



Social Affairs Service
Human Resources Department

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	10
3.3	Vehicles	11
3.4	Termination of leases	13
3.5	Public utilities (electricity, telephone, television, gas, water, etc.) ...	14
3.6	Insurance policies.....	15
3.7	Bank accounts	16
3.8	Taxes.....	16
3.9	Social security.....	17
3.10	Country of residence	21
3.11	Miscellaneous.....	24
4.	Useful addresses.....	25
4.1	Canton of Geneva.....	25
4.2	Canton of Vaud.....	27
4.3	In France (Departement of Ain - Pays de Gex).....	29
4.4	In France (Departement of Haute-Savoie)	31



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 that 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 reinstatement 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

2.4.a Retain your CHIS membership

You may remain a member of the CERN Health Insurance Scheme (CHIS), as a post-compulsory member, if you apply within 30 calendar days following the end of your contract,

- for a fixed period:

maximum of 12 months 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](#), where you will be informed of the monthly premium payable.



- for an indefinite period, if you are in one of the following situations:
 - Beneficiary of a deferred pension:

You must submit your application to the [UNIQA Office](#) where you will be informed 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.

- Beneficiary of the Pension Fund:

You must apply to the Pension Fund. The premium payable will be deducted from your pension. Please note that if you do not opt for the continuation of cover, you will not be able to rejoin the CHIS thereafter.

2.4.b Retain your CHIS membership while residing in Switzerland

If you decide to remain a member of the CHIS for a fixed or an indefinite period, 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).

Please note that, from the moment you have benefited from this exemption by renouncing yourself to join the Swiss system, you will only be able to return to this system (compulsory insurance according to the LAMal) on the sole condition that the termination of the CHIS membership is a decision of the CERN health insurance.

For more information: <https://chis.cern/>
[Information sheet of the Swiss Mission on health insurance](#)

2.4.c If you decide not to opt for voluntary CHIS membership while residing in Switzerland or France

- In Switzerland

The Swiss Federal Law on Compulsory Health Care (LAMal), which entered into force on 1 January 1996, instituted a mandatory health insurance for treatment in case of



sickness for anyone residing in Switzerland. If you continue to reside in Switzerland for a period exceeding three months, you are subject to this obligation from the first day following the end of your contract at CERN.

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. **Note:** CHIS members are now covered by a collaboration 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.](#)

- In France

If you 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'Étranger*, 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.

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 \(Rev. 4\)](#)).

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 \(Rev. 4\)](#) 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 a medical 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 \(Rev. 3\)](#) define the conditions for reimbursement of removal expenses. The [Installation](#)



[Service](#) of the SCE 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

3.1.a 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>

3.1.b 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).

3.1.c 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](#)” published in the *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.: 77777, email: Service-Desk@cern.ch).

3.1.d CERN Alumni

The CERN Alumni Network provides those who have left the Laboratory with a means of keeping in touch with CERN and with each other. It fosters ambassadorship for



the mission and values of CERN and the scientific collaborations and supports its members with their future career development.

You can join the growing and dynamic CERN Alumni Community by filling in the registration for at the following address: <https://alumni.cern/signup>

For more information: <https://alumni.cern/>

3.2 Pensioners

3.2.a 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). 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.

3.2.b 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 [Mobility Centre](#) of the SCE department will also provide you with information on the formalities to be completed.

3.3.a If you reside 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. +41 58 469 72 72) 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.

3.3.b 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.



Please note that your third-party insurance cover taken out in Switzerland can only be terminated once the number plates have been returned.

3.3.c If you reside 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 using the teleservice available on the website of the “Agence nationale des titres sécurisés ([ANTS](#))”.

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.

For more information: <https://admin-eguide.web.cern.ch/en/procedure/green-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.

3.3.d 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 “Agence nationale des titres sécurisés ([ANTS](#))” you must obtain standard French number plates. Please contact the [Mobility Centre](#) for details of the procedure to follow.

*[Bureau de douane de Ferney-Voltaire](#), tel.: 09 70 27 31 83

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.

3.4.a If you reside 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: <http://www.cagi.ch/fr/logement.php>
[Information sheet of the Swiss Mission on the diplomatic clause](#)

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: https://cds.cern.ch/record/2233191/files/Housing_En%20-%20CANTON%20GENEVE.pdf

3.4.b If you reside 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: http://cds.cern.ch/record/1995623/files/Housing_Fr.pdf

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

3.5.a In Switzerland

You can obtain a [certificate](#) that will make the formalities easier, from the Office cantonal de la population et des migrations de Genève (<https://www.ge.ch/document/ocpm-formulaire-annonce-depart>) or the Contrôle de l'habitant de la commune dans le canton de Vaud (<https://www.vd.ch/prestation/annoncer-son-changement-dadresse-au-contrôle-des-habitants>) if you have announced voluntarily your arrival to these services.



