Unemployment insurance scheme

Guidelines

HR-CBS-B

2026

SUMMARY

- CERN legal framework and how to access relevant information
- Eligibility criteria to receive unemployment benefits
- Benefits included in the unemployment scheme
- Unemployment allowance calculation (deduction of End of Contract (EoC) indemnity)
- Required documents and deadlines
- Unemployment service contact
- Frequently Asked Questions

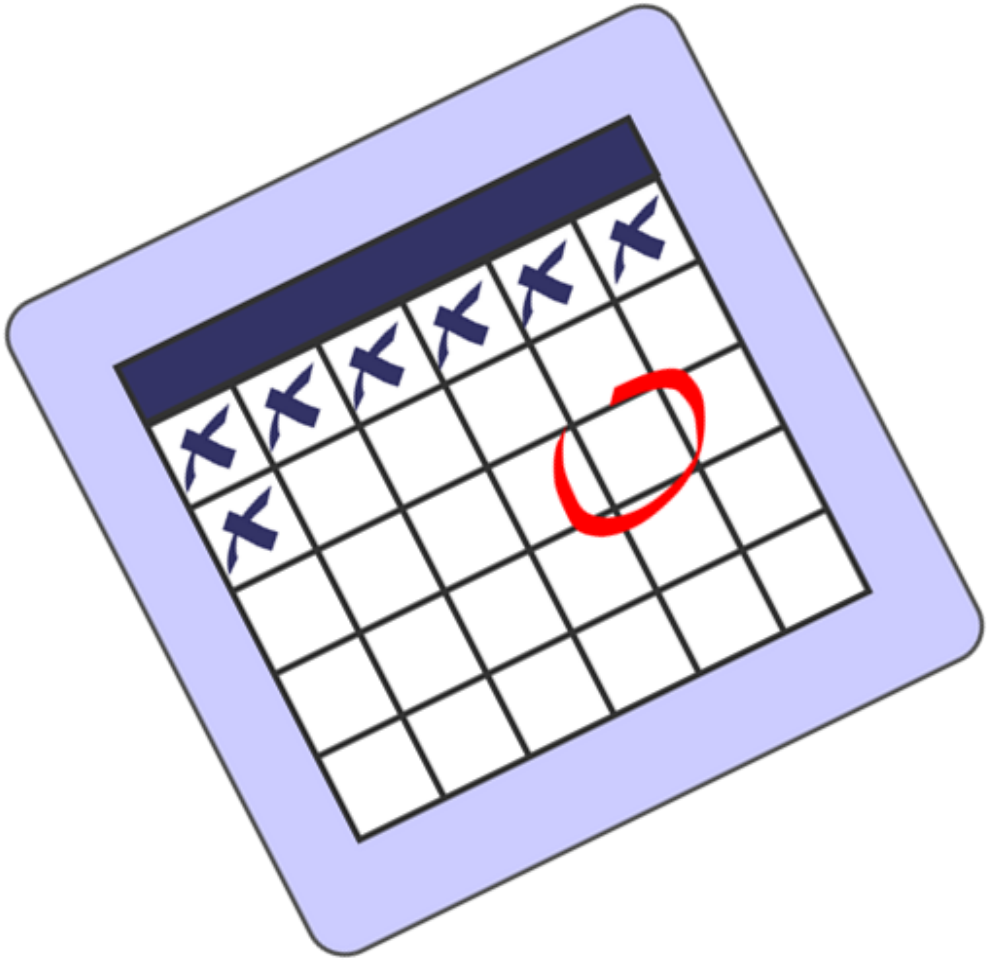
FOREWORD

N.B.: **The unemployment insurance scheme applies only to staff members. Graduates and Fellows are not eligible.**

If you are eligible and need CERN's unemployment benefits:

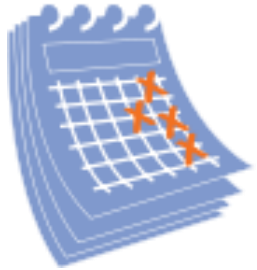
- Contact HR unemployment service (HR.unemployment@cern.ch) 2-3 months before the end of your contract. HR will prepare your calculations and inform you of the procedure.
- You must reside legally in the country where you will register as a job-seeker. Therefore:
  - It is your sole responsibility to have a valid residence and a work permit.
  - It can be a lengthy process: please contact the national unemployment office in advance to understand their requirements and start the process on time.
  - CERN's Cards Service is available to answer questions concerning the return of the legitimation cards.

