WHEN YOU LEAVE CERN

Information for staff members

Table of contents
1. Introduction ................................................................. 3

2. Administrative matters .................................................. 3
   2.1 Termination sheet ..................................................... 3
   2.2 Final payments ....................................................... 4
   2.3 Pension Fund ........................................................... 4
   2.4 Health insurance ...................................................... 4
   2.5 Unemployment insurance ........................................... 6
   2.6 Medical examination on termination of contract ............... 7
   2.7 Travel and removal expenses ..................................... 7
3. Personal Matters ........................................................................................................... 8

3.1 Links with CERN ....................................................................................................... 8

3.2 Pensioners .................................................................................................................. 9

3.3 Vehicles ..................................................................................................................... 10

3.4 Termination of leases ............................................................................................... 12

3.5 Public utilities (electricity, telephone, television, gas, water, etc.) ....................... 14

3.6 Insurance policies ..................................................................................................... 15

3.7 Bank accounts ........................................................................................................... 15

3.8 Taxes .......................................................................................................................... 16

3.9 Social security ........................................................................................................... 17

3.10 Country of residence ............................................................................................... 20

3.11 Miscellaneous .......................................................................................................... 23

4. Useful addresses .......................................................................................................... 24

4.1 Canton of Geneva ..................................................................................................... 24

4.2 Canton of Vaud .......................................................................................................... 27

4.3 France (Department of Ain – Pays de Gex) ................................................................. 28

4.4 In France (Department of Haute-Savoie) ................................................................. 30
1. Introduction

This guide is intended for all staff members preparing to leave the Organization. It provides general information on practical matters that commonly arise upon contract expiry for whatever reason (reaching retirement age, etc.), and on some of the formalities that have to be completed.

The Human Resources department and the Social Affairs Service can provide you with any further information you may require.

Please note: For detailed information on the provisions pertaining to all individual cases, the official texts must be consulted, such as the Staff Rules and Regulations, the Rules and Regulations of the Pension Fund, the Rules of the Health Insurance Scheme, the Administrative and Operational Circulars, individual employment contracts and national laws. Only these official texts are valid to determine the rights and obligations of persons preparing to leave the Organization.

2. Administrative matters

2.1 Termination sheet

You will receive an email entitled “Departure Formalities” inviting you to read your personalised termination letter as well as a termination sheet in the EDH system. The final payments mentioned below are subject to completion of all these formalities.

Particular attention must be paid to the section concerning Swiss cartes de légitimation and French cartes spéciales held by you and members of your family:

- verify that these cards are valid until the last day of your contract and, if necessary, have them extended until your departure (a délai de courtoisie in Switzerland),
- they must be handed in to the HR Department's Card Service so that they can be returned to the Host State authorities on whose behalf they were issued.
CERN access cards must be returned to the Registration Service.

2.2 Final payments

Settlement of the final payments listed below is subject to completion of all the formalities listed in the "Termination sheet".

The final remuneration payment is due on the date on which the contract ends.

The reinstallation indemnity, if applicable (R A 10.02), is paid following the termination of the contract only if the conditions laid down in Article R V 1.33 of the Staff Regulations are met.

Depending on your personal circumstances, you may be eligible for other contract termination indemnities or grants if the conditions laid down in Annex R A 11 of the Staff Regulations are met. These indemnities and grants are paid at the beginning of the month following that in which your contract ends.

2.3 Pension Fund

If you are a member of the Pension Fund, you should contact the Fund’s Benefits Service as soon as possible to find out the arrangements for the payment of your pension, transfer value or any other benefits to which you may be entitled. The applicable rules are laid down in the Rules and Regulations of the CERN Pension Fund.

2.4 Health insurance

- If you have no pension entitlement:

You may remain a member of the CERN Health Insurance Scheme (CHIS) as a voluntary member for a maximum period of 12 months after your contract has expired or for the period during which you are in receipt of unemployment insurance benefits, provided that you fulfil the conditions set out in Chapter III of the CHIS Rules. You must apply to the UNIQA Office within 30 calendar days of the end of your contract, where
you will be informed of the monthly premium payable. Cancellation of CHIS insurance cover is irreversible.

- If you are the beneficiary of a deferred pension:

You may remain a member of the CHIS for an indefinite period provided that you submit your application to the UNIQA Office within 30 calendar days of the end of your contract. UNIQA will inform you of the monthly premium payable. The cancellation of voluntary membership of the CHIS is irreversible, i.e. you will not be able to rejoin the CHIS once you become a beneficiary of the Pension Fund.

