & Safety Systems	Hanife OLGUNSOY
OP	Operation	Sylvia DUBOURG
RF	Radio Frequency	Laurence JEANNIN-SIMONITTO

Further acronyms and abbreviations used within

CERN: <https://twiki.cern.ch/twiki/bin/view/CMSPublic/WorkBookGlossary>