Fact Sheet
Marie Skłodowska-Curie IF Fellow

Please read this note carefully
Questions? Contact Ingrid Haug, coordinator for the Marie Skłodowska-Curie Actions, HR Department

1. Framework
You have been awarded an Individual Fellow contract to come to CERN in the framework of the European Commission’s (EC) Marie Skłodowska-Curie IF programme. At CERN, you will come under the provisions of the Staff Rules & Regulations and your formal status will be that of a Fellow under a Fellow employment contract.

2. Your contract
The duration is defined within the project and will be between 6 and 36 months. You will receive your contract by email, along with instructions on how to return it signed. CERN contracts start on the first calendar day of the month. If your contract starting date falls on a Saturday, Sunday or public holiday, your first working day will be the first working day thereafter.

The contract includes membership to the CERN Health Insurance Scheme and to the CERN Pension Fund. Once you have signed your contract, CERN can provide you with an attestation stating that, as a Fellow, you are insured under the collective Health Insurance Scheme of our Organization. It will allow you to terminate your current Health Insurance contract.

3. Financial conditions
The table below summarizes the financial conditions applicable to Fellows selected in the framework of the Marie Skłodowska-Curie IF Programme. All amounts are in Swiss Francs per month. Please note that you will NOT get any unemployment benefit from CERN after your Fellowship.

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<th>Monthly Stipend</th>
<th>Experienced Researcher (ER)</th>
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<td>from CHF 7113 – 8078 (depending on experience)</td>
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**Deductions:**
- Pension fund contribution: 763
- CERN health insurance scheme: 4.86% Monthly Stipend

**Other benefits (if applicable):**
- Travel expenses: see 6. below
- Installation indemnity: see 7. below
- Family allowance upon presentation of marriage certificate or, if unmarried, presentation of child’s birth certificate: 384
- Child allowance upon presentation of child’s birth certificate: 459
- Infant allowance (less than 3 years old): 207
- Education fees payment (from the age of 3): Under certain conditions. Contact: schoolfees.service@cern.ch

4. Travel Expenses
If you were residing in the local zone and/or registered at CERN at the time of selection at more than 50% (i.e. as User, Unpaid Associate, Technical Student, etc.), travel expenses when starting your appointment as Fellow will not be paid.

Those entitled to the reimbursement of travel expenses, must make their own arrangements and claim reimbursement on arrival on production of the tickets actually used.

Reimbursement will be on the basis of the cost of a ticket on the least expensive form of public transport (plane-train). If you travel by car you may claim reimbursement on arrival (equivalent to the cost of public transport).
5. Installation Indemnity
This indemnity is calculated individually at the time of arrival and paid shortly thereafter. It is granted to fellows who are entitled to the travel expenses.

6. Leave
You are entitled to 2.5 days per month. In addition, CERN is closed for 2 weeks during the Christmas period. Any leave not taken during the appointment will not be paid or compensated for in any way.

7. Luggage cost reimbursement
If you are entitled to travel expenses, CERN will reimburse luggage expenses up to a maximum of 30 kg by CARGO air freight for the journey from the airport from which you leave to the airport to which you travel to take up your appointment. CERN will also reimburse the luggage expenses of members of the family up to a maximum of 30 kg per person.

To obtain this reimbursement, you must submit a receipted invoice from the CARGO service of a passenger transport or freight airline company.

The invoice must show the following information:
- The number of kilos of luggage transported by the carrier;
- The departure and arrival airports;
- Any costs arising from import/export formalities and customs duties, and details of any additional services invoiced (e.g. special insurance, etc.).

CERN will reimburse only the cost of air freight. It will therefore not reimburse:
- The cost of delivery (from or to the place of residence) or packaging;
- Any costs arising from import/export formalities and customs duties, or
- Any additional service.

NB: Any excess luggage recorded at the time of check-in is NOT considered to be air freight. Consequently, you will not be reimbursed for any excess baggage surcharge by an airline company.

8. Removal and vehicle formalities
Please note that removal expenses are not paid by CERN. However, under certain conditions, you might be able to benefit from a duty free custom procedure for the import of your belongings to Switzerland or France.

If you need more information, please contact the installation service at least 2 weeks before the foreseen date of your removal to Switzerland or France at: Installation.Service@cern.ch.

9. Arrival at CERN
Before your contract starts, please take a look at the “Before I arrive” webpages: https://hr-dep.web.cern.ch/content/i-arrive

Approximately 1-2 weeks before the start of your contract you will receive an email with information on when and where to go on your first day of work.

When entering Switzerland, have your contract with you. CERN will inform the Swiss and French authorities of your presence after you have completed the entrance formalities at CERN (there is no need for you to apply for a work permit).

A meeting with the MSCA coordinator will be scheduled in the first week of your contract to explain to you all the essentials with respect to the EU and your contract with CERN.

10. The Fellow ‘Buddy programme’
CERN runs a buddy programme for Fellows. As a new Fellow at CERN you will have the opportunity to be matched with another Fellow who has been at CERN for a minimum of 6 months and can help you with settling in. You can find out more about this programme here. If you prefer not to participate in this programme please let us know by sending us an email and you will not be considered in the matching process.

11. Clubs at CERN
There are over 40 clubs at CERN covering a wide range of interests: sports, arts, culture, science.

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Coordinator for Marie Skłodowska-Curie Fellows

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