- If you become a beneficiary of the Pension Fund:

You may remain a member of the CHIS for an indefinite period. You must apply to the Pension Fund within 30 calendar days of the end of your contract to retain your CHIS membership. The premium payable will be deducted from your pension. If you decide to remain a member of the CHIS and continue to reside in Switzerland, you must apply to the cantonal health insurance service for your place of residence (details in the “Useful addresses” section) to obtain individual exemption from the compulsory health insurance required by the Swiss Federal law on health insurance (LAMal). The decision to opt out of voluntary CHIS insurance cover is irreversible.

- If you decide not to opt for voluntary CHIS membership and

- If you continue to reside in Switzerland and are in employment, a job seeker, a student or a pensioner, you must take out compulsory LAMal health insurance cover with a recognised Swiss health insurance provider within three months of your departure. Health insurance providers are obliged to provide basic cover for persons required to obtain health insurance, in all circumstances.

If you would like your health insurance provider to cover benefits that are not covered by LAMal basic health insurance, such as dental and optical costs or the free choice of private hospitals, you will have to obtain supplementary health insurance cover.
Supplementary insurance is not compulsory and private health insurance providers can refuse to insure you. **New:** CHIS members are now covered by an agreement between UNIQA and the health insurance provider SWICA, entitling them to move from the CHIS to SWICA’s supplementary health insurance without a break in cover. For more information, please contact UNIQA. See also: *CHIS BULL’ no 38 – June 2014 p. 8.*

- If you continue to live in France and are in employment, a student, a registered job seeker receiving unemployment benefit from the French State, a beneficiary of the French state pension scheme or if you have maintained a link to the general French social security scheme during your employment at CERN by opting for voluntary membership of the *Caisse des Français de l’Etranger*, you can be covered by the French social security’s health insurance. If you have no cover of any kind under a compulsory health insurance scheme, you can obtain health cover by subscribing to the *protection universelle maladie (PUMA)*. You may or may not be liable for a specific contribution, depending on your income.

For more information, go to: [http://hr-dep.web.cern.ch/chis/default](http://hr-dep.web.cern.ch/chis/default)

### 2.5 Unemployment insurance

If you have worked at CERN for an uninterrupted period of at least six months, are involuntarily without employment and are registered as a job seeker with the relevant services, you are entitled to benefits under the CERN unemployment insurance scheme (Staff Rules and Regulations - S IV 2.01 and R IV 2.01, *Administrative Circular No. 4*).

For further information on your entitlement to these benefits, you can consult your *Human Resources Adviser (HRA).*

The amount of the unemployment benefit varies between 70% and 80% of the basic salary depending on your family circumstances (the maximum salary used to calculate the benefit is 10,500 CHF per month as at 01.10.2008). Unemployment benefit is
payable for a maximum of 60 weeks, during which family benefits are also paid. On request, CERN will reimburse your health insurance contribution.

For further details, please refer to Administrative Circular No. 4 and contact the relevant service prior to your departure from CERN (email: HR-Unemployment@cern.ch).

2.6 Medical examination on termination of contract

Towards the end of your contract, four weeks before your last day of work, you are required in your own interest to undergo an examination by a medical practitioner designated by the Organization (Staff Regulations - Art. R II 4.18). Please make an appointment with the Medical Service either by phone or by email. Tel.: 73186, email: medical.service@cern.ch

2.7 Travel and removal expenses

Article R V 1.09 of the Staff Regulations defines entitlement to the reimbursement of travel expenses upon contract termination. It is your responsibility to submit your claims for these expenses through your departmental secretariat.

Article R V 1.20 of the Staff Regulations and Administrative Circular No. 30 define the conditions for reimbursement of removal expenses. The Installation Service of the SMB department will advise you on the arrangements to be made prior to removal of your furniture and personal possessions.

Further information can be found at: https://admin-eguide.web.cern.ch/en/conditions-financieres
3. Personal Matters

3.1 Links with CERN

Subscriptions

Subscription to the CERN Bulletin

It is possible to maintain your subscription to the electronic version of the Bulletin, which will allow you to receive the weekly updates that do not appear in the paper version. To do this, go to the Bulletin website and click on "Subscribe": http://bulletin.cern.ch/.