The main bodies to contact are the following (see “[Useful addresses](#)” section at the end of this brochure):

- Swisscom
- your mobile telephone provider
- Serafe (radio-television licence fee)
- *Services Industriels de Genève*

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 that you do not need to contact the Swiss Permanent Mission, as CERN communicates with them directly.

3.5.b In France

The main bodies to contact are the following (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 87 € for 6 months or 150 € for 12 months: <https://www.service-public.fr/particuliers/vosdroits/R14213>

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

3.7.a In Switzerland

If you wish to retain an account in this country, 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.

3.7.b In France

If you wish to retain an account in this country, 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 one of this country and not retaining an account there.

3.8 Taxes

3.8.a 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 the internal tax annual certificate. You should thus consult the document describing departure procedures which includes details of “[How to obtain your internal tax annual certificate](#)”. In any event, you must comply with national tax legislation.

For any additional information, you can contact the Internal Tax Service (HR-Internal-tax@cern.ch) or consult the information on the following website: <https://admin-eguide.web.cern.ch/en/procedure/income-taxation-overview>

3.8.b Other information

When you leave CERN, your need to review your new tax situation.



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

3.9.a 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, irrespective of your nationality, you will be required to



contribute to the AVS/AI/APG¹ social security system until you reach the retirement age in Switzerland (64 years old for women and 65 years old for men).

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 provident scheme.

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 (see details in the [“Useful addresses”](#) section) for an individual exemption from the basic health insurance scheme.

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

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)



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.

Please note that pensioners who decide to continue residing in Switzerland can obtain further information from the [Social Affairs Service](#).

3.9.b 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.

Please note that 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:

http://www.cleiss.fr/docs/regimes/regime_france/an_index.html

3.9.c 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). If you are registered with your consulate at your arrival, you are also advised to contact them 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.

3.10.a 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 at least 4 months 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 légitimation* for a further three months after the end of their contract. During the courtesy period, members



of the personnel with diplomatic status lose the right to customs privileges and, in addition to the duty-free fuel cards they must return, they no longer have access to the Duty Free Store and can no longer import royalty-free goods.

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.

For more information:

<https://www.eda.admin.ch/missions/mission-onu-geneve/en/home/manual-regime-privileges-and-immunities/introduction/manual-stay/staying-end-functions.html>

In 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. Currently the same conditions apply to all citizens of member states of the EU-27/EFTA.

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:

-https://www.ge.ch/parcourir#arriver_a_geneve_sinstaller_partirsejour_et_travail

-<https://www.ge.ch/demander-permis-travail>

-<https://www.sem.admin.ch/sem/en/home.html>

EU27: 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, Slovakia, Slovenia, Spain, and Sweden.

EFTA: Iceland, Lichtenstein, Norway, Switzerland.

3.10.b In France

In the case of pensioners:

- nationals of the 27 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).

- 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.

- Non-European nationals who wish to settle in France at the end of their duties must apply for a residence permit from the prefecture of their domicile (see <https://lannuaire.service-public.fr/navigation/prefecture>) at least two months before the end of their duties, as delays in obtaining an appointment can be important.

In the case of people in employment:

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

For more information: <https://www.service-public.fr/particuliers/vosdroits/F17556>

3.10.c In other Member States

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

http://europa.eu/youreurope/citizens/residence/index_fr.htm

3.11 Miscellaneous

3.11a 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.

3.11.b Schools

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



3.11.c 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.

3.11.d Private household employee in Switzerland

After the end of your contract, your private household employee can no longer work for you. You must terminate their employment contract by this date in accordance with the terms and conditions laid down in the "*Ordonnance sur les domestiques privés du 6 juin 2011*" (Private Household Employees Ordinance of 6 June 2011), for Switzerland*.

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

* <https://www.eda.admin.ch/content/missions/mission-onu-geneve/fr/home/activites-etat-hote/introduction/privaten-hausangestellten-verordnung.html>

3.11.e 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

<https://www.ge.ch/affiliation-obligatoire-caisse-assurance-maladie>

II. Office cantonal de la population et des migrations

Route de Chancy 88

1213 Onex



Service étrangers : +41 22 546 47 95

<https://www.ge.ch/organisation/office-cantonal-population-migrations-ocpm>

III. Administration fiscale cantonale

Rue du Stand 26

Case postale 3937

1211 Geneva 3

Tel. 022 546 94 00

<https://www.ge.ch/organisation/direction-generale-administration-fiscale-cantonale>

IV. Caisse genevoise de compensation

Rue des Gares 12

Case postale 2696

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 Geneva 2

Tel. 022 546 36 66

<https://www.ge.ch/organisation/office-cantonal-emploi-oce>

VI. Office cantonal des véhicules (OCV)

Route de Veyrier 86

1227 Carouge

Tel. 022 388 30 30

<https://www.ge.ch/organisation/office-cantonal-vehicules-ocv>



VII. Services Industriels de Genève

Service Clients SIG

Case postale 2777

1211 Geneva 2

Tel. 0844 800 808

<http://www.sig-ge.ch>

VIII. SERAFE AG

8010 Zurich

info@serafe.ch

<https://www.serafe.ch/fr/>

IX. Swisscom

<http://www.swisscom.ch/fr/clients-privés.html>

X. ASLOCA-GENEVE

Rue du Lac 12

Case postale 6150

1211 Geneva 6

Tel. 022 716 18 00

<https://www.asloca.ch/geneve>

4.2 Canton of Vaud

I. Office vaudois de l'assurance maladie (OVAM)

Ch. de Mornex 40

1014 Lausanne

Tel. 021 557 47 47

<https://www.vd.ch/sante-soins-et-handicap/assurance-maladie/subside-a-lassurance-maladie>



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

<https://www.vd.ch/etat-droit-finances/impots>

IV. Caisse cantonale vaudoise de compensation

Rue des Moulins 3

1800 Vevey

Tel. 021 964 12 11

<http://www.caisseavsvaud.ch/>

V. Service de l'emploi

Rue Caroline 11

1014 Lausanne

<https://www.vd.ch/deiep/dgem>

VI. Service des automobiles et de la navigation - Centre régional de Nyon

Ch. Du Bochet 8

1260 Nyon

Tel. 022 557 52 90

<http://www.vd.ch/themes/mobilite>

VII. Services Industriels de Nyon

Rte de Champ-Colin 6



CP 2614

1260 Nyon 2

Tel. 022 316 45 00

<http://www.nyon.ch/fr/officiel/services-offices/services-industriels-776-3912>

VIII. SERAFE AG

8010 Zurich

info@serafe.ch

<https://www.serafe.ch/fr/>

IX. Swisscom

<http://www.swisscom.ch/fr/clients-prives.html>

X. ASLOCA-VAUD

Adresse voir selon section régionale : <https://www.asloca.ch/vaud/>

Tel. 0840 17 10 07

4.3 In France (Departement 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

<https://www.ain.gouv.fr/>



III. Centre des finances publiques

Service des impôts des particuliers

11, Rue Ampère

01200 Bellegarde-sur-Valserine

Tel. 04 50 56 69 40

<https://lannuaire.service-public.fr/auvergne-rhone-alpes/ain/sip-01033-01>

<http://www.impots.gouv.fr>

IV. CARSAT

Agence retraite de Bourg-en-Bresse

15 avenue du Champ de Foire

CS 80263

01061 BOURG-EN-BRESSE

<https://www.carsat-ra.fr/home.html>

V. Pôle Emploi Agence Thoiry

348 avenue du Mont-Blanc

CS 90558

01710 Thoiry

Tel. 3949 ou +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

Tel. +33 969 32 15 15 from Switzerland / +33 969 36 63 83 from abroad

<http://www.edf.fr>

VII. Electricity and gas providers

Portail Énergie Info : <http://www.energie-info.fr/>



VIII. Orange (formerly France Télécom)

20, rue Voltaire

01210 Ferney-Voltaire

Tel. 0 800 01 10 14

Tel. + 33 675 05 2000 from Switzerland

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

<https://adil01.org>

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 30^e Régiment d'Infanterie

BP 2332

74034 Annecy

Tel. 04 50 33 60 00

<http://www.haute-savoie.pref.gouv.fr/>

III. Centre des finances publiques

Service des impôts des particuliers

Cité administrative

7 Rue Dupanloup

74040 Annecy Cedex



Tel. 04 50 88 42 25

http://annuaire.service-public.fr/services_locaux/rhone-alpes/haute-savoie/sip-74010-01.html

<http://www.impots.gouv.fr>

IV. CARSAT

Agence retraite d'Annecy

159 route de Closon

74330 POISY

<https://www.carsat-ra.fr/>

V. France Travail Annecy, Annemasse, Thonon

Tel. 3949 or +33 1 77 86 39 49

<https://www.francetravail.fr/annuaire/>

VI. Électricité - Gaz de France (EDF - GDF)

Tel. 0 810 74 74 00

Tel. +33 969 32 15 15 from Switzerland / +33 969 36 63 83 from abroad

<http://www.edf.fr>

VII. Electricity and gas providers

Portail Énergie Info: <http://www.energie-info.fr>

VIII. Orange (formerly France Télécom)

17 rue Carnot

74000 Annecy

Tel. 0 800 01 10 14

+33 675 05 2000 from Switzerland

Portail <http://agence.orange.fr/>



IX. ADIL de Haute-Savoie

4, avenue de Chambéry

74000 Annecy

Tel. 04 50 45 79 72

<https://www.adil74.org/>