CHAPTER - I



BEFORE

THE END OF THE CONTRACT



FIRST STEPS - future unemployed

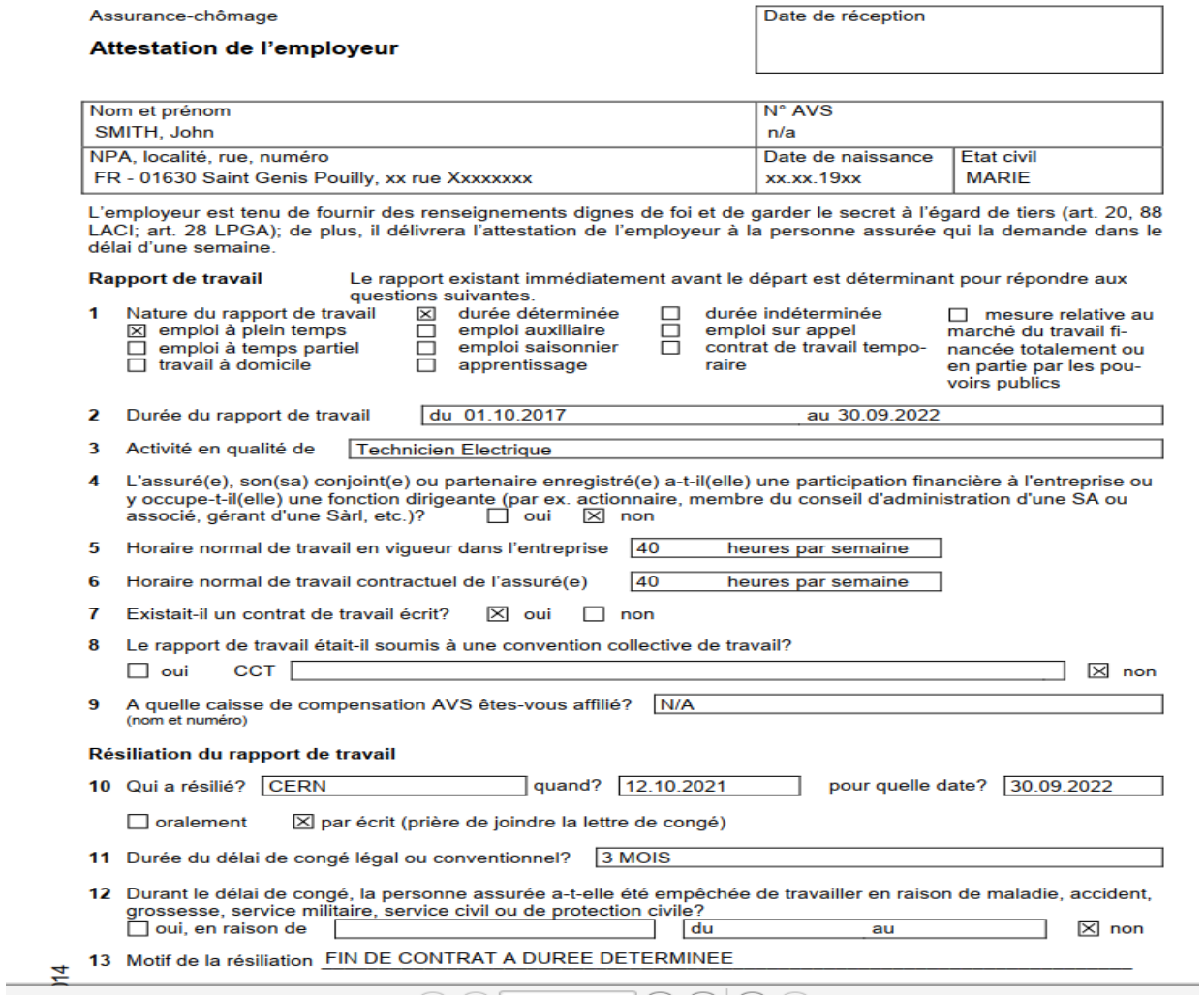
1. **Read the Administrative Circular no. 4 and the procedure available in the Admin e-guide**

2. **If you need a residence permit after your CERN contract, contact:**
   a. The Immigration Services of the country where you will reside during unemployment
   b. CERN cards service **Cards.Service@cern.ch**

3. **Send an email to HR.Unemployment@cern.ch to request:**
   a. A meeting (in person or remote) providing you information on your rights and obligations
   b. Calculation of your unemployment benefits

HR Unemployment team

1. Will provide you with a certificate to register as a job-seeker



Assurance-chômage

Attestation de l'employeur

Date de réception

Nom et prénom	N° AVS	
SMITH, John	n/a	
NPA, localité, rue, numéro	Date de naissance	Etat civil
FR - 01630 Saint Genis Pouilly, xx rue Xxxxxxxx	xx.xx.19xx	MARIE

L'employeur est tenu de fournir des renseignements dignes de foi et de garder le secret à l'égard de tiers (art. 20, 88 LACI; art. 28 LPGA); de plus, il délivrera l'attestation de l'employeur à la personne assurée qui la demande dans le délai d'une semaine.

Rapport de travail Le rapport existant immédiatement avant le départ est déterminant pour répondre aux questions suivantes.