Subscription to the CERN Courier:

If you wish to receive the CERN Courier by post, please complete the electronic form at the following address:

http://cerncourier.com/cws/sign-up

Using CERN's computing facilities

Two months before your contract with CERN ends, you and your supervisor are notified via email of the accounts you own and of the e-groups to which you belong. If you wish to remain a member of these groups after departure, you can contact the people responsible for the e-groups in question. In this case, you will need to provide an external address.

Before leaving CERN you must provide a non-CERN external email address so that communication can continue after your contract ends (cern.ch/account -> My Accounts -> Provide or update an external email address).

Two months after the end of your contract, your primary and secondary accounts are automatically disabled and all static e-group memberships are deleted. A new external
account is automatically created, as long as you have provided an external address in the CERN Account tool.

You can transfer your service account(s) to another person in advance. Otherwise, they will automatically be transferred to your supervisor. At this time, a new “light” external account is created and the external email address provided will be used. You will be notified of this by email.

Six months after the end of your affiliation with CERN, your primary and secondary accounts will be deleted. During this six month period, your accounts can be recovered and reactivated if you are awarded a new contract (e.g. affiliation renewal).

**Forwarding emails after the contract ends**

Six months after the end of your affiliation with CERN, emails sent to your primary account (usually: firstname.lastname@cern.ch) will no longer be forwarded to the external address you provided in the account system portal (see article: “Change in the email policy for people without CERN affiliation” CERN BULLETIN NO. 41-42 2012).

Please note that, for the moment, current CERN pensioners are not affected. Emails sent to the primary address provided in the Account System portal (firstname.lastname@cern.ch) will be forwarded to the external address, where it exists.

If you require more information or have any questions, please contact the Service Desk, either by phone or email (Tel.: 767 7777, email: Service-Desk@cern.ch)

**3.2 Pensioners**

**Access to CERN**

The termination sheet lists a visit to the Registration Service, where future pensioners can request a new card allowing them access to the CERN site, thus enabling them to use the services or facilities available to all members of the personnel, (banks,
restaurants, post offices, travel agency, Staff Association, Pension Fund, health insurance, Interfon). This card, which will be issued as soon as they receive their pension, remains valid for as long as they remain beneficiaries of the Pension Fund. They may also obtain a CERN sticker for their car.

If the Director-General invites a former member of the personnel to continue certain (unpaid) activities, the latter is under the Directory-General's authority but not subject to the Staff Rules and Regulations and does not enjoy any privileges or immunities.

**CERN and ESO Pensioners Association**

The CERN-ESO Pensioners Association, which is part of the Staff Association, aims to maintain links with former members of the personnel and give them the means to defend their interests collectively.

The membership fee is 30 CHF and includes membership of the Staff Association.

You must complete the membership application form.

**3.3 Vehicles**

The Installation Service of the SMB department will also provide you with information on the formalities to be completed.

**If you live in Switzerland**

- If you are continuing to live in Switzerland:

  If you purchased or imported your car tax-free (electronic form 15.52), at the end of your contract you must contact the Direction des Douanes de Genève, (tel. 022 747 72 81) to settle any customs duty. You will then be able to take the steps described below through the relevant Service des Automobiles (list of contact details at the end of this brochure).
If your vehicle has Swiss number plates, you have three months from the date of the end of your contract to go to the relevant Service des Automobiles with your new Swiss residence permit and the vehicle registration document in order to have the necessary adjustments made to the latter.

If your car has CD number plates, you have three months from the end of your contract to go to the relevant Service des Automobiles with your new Swiss residence permit, an insurance certificate and the vehicle registration document in order to obtain ordinary number plates.

- **If you are leaving Switzerland**

Provide the Service des Automobiles with your new address.

If you purchased or imported your car tax-free (electronic form 15.52) you must hand this document over at the customs point through which you leave Switzerland with your vehicle. You will then have three months to return the Swiss number plates, either by posting them to the Service des Automobiles or by handing them in at the Swiss Embassy or Consulate in your new country of residence.

N.B.: your third-party insurance cover taken out in Switzerland can only be terminated once the number plates have been returned.

- **If you live in France**

- If you are continuing to live in France

If your vehicle is registered under the old French system (e.g. 1234 AB 01) and you are moving to another département, you must follow the procedure for changing your grey card and registering your vehicle during the month following the end of your contract by applying to the préfecture or sous-préfecture of your place of residence.

You are not required to take any action if your vehicle is registered under the new system.
If your vehicle has a special registration (K or CD) you must go to the French customs office at Ferney-Voltaire* prior to the end of your contract, in order to:
- settle any duty (VAT or customs duty)
- return the original document entitled *Demande d'immatriculation d'un véhicule dans la série*… (Form 2)
- return the set of special plates.

You must obtain a new registration certificate (*certificat d'immatriculation*) from the *préfecture* or sub-prefecture (forms and information available at *Mairies*). If you hold a foreign driving licence, check with the *prefecture* whether it is valid in France and, if not, apply for a new document.

**If you are leaving France:**

If your vehicle has ordinary number plates and you are moving to another member state of the European Union, you have no formalities to complete with the French authorities. If you are moving to a country which is not a member of the European Union, you must make an export declaration at the customs service upon leaving a European Union country.

If your vehicle has a special registration (K or CD), you must return the original document entitled *Demande d'immatriculation d'un véhicule dans la série*… (Form 2) together with the set of green plates, to the customs office at Ferney-Voltaire*. Through this customs office and the Gex sub-prefecture you must obtain standard French number plates (please contact the Installation Service for details of the procedure to follow).

*Bureau de douane de Ferney-Voltaire*, tel.: 09 70 27 31 81

**3.4 Termination of leases**

If you change your place of residence when your contract ends and you are living in rented accommodation, you must give notice to terminate your lease according to the
conditions of your lease contract. Check carefully the prescribed periods of notice and the expiry date of the lease. Early termination is possible but requires the lessor’s consent.

Discuss with the lessor the arrangements for handing back the property and set a date for your departure (including a list of contents in the case of furnished accommodation) and for returning the keys.

You will then be able to request the return of the deposit that you paid when you signed the lease.

**If you live in Switzerland**

Holders of a *carte de légitimation* can invoke the diplomatic clause which, in the Canton of Geneva, is included in the tenancy agreement. In the Canton of Vaud, the tenant must expressly request that the diplomatic clause be included in the tenancy agreement. This clause is advantageous for the tenant as it releases him/her more rapidly from the obligations associated with terminating the lease.

For more information, go to: [http://www.cagi.ch/fr/logement.php](http://www.cagi.ch/fr/logement.php)

If you encounter difficulties, the tenants organisation ASLOCA may be able to provide assistance. ASLOCA’s contact details can be found in the “Useful addresses” section at the end of this brochure. For more information, go to: [https://cds.cern.ch/record/1995623/files/Housing_Fr.pdf](https://cds.cern.ch/record/1995623/files/Housing_Fr.pdf)

**If you live in France**

If you encounter difficulties with the lessor, you can contact ADIL (*Association Départementale pour l’Information sur le Logement*) which will be able to guide you through the formalities. ADIL’s contact details can be found in the “Useful addresses” section at the end of this brochure.

For more information, go to: [http://cds.cern.ch/record/1995623/files/Housing_Fr.pdf](http://cds.cern.ch/record/1995623/files/Housing_Fr.pdf)
3.5 Public utilities (electricity, telephone, television, gas, water, etc.)


In Switzerland

To obtain a certificate that will make the formalities easier, it is recommended that you inform the Office cantonal de la population et des migrations de Genève (http://ge.ch/population/prestations/depart-0) or the Contrôle de l'habitant de la commune dans le canton de Vaud (http://www.vd.ch/themes/vie-privee/controle-des-habitants/changement-adresse/) of your departure.

The main bodies to contact are (see “Useful addresses” section at the end of this brochure):
- Swisscom
- your mobile telephone provider
- Billag
- Services Industriels de Genève (gas, electricity and water companies)
- It may be useful to have your mail items redirected by La Poste to your new home.
Using the online service, the “Change of address” international costs 90 CHF for one year: https://www.post.ch/en

Please note: You do not need to contact the Swiss Permanent Mission, as CERN communicates with it directly.


In France

The main bodies to contact are (see “Useful addresses” section at the end of this brochure):
- your electricity supplier
- your gas supplier
- your telephone operator (mobile and/or landline)
- your water company
- your tax office (Service des impôts des particuliers)
- It may be useful to subscribe a contract for the international forwarding of your mails by La Poste to your new address. The cost is 78 € for 6 months or 135 € for 12 months: https://boutique.laposte.fr/reexpedition-garde-de-courrier/reexpedition-definitive-internationale

3.6 Insurance policies

As soon as you know the date of your departure, contact your insurance companies to find out whether your policies can be continued in the country to which you are moving, or the conditions applying to their cancellation (notice period, reimbursement of premiums, etc.).

3.7 Bank accounts

**In Switzerland**

If you wish to retain an account in Switzerland, make prior contact with your bank to provide your new contact details and to examine any costs and consequences with respect to the authorities of your new country of residence.

Beneficiaries of the Pension Fund are obliged to retain an account in Switzerland.

**In France**

If you wish to retain an account in France, make prior contact with your bank to provide your new contact details, examine any costs and consequences with respect to the authorities of your new country of residence.

Do not forget to cancel your standing orders and direct debits if you are leaving France or Switzerland and not retaining an account there.
3.8 Taxes

**Taxation of salaries and emoluments paid by CERN**

In the year following your departure from CERN, you may still have to include on your income tax declaration form any salary and emoluments received in the previous year from CERN for the months up to the end of your contract. Particularly in the Host States, you might be obliged to attach a certificate of internal taxation. You should thus consult the document describing departure procedures which includes details of “How to obtain your certificate of internal taxation”. In any event, you must comply with national tax legislation.

For any additional information, you can contact the internal tax service (tel.: 022 767 39 03) or consult the information at the following website: [https://admin-equipe.web.cern.ch/en/procedure/income-taxation-overview](https://admin-equipe.web.cern.ch/en/procedure/income-taxation-overview)

**Other information**

When you leave CERN, your tax status is likely to change. Your income and assets may become liable for taxation in the CERN Host States or elsewhere.

We recommend that you assess the implications of your departure from CERN on your tax position before your contract expires.

General sources of information include, for example, international banks which frequently post country-specific tax information on their websites, as well as the government agencies responsible for tax and pension matters in the countries concerned.

It is possible to contact the country’s representation in Switzerland or France (e.g. mission, consulate) to obtain information about the services to contact in the respective country.
You can also turn to the CERN-ESO Pensioners Association, which provides information on tax in France and in the Cantons of Geneva and Vaud. The CERN-ESO Pensioners Association regularly holds information sessions at CERN where you can obtain advice.

3.9 Social security

In Switzerland

The Swiss social security system comprises the following four areas:

1) The state pension plan for pensioners, their surviving spouses and the disabled (known as the "three pillar" system)

   - 1st pillar (AVS/AI): basic state pension scheme, compulsory membership
   - 2nd pillar (LPP): occupational provident scheme, compulsory membership for those in employment
   - 3rd pillar: optional individual insurance (savings, insurance)

If you continue to reside in Switzerland after the end of your contract, whether in work or as a pensioner, you will be required to contribute to the AVS/AI/APG social security system until you reach the legal retirement age, irrespective of your nationality.

The AVS/AI/APG contributions of persons not in gainful employment are calculated on the basis of their private income and assets.

The AVS/AI/APG contributions of persons in gainful employment are withheld from their salary or income. Employed persons will be subject to the compulsory withholding of contributions to the LPP occupational providential scheme.

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1 AVS: assurance vieillesse et survivants (state pension scheme for pensioners and their surviving spouses); AI: assurance invalidité (state disability pension for); APG: assurance perte de gain (insurance against loss of earnings)
As soon as you reach the legal retirement age, you should apply for an AVS pension. The *Caisse Cantonale de Compensation AVS* of the canton where you were last an AVS member will provide you with any additional information you may require.

2) Unemployment insurance (LACI)

Employed people in Switzerland are subject to the mandatory unemployment insurance scheme. Contributions are automatically deducted from the salary.

3) Illness and accident insurance cover

People living in Switzerland (whether working age or pensioners) are required to pay into the basic Swiss health insurance scheme (LAMal) through a Swiss insurance company. Beneficiaries of the CERN Pension Fund who decide to remain members of the CERN Health Insurance Scheme can apply to the cantonal health insurance service of their place of residence for an individual exemption from the basic health insurance scheme (see section 4 of this brochure).

People living in Switzerland may take out voluntary top-up health insurance.

People not in employment must be insured against accidents in the framework of the compulsory basic health insurance.

People in employment have to be insured under the accident insurance scheme (LAA) by their employer.

4) Family allowances

The family allowances paid to persons in employment are almost exclusively financed by employers.

N.B.: Pensioners who decide to continue residing in Switzerland can obtain further information from the *Social Affairs Service*. 

-18-
In France

The French social security system is organised into several schemes, including the general scheme, which covers the majority of private sector as well as other categories of employees (students, beneficiaries of certain benefits, etc.); special schemes covering employees from other sectors (farmers and farm employees, self-employed people, etc.); an unemployment insurance scheme and supplementary retirement schemes.

These various schemes may be topped up by individual insurance policies (top-up health insurance, etc.).

The general social security scheme covers the following:

- illness, maternity, disability, death
- industrial and occupational accidents and illnesses
- old age and widowhood
- family obligations.

Employees must start paying social contributions equal to a certain percentage of their salary as soon as they take up employment. These contributions, which are compulsory, are automatically deducted from the employee’s salary. They entitle the employee to membership of the social security system and to benefits under the general scheme, provided that the specific conditions applicable to each benefit are met.

If, before joining CERN, you worked in a country of the European Union, the European Economic Area or a country that has a social security agreement with France, you can ask the Caisse primaire d’assurance maladie of your place of residence to examine your case with a view to determining whether you can claim entitlement to French health insurance based on periods of insurance in another State.
Pensioners who reside in France after the end of their contract do not automatically become members of the French social security system and are not obliged to contribute to it.

Pensioners who are recipients of a retirement pension under the French general social security scheme and who reside in France become members of the health insurance scheme. They are therefore subject to social security contributions (notably the CSG) from their pension paid by the CERN Pension Fund.

N.B.: Since 1 January 2010, periods of membership of the CERN Pension Fund can, under certain conditions, be used in the calculation of the pension paid by certain French pension schemes.

For more information about the French social security system, go to: http://www.cleiss.fr/docs/regimes/regime_france/an_index.html

In Other Member States

For information on the social security systems of EU member states, you can go to the following website: http://ec.europa.eu/social/main.jsp?catId=510&langId=fr

3.10 Country of residence

If you are leaving Switzerland or France at the end of your contract, please inform the relevant French or Swiss authorities, i.e. the Office cantonal de la population for Geneva, the Contrôle de l’habitant for Vaud or the Mairie of your place of residence in France (contact details are provided at the end of this brochure). You are also advised to contact your local consulate to check whether you need to complete any formalities prior to changing country of residence.

In general, if you intend to reside in a country of which you are not a national when your contract expires, you should find out as soon as possible about the formalities to be completed in order to obtain a residence permit and, potentially, a work permit from the authorities of the country concerned.
The choice of country of residence is very important for future pensioners. In particular, if you decide to leave Switzerland, the procedures for returning to live there at a later date may be complex.

**In Switzerland**

In the case of pensioners: The Social Affairs Service will inform you of the procedure you need to follow to obtain a permanent resident permit (C permit). An application for this permit must be submitted about six weeks before your contract expires.

Information for the attention of members of the personnel retiring in the Canton of Geneva

Due to a significant delay in the processing of applications for residence (B) and settlement (C) permits, members of the personnel retiring in the canton of Geneva are strongly advised to request a *délai de courtoisie* prior to the end of their contract. This will enable them to keep their *carte de legitimation* for a further three months after the end of their contract. It must be noted, however, that fuel cards must still be returned on the last day of service.

The members of the personnel concerned should make this request by completing the *délai de courtoisie* form and submitting it to the *Cards Office* in the HR Department who will then forward the request to the Swiss Permanent Mission in Geneva.

In all other cases:
The bilateral agreement on the free movement of people between Switzerland and the European Union (AFMP), which entered into force on 1 June 2002 and was extended to countries in the European Free Trade Association (EFTA), simplifies the conditions for entry, residence and the taking-up of gainful employment applicable to the nationals of the States concerned. As from 1 January 2017, the free movement of people was extended to Croatian nationals. However their access to the Swiss labour market
remains subject to special restrictions (priority given to workers already on the Swiss labour market, respect of salary and working conditions). For more information: https://www.sem.admin.ch/sem/en/home/themen/fza_schweiz-eu-efta.html

Nationals of EU / EFTA countries looking for employment do not need a residence permit for their first three months in Switzerland. They only have to report to the Contrôle des habitants of their commune.

If their job search takes longer, they are entitled to apply for a short-term residence permit to look for a job for a further three months. This permit can be extended for up to a year if the job search is active.

Following the referendum on 9 February 2014 on “mass immigration”, new constitutional provisions are planned to limit the number of residence permits given to foreigners, using upper limits and annual quotas that will be adapted to Swiss economic interests.

For more information, go to:
- http://www.geneve.ch/ocp/
- http://www.ge.ch/moe/uk/welcome.asp

EU27: Austria, Belgium, Bulgaria, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, the Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden and the United Kingdom.

EFTA: Iceland, Lichtenstein, Norway, Switzerland.

**In France**

In the case of pensioners:

- nationals of the 28 EU Member States (Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary,
Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, the Netherlands, Poland, Portugal, Romania, the Slovak Republic, Slovenia, Spain, Sweden and the United Kingdom),

- nationals of the other States party to the Agreement creating the European Economic Area (Iceland, Liechtenstein and Norway),

- nationals of the Swiss Confederation,

are exempted from the requirement to hold a residence permit to take up residence in France. They must report to the authorities of their commune of residence within three months of their arrival, with a valid passport or identity card. They must also have sufficient income and health insurance cover.

For people in employment:

- the same conditions of residence applicable to pensioners apply to nationals of the EU, the EEA and Switzerland.

For more information, go to:

http://vosdroits.service-public.fr/particuliers/N123.xhtml

**In other Member States**

Information on the conditions of residence in the EU member states can be found at the following website:


3.11 Miscellaneous

**New address**

When you complete the termination sheet you will be asked to give the address at which you will reside after your contract expires in order to facilitate future communication. You should also give your new address to your bank, post office and anyone else who may need to get in touch with you in the future.
Schools

The schools attended by each of your children should be informed of the date on which they will be leaving.

Debts

You are advised to pay particular attention to settling any amounts you may owe, especially health care bills (doctors, hospitals, etc.) or public utility bills.

Domestic staff

Domestic staff must be dismissed according to the terms and conditions laid down in the "l'Ordonnance sur les domestiques privés du 6 juin 2011" (Directive on the hiring of domestic staff of 6 June 2011), for Switzerland*, and in the French labour law, for France.

The Social Affairs Service can inform you of any formalities you need to complete with the Host State authorities.


Clubs and associations

You should cancel your club memberships in good time.

4. Useful addresses

4.1 Canton of Geneva

I. Service de l'assurance maladie (SAM)
Route de Frontenex 62
1207 Geneva
Tel. 022 546 19 00
http://www.ge.ch/sam/
II. Office cantonal de la population et des migrations  
Route de Chancy 88  
1213 Onex  
Tel. 022 546 46 46  
http://www.geneve.ch/ocp/

III. Administration fiscale cantonale  
Rue du Stand 26  
1211 Geneva 3  
Tel. 022 327 70 00  
http://ge.ch/impots

IV. Caisse genevoise de compensation  
12, rue des Gares  
Case postale 2595  
1211 Geneva 2  
Tel. 022 327 27 27  
http://www.ocas.ch/

V. Office cantonal de l’emploi  
Office régional de placement  
Rue des Gares 16  
Case postale 2555  
1211 Genève 2  
Tel. 022 546 36 66  
http://www.ge.ch/oce/

VI. Office cantonal des véhicules (OCV)  
Route de Veyrier 86  
1227 Carouge  
Tel. 022 388 30 30  
http://www.ge.ch/vehicules
VII. Services Industriels de Genève
Service Clients SIG
Case postale 2777
1211 Geneva 2
Tel. 0844 800 808
http://www.sig-ge.ch/

VIII. Billag SAA
Tel. 022 844 834 8344
https://www.billag.ch/private/fees/

IX. Swisscom

X. ASLOCA-GENEVE
Rue du Lac 12
(Eaux-Vives)
Case postale 6150
1211 Geneva 6
Tel. 022 716 18 00
http://www.asloca.ch/?q=node/57
4.2 Canton of Vaud

I. Office vaudois de l'assurance maladie (OVAM)
Ch. de Mornex 40
1014 Lausanne
Tel. 021 557 47 47
http://www.vd.ch/index.php?id=8457

II. Service de la population
Division Étrangers
Avenue de Beaulieu 19
1014 Lausanne
Tel. 021 316 46 46
http://www.population.vd.ch/

III. Administration cantonale des impôts
Centre d'appels téléphoniques (CAT)
Tel. 021 316 00 00
http://www.aci.vd.ch/

IV. Caisse cantonale vaudoise de compensation
Rue du Lac 37
1815 Clarens
Tel. 021 964 12 11
http://www.caisseavsvaud.ch/

V. Service de l'emploi

VI. Service des automobiles et de la navigation
Avenue du Grey 110
1014 Lausanne
Tel. 021 316 82 10
http://www.vd.ch/fr/themes/mobilite/automobile/

VII. Services Industriels de Nyon
Rte de Champ-Colin 6
CP 2614
1260 Nyon 2
Tel. +41 22 363 85 00
http://www.nyon.ch/fr/officiel/services-offices/services-industriels-776-3912

VIII. Billag SA
Tel. 022 844 834 834
https://www.billag.ch/private/fees/

IX. Swisscom
http://www.swisscom.ch/fr/clients-prives.html

X. ASLOCA-VAUD
Rue Jean-Jacques Cart 8
1006 Lausanne
Tel. 021 617 50 36
http://www.asloca.ch/?q=node/63

4.3 France (Department of Ain – Pays de Gex)

I. CPAM de l’Ain
Place de la Grenouillère
01 015 Bourg-en-Bresse Cedex
Tel. 0 811 703 646
http://www.ameli.fr/assures/
II. Préfecture
45, avenue Alsace-Lorraine
Quartier Bourg centre
CS 80400
01012 Bourg-en-Bresse Cedex
Tel. 04 74 32 30 00

III. Centre des finances publiques
Service des impôts des particuliers
11, Rue Ampère
01200 Bellegarde-sur-Valserine
Tel. 04 50 56 69 40
http://lannuaire.service-public.fr/services_locaux/rhone-alpes/ain/sip-01033-01.html

IV. CARSAT
Agence retraite de Bourg-en-Bresse
15 avenue du Champ de Foire
CS 80263
01061 BOURG-EN-BRESSE
http://www.carsat-ra.fr/index.php/accueil/agences/46-departement-de-l-ain

V. Pôle Emploi Saint-Genis-Pouilly
60 rue de Genève
01630 Saint-Genis-Pouilly
Tel. 3949 or +33 1 77 86 39 49
http://www.pole-emploi.fr/informations/votre-pole-emploi/@/votre_pole_emploi/

VI. Electricité – Gaz de France (EDF – GDF)
Tel. 0 810 74 74 00
(+33 969 32 15 15 from Switzerland)
http://www.edf.fr
http://www.gdfsuez-energiesfrance.fr/

VII. Electricity and gas providers
Énergie Info website: http://www.energie-info.fr/

VIII. Orange (formerly France Télécom)
20, rue Voltaire
01210 Ferney-Voltaire
Tel. 0 800 01 10 14
Portail http://agence.orange.fr/

IX. ADIL de l'Ain
34 rue du Général Delestraint
01000 Bourg-en-Bresse
Tel. 04.74 21 82 77
http://www.adil.org/01

4.4 In France (Department of Haute-Savoie)

I. CPAM de Haute-Savoie
2, rue Robert Schumann
74984 Annecy Cedex 9
Tel. 0 811 70 36 46
http://www.ameli.fr/assures/

II. Préfecture
30, Rue du 30e Régiment d'Infanterie
BP 2332
74034 Annecy
Tel. 04 50 33 60 00
http://www.haute-savoie.pref.gouv.fr/

III. CARSAT
Agence retraite de Haute-Savoie
Le Citadelle
21 avenue des Hirondelles
CS 80331
74008 ANNECY CEDEX
http://www.carsat-ra.fr/index.php/accueil/agences/47-departement-de-la-haute-savoie

IV. Centre des finances publiques
Service des impôts des particuliers
Cité administrative
7 Rue Dupanloup
74000 Annecy
Tel. 04 50 88 42 25
http://lannuaire.service-public.fr/services_locaux/rhone-alpes/haut-savoie/sip-74010-01.html

V. Pôle Emploi Annecy, Annemasse, Thonon
Tel. 3949 or +33 1 77 86 39 49
http://www.pole-emploi.fr/informations/votre-pole-emploi-%E2%80%93/votre_pole_emploi/

VI. Electricité – Gaz de France (EDF – GDF)
Tel. 0 810 74 74 00
(+33 969 32 15 15 from Switzerland)
http://www.edf.fr
http://www.gdfsuez-energiesfrance.fr/
VII. Electricity and gas providers

VIII. Orange (formerly France Télécom)
17 rue Carnot
74000 Annecy
Tel. 10 14 (+33 675 05 2000 from Switzerland)
Website http://agence.orange.fr/

IX. ADIL de Haute-Savoie
4, avenue de Chambéry
74000 Annecy
Tel. 04.50.45.79.72
http://www.adil74.org/74/