1 Nature du rapport de travail
☒ emploi à plein temps ☐ emploi à temps partiel ☐ travail à domicile
☐ durée déterminée ☐ emploi auxiliaire ☐ emploi saisonnier ☐ apprentissage
☐ durée indéterminée ☐ emploi sur appel ☐ contrat de travail temporaire
☐ mesure relative au marché du travail financée totalement ou en partie par les pouvoirs publics

2 Durée du rapport de travail du 01.10.2017 au 30.09.2022

3 Activité en qualité de Technicien Electrique

4 L'assuré(e), son(sa) conjoint(e) ou partenaire enregistré(e) a-t-il(elle) une participation financière à l'entreprise ou y occupe-t-il(elle) une fonction dirigeante (par ex. actionnaire, membre du conseil d'administration d'une SA ou associé, gérant d'une Sàrl, etc.)? ☐ oui ☒ non

5 Horaire normal de travail en vigueur dans l'entreprise 40 heures par semaine

6 Horaire normal de travail contractuel de l'assuré(e) 40 heures par semaine

7 Existait-il un contrat de travail écrit? ☒ oui ☐ non

8 Le rapport de travail était-il soumis à une convention collective de travail?
☐ oui CCT ☒ non

9 A quelle caisse de compensation AVS êtes-vous affilié? N/A
(nom et numéro)

Résiliation du rapport de travail

10 Qui a résilié? CERN quand? 12.10.2021 pour quelle date? 30.09.2022
☐ oralement ☒ par écrit (prière de joindre la lettre de congé)

11 Durée du délai de congé légal ou conventionnel? 3 MOIS

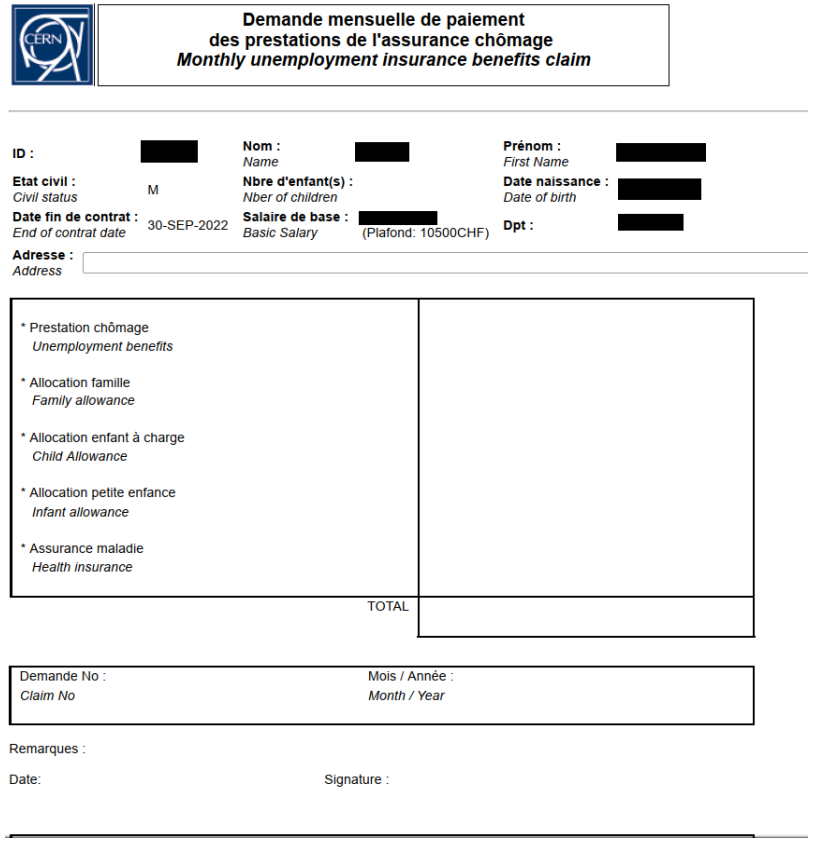
12 Durant le délai de congé, la personne assurée a-t-elle été empêchée de travailler en raison de maladie, accident, grossesse, service militaire, service civil ou de protection civile?
☐ oui, en raison de du au ☒ non

13 Motif de la résiliation FIN DE CONTRAT A DUREE DETERMINEE

14

HR Unemployment team

2. Will provide you with relevant forms



Demande mensuelle de paiement
des prestations de l'assurance chômage
Monthly unemployment insurance benefits claim

ID : [redacted] **Nom :** *Name* [redacted] **Prénom :** *First Name* [redacted]

Etat civil : *Civil status* M **Nbre d'enfant(s) :** *Nber of children* **Date naissance :** *Date of birth* [redacted]

Date fin de contrat : *End of contrat date* 30-SEP-2022 **Salaire de base :** *Basic Salary* [redacted] (Plafond: 10500CHF) **Dpt :** [redacted]

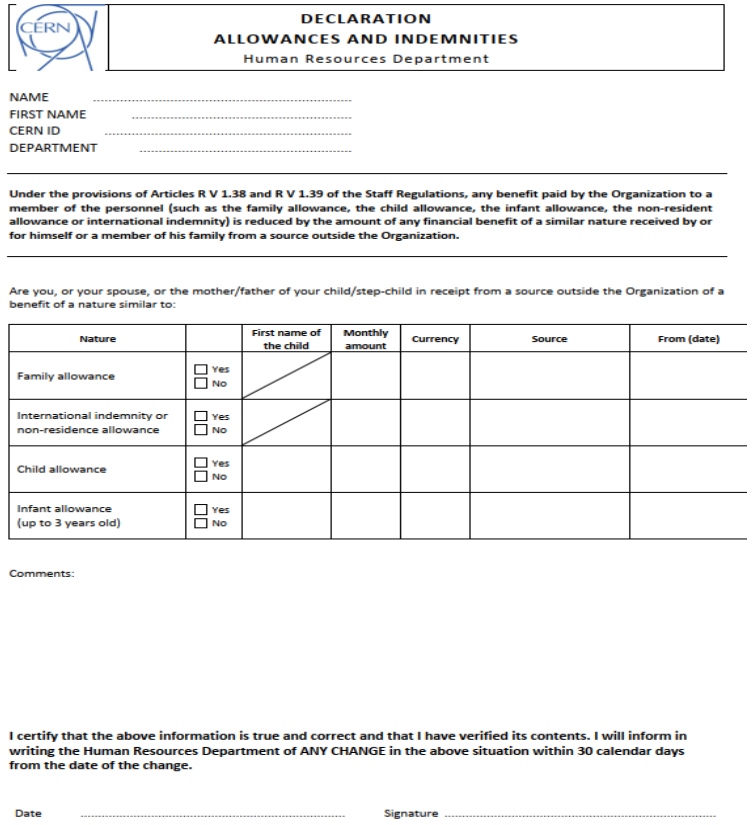
Adresse : *Address*

* Prestation chômage *Unemployment benefits*	
* Allocation famille *Family allowance*	
* Allocation enfant à charge *Child Allowance*	
* Allocation petite enfance *Infant allowance*	
* Assurance maladie *Health insurance*	
TOTAL	

Demande No : *Claim No* — Mois / Année : *Month / Year*

Remarques :

Date: Signature :



DECLARATION
ALLOWANCES AND INDEMNITIES
Human Resources Department

NAME .....
FIRST NAME .....
CERN ID .....
DEPARTMENT .....

Under the provisions of Articles R V 1.38 and R V 1.39 of the Staff Regulations, any benefit paid by the Organization to a member of the personnel (such as the family allowance, the child allowance, the infant allowance, the non-resident allowance or international indemnity) is reduced by the amount of any financial benefit of a similar nature received by or for himself or a member of his family from a source outside the Organization.

Are you, or your spouse, or the mother/father of your child/step-child in receipt from a source outside the Organization of a benefit of a nature similar to:

Nature		First name of the child	Monthly amount	Currency	Source	From (date)
Family allowance	☐ Yes ☐ No					
International indemnity or non-residence allowance	☐ Yes ☐ No					
Child allowance	☐ Yes ☐ No					
Infant allowance (up to 3 years old)	☐ Yes ☐ No					

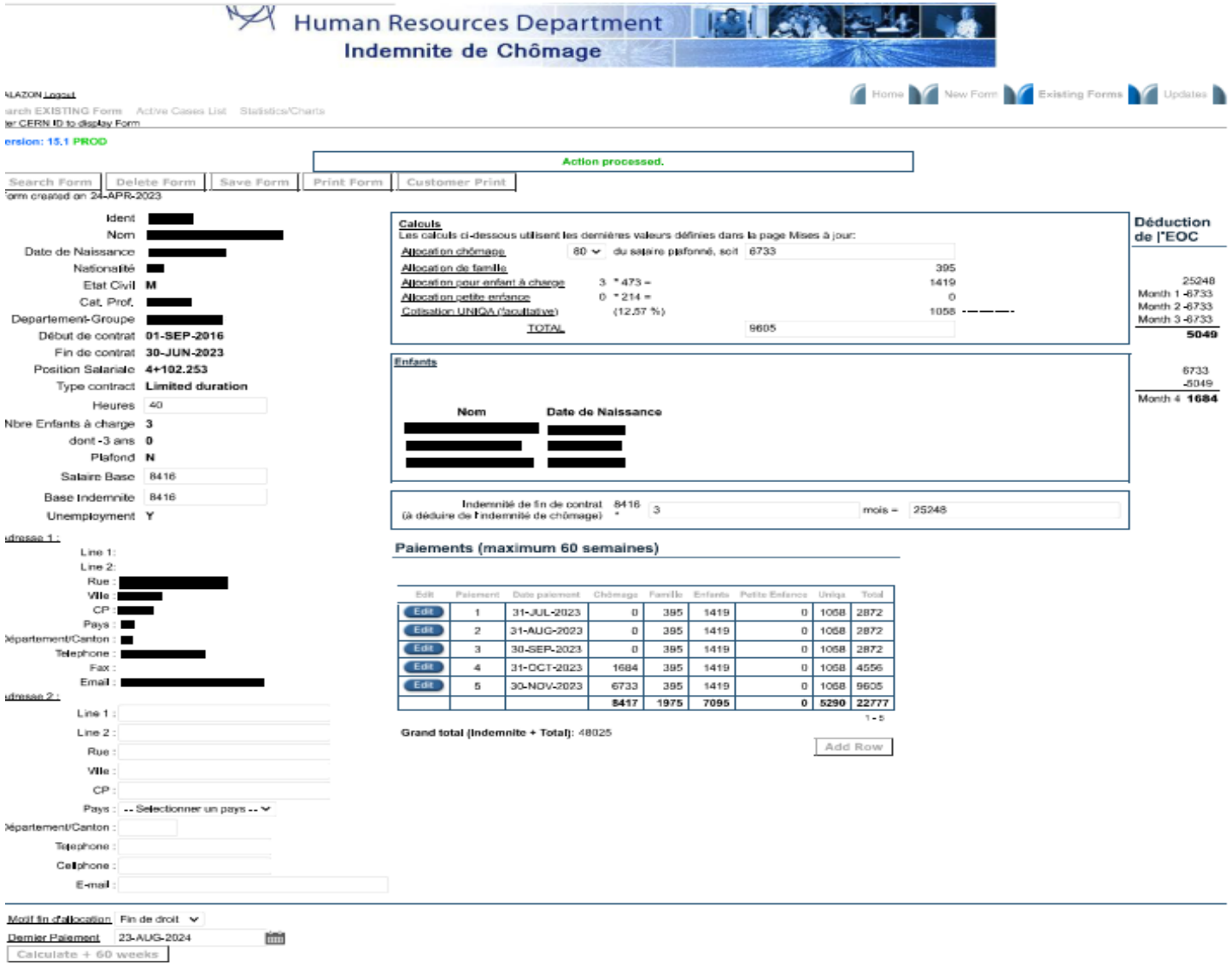
Comments:

I certify that the above information is true and correct and that I have verified its contents. I will inform in writing the Human Resources Department of ANY CHANGE in the above situation within 30 calendar days from the date of the change.

Date ..... Signature .....

HR Unemployment team

3. Will provide you with your calculations



HR Unemployment team

4. Will explain to you how the End of Contract (EoC) indemnity is deducted from the unemployment allowances

Ident	
Nom	
Date de Naissance	
Nationalité	
Etat Civil	
Cat. Prof.	
Departement-Groupe	
Début de contrat	
Fin de contrat	**28-FEB-2025**
Position Salariale	
Type contract	**Limited duration**
Heures	40
Nbre Enfants à charge	**0**
dont -3 ans	**0**
Plafond	**N**
Salaire Base	8001
Base Indemnite	8001
Unemployment	**Y**

Motif fin d'allocation: Fin de droit

Dernier Paiement: 24-APR-2026

Calculate + 60 weeks

Calculs

Les calculs ci-dessous utilisent les dernières valeurs définies dans la page Mises à jour:

Allocation chômage	80	du salaire plafonné, soit	6401
Allocation de famille			403
Allocation pour enfant à charge	0	* 482 =	0
Allocation petite enfance	0	* 218 =	0
Cotisation UNIQA (facultative)		(12.57 %)	1006
TOTAL			7810

Indemnité de fin de contrat (à déduire de l'indemnité de chômage): 8001 * 4 mois = 32004

Déduction de l'EOC

32004
Month 1 -6401
Month 2 -6401
Month 3 -6401
Month 4 -6401
6400

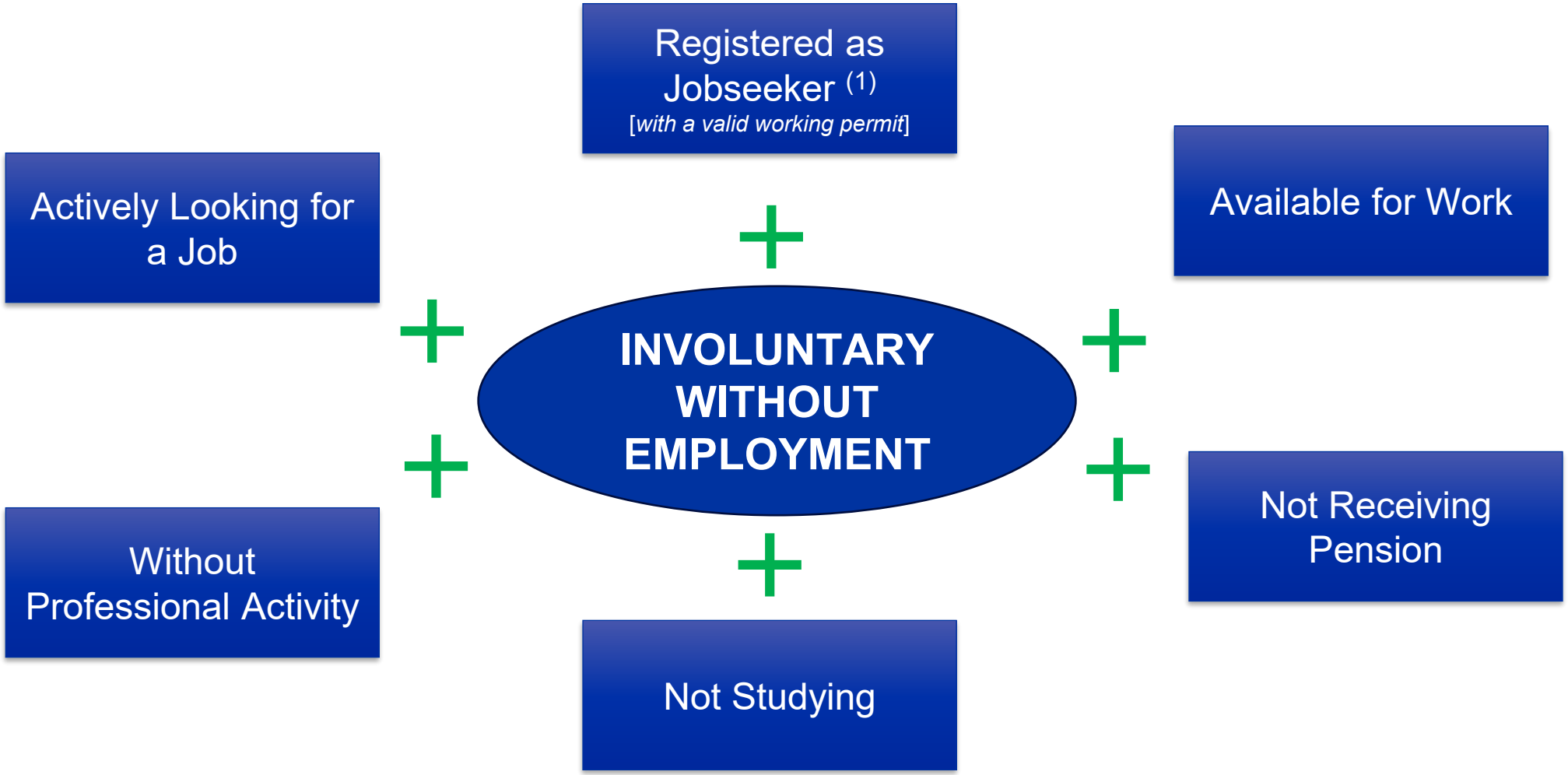
6401
-6400
Month 5 **1**

Paiements

	Edit	Paiement	Date paiement	Chômage	Famille	Enfants	Petite Enfance	Uniqa	Total
☐	Edit	1	31-MAR-2025	0	403	0	0	1006	1409
☐	Edit	2	30-APR-2025	0	403	0	0	1006	1409
☐	Edit	3	31-MAY-2025	0	403	0	0	1006	1409
☐	Edit	4	30-JUN-2025	0	403	0	0	1006	1409
☐	Edit	5	31-JUL-2025	1	403	0	0	1006	1410
☐	Edit	6	31-AUG-2025	6401	403	0	0	1006	7810
☐	Edit	7	30-SEP-2025	6401	403	0	0	1006	7810
☐	Edit	8	31-OCT-2025	6401	403	0	0	1006	7810
☐	Edit	9	30-NOV-2025	6401	403	0	0	1006	7810
☐	Edit	10	31-DEC-2025	6401	403	0	0	1006	7810
☐	Edit	11	31-JAN-2026	6401	403	0	0	1006	7810
☐	Edit	12	28-FEB-2026	6401	403	0	0	1006	7810
☐	Edit	13	31-MAR-2026	6401	403	0	0	1006	7810
☐	Edit	14	24-APR-2026	5121	322	0	0	805	6248
				56330	**5561**	**0**	**0**	**13883**	**75774**

1 - 14

Eligibility Conditions



(1) *According to the rules of the competent unemployment insurance authorities*

Benefits (summary)

UNEMPLOYMENT ALLOWANCE

\+ 70% or 80% of BASIC SALARY [or of max 10500 CHF] − NATIONAL UNEMPLOYMENT ALLOWANCE (if any) − END OF CONTRACT INDEMNITY *[until neutralisation]*

FAMILY ALLOWANCES

\+ FAMILY ALLOWANCE + DEPENDENT CHILD ALLOWANCE + INFANT ALLOWANCE − ALLOWANCES FROM EXTERNAL SOURCES (if any)

INSURANCE

\+ HEALTH INSURANCE

How it is calculated

UNEMPLOYMENT

- **Last basic salary (ceiling 10’500 CHF)**
- **70% of last basic salary or of ceiling (if no family allowance)**
- **80% of last basic salary or of ceiling (if family allowance)**

END OF CONTRACT INDEMNITY * (if applicable)

- **½ month of basic salary per completed year of work**
- **Pro rata calculation if part-time / unpaid leave**
- **Neutralised with unemployment allowance**

EXAMPLE

Basic salary of 7385 CHF and a contract indemnity of 18463 CHF with contract termination on 31 March.

Month	**Unemployment allowance (1)**	Family allowance	Child allowance	CHIS contribution (2)	CERN Payment
April	0	401	479	928	1808
May	0	401	479	928	1808
June	0	401	479	928	1808
July	5169	401	479	928	6977
from August onwards	5908	401	479	928	7716

Unemployment benefit = 80% of the last basic salary --> 5908 CHF/month

(1) Deduction of the end of contract indemnity --> thus, -5908 -5908 -5908 -739 = -18463 CHF

(2) CHIS subscription (12.57% of last basic salary) to be paid by the staff member and is reimbursed by CERN with unemployment.

** End of contract indemnity is subject to internal taxation*

CHIS (CERN Health Insurance Scheme)



- **Membership is optional.**
- **The coverage remains unchanged.**
- **If you wish to apply for CHIS membership, you must contact UNIQA (uniqa@cern.ch):**
  - within 45 days before the end of your contract
  - within 30 days after the end of your contract (NB: membership cannot be requested after this deadline)
- **You pay the premium in advance and then you are reimbursed, upon proof of payment, with the unemployment claim.**
- **If you cancel your CHIS membership, the decision is irrevocable and you will not be able to reapply.**
- **Any supplementary contributions paid for your spouse/partner are not reimbursed.**
- **If your spouse/partner is also insured with UNIQA under a CERN contract, you will become a subsidiary member.**

Document U1 (formerly E 301)

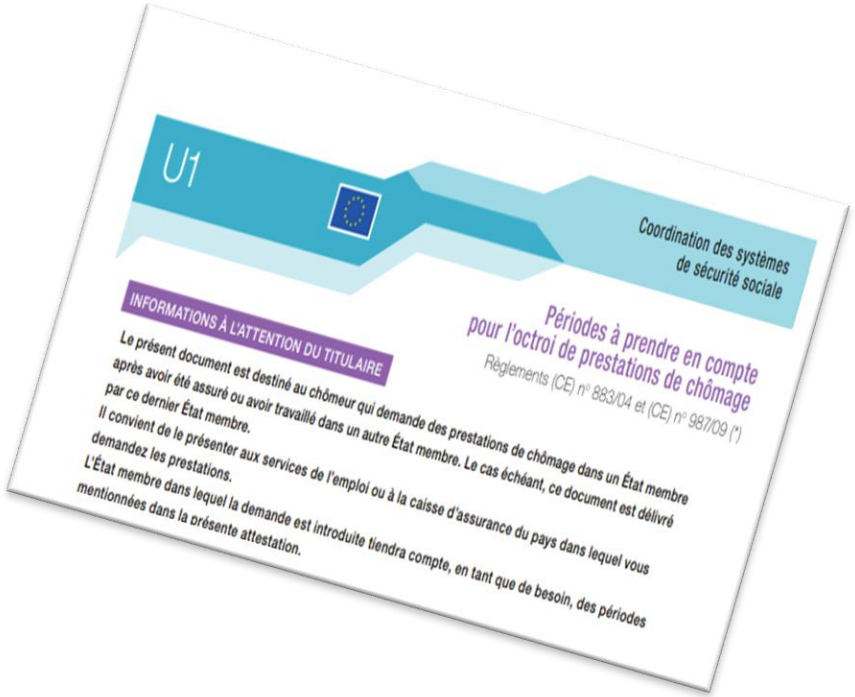
- **This document reflects the social contributions paid by the employers on behalf of their employees in a given country.**

- **The document U1 is meant for cross-border workers.**

…..But….

- **As CERN is an International Organisation, it has its own regime.**

- **Therefore, CERN <u>cannot</u> issue the U1 document.**
  - CERN will provide you with a certificate of employment (“Attestation de l’employeur”)



Payments

- **WHEN: At the end of each month (from the 25th onwards) upon submission of documents (see the required *list of documents*). No advance payment will be made.**

  NB: the last month's payment is calculated on a pro rata basis

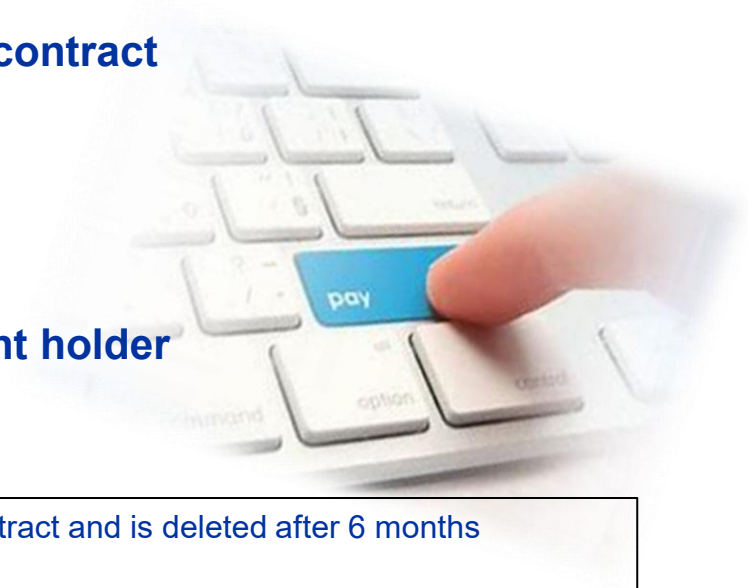
- **HOW LONG: A maximum of 60 consecutive weeks following the end of your contract**

  NB: no extensions are possible

- **CURRENCY: in CHF only**

- **WHERE: To any bank account that accepts CHF, provided you are the account holder**

- **TAXABLE: unemployment allowances are taxable at the national level**



Member of the personnel's computer account is automatically closed two months after termination of their contract and is deleted after 6 months (cf. Resources Lifecycle).

Before leaving CERN, members of the personnel must link their CERN identity to a personal account such as Google, Facebook, LinkedIn etc. This will provide the member with an alternative authentication method for once they have left and their CERN account has been deleted. This will allow them to access, among other things, their annual internal taxation certificate or the CERN Alumni network. The KB0008305 – How to link personal accounts to your CERN user details the different steps of the process

If members of the personnel don't have any Google or Facebook account, for example, they must create a "Guest account" following the steps mentioned in the KB0007539 - Logging into CERN Single Sign-On with a Guest (or Lightweight) account and then link it to their CERN account.

CHAPTER - II



AFTER

THE END OF THE CONTRACT



TO DO LIST

- Make sure you obtain a residence and work permit, if applicable
- Register with the national unemployment office of the country where you reside during your unemployment period
- Apply for national unemployment benefits as soon as possible
- Search for a job and submit applications
- Gather the required documentation (see the list on the next slide) for CERN's benefits



Documentation to obtain CERN's benefits

- Registration at the national unemployment office
- Official letter confirming entitlement to national unemployment benefits
- Monthly justification of unemployment, dated from the 25th onwards
- Proof of executed payment of the insurance premium
- School certificate for children aged 20 or older
- Documents proving allowances from an external source, if applicable

Some competent national authorities

Countries	Inscription unemployment	Unemployment benefits
France	France Travail	France Travail
Switzerland	ORP / RAV	Caisse de chômage
Other countries	Centro per l'impego, Centro de Emprego, INEM, Bundesagentur für Arbeit, Arbeitsmarktservice, JobCentre, NAV	DWP, SEPE, ISS, INPS, NAV



SEND E-MAIL TO CERN
[First month after the end of the contract]

- **Between the 25th and 30th of the first month after contract termination**
  - The job-seeker sends an email to HR.Unemployment@cern.ch to apply for the unemployment benefits.

- **The email should include the following PDF files :**
  - Monthly request form, completed in full, dated and signed
  - Document of registration at the national unemployment office
  - Letter confirming your entitlement to the national unemployment benefits
  - Proof of continued unemployment (dated as of the 25th of the month)
  - Evidence of insurance subscription and proof of the executed payment of the insurance premium
  - Family declaration, completed in full, dated and signed, if applicable
  - Dependent child form completed and certificate of studies for children aged 20 years or older, if applicable



SEND E-MAIL TO CERN
[following months / each month]

- **As of the 25th day of each following month**
  - Job-seeker sends an email to HR.Unemployment@cern.ch to apply for the unemployment benefits.
- **The email should include the following PDF files:**
  - Monthly request form, completed in full, dated and signed
  - Proof of continued unemployment (dated as of the 25th day of the month)
  - Proof of payment of the insurance premium
  - …. and any additional document, only in case of change:
    - Family declaration, completed in full, dated and signed,
    - Dependent child form completed and certificate of studies for children aged 20 years or older
    - Other changes (if applicable)

Notify HR.Unemployment@cern.ch as soon as you find a new job and specify the starting date

REMINDER

Even if your entitlement is 0 CHF during the first few months of unemployment due to the deduction of your End of Contract Indemnity:

- You have only **30 DAYS AFTER THE END OF YOUR CONTRACT** to obtain and submit all the required documents to HR.Unemployment@cern.ch.
- If the paperwork is not completed within the established timeframe, **YOU MAY LOSE THE RIGHT TO UNEMPLOYMENT BENEFIT**.
- Future ex-staff members should contact the HR-Unemployment team **BEFORE** the end of their contracts.

Please contact the HR Unemployment Service at HR.Unemployment@cern.ch for any support

N.B.: In order to carry out its role of controlling beneficiaries' rights, the Unemployment service may contact the issuer of a supporting document to check the accuracy of its content. They may also ask an external service for any information regarding a situation that needs further clarification.
Privacy Notice of the CERN Unemployment Insurance Scheme: Unemployment: Treatment of benefits and advice


Frequently Asked Questions

FAQ - DEADLINES

1. When should I contact HR Unemployment to start the procedure?

- You are advised to contact HR unemployment 2 to 3 months before the end of your contract. If you reach out earlier, your situation (e.g. salary indexation or increase, family changes,etc.) and the procedure may change in the meantime.

2. What happens if I did not register within the 30 days deadline following the end of my contract?

- You must contact HR unemployment as soon as possible to explain your situation. You will be required to provide a written justification for the delay.

3. If I subscribe to UNIQA for 60 weeks of unemployment, can I stop it at any time?

- Yes, but you must contact UNIQA to check applicable deadlines. UNIQA is the administrator of CERN's health insurance scheme - CHIS - and follows its own timeline.

4. When should I claim for the first time?

- Between the 25th and the end of the month following the end of my contract. CERN unemployment benefits are paid upon request, provided that proof of job-seeker registration with the national authorities is submitted. Unemployment justifications dated before the 25th of the month are not accepted.

FAQ - ELIGIBILITY

5. I will not have a work permit in the country where I would like to reside during unemployment.

- You will not be eligible for CERN's unemployment benefits.

6. Can I receive unemployment benefits if I am studying full time?

- No, to be eligible, you must be actively looking for a job and available for work. However, short-term trainings provided by national job-seeker agencies might be considered. You will need to submit your request to HR unemployment service for review.

7. I have a start-up company, but I have no income yet. Am I eligible for CERN's unemployment benefits?

- No, in order to be eligible for unemployment benefits, you must be actively looking for a job and available for work.
  (According to the criteria listed in paragraph 3 of the Administrative Circular no. 3)

8. I have found an internship. Will I be eligible to CERN's unemployment benefits?

- No, in order to be eligible for unemployment benefits, you must be actively looking for a job and available for work.
  (According to the criteria listed in paragraph 3 of the Administrative Circular no. 3)

9. What happens if I find a short-term contract or if the probation period of a new contract is terminated during the 60-week period?

- If you are involuntarily without a job within this period, CERN's unemployment benefits may be resumed with the same registration procedure and initial expiration date.

FAQ - PAYMENTS

10. Can I continue to receive CERN's unemployment benefits if my registration with the national unemployment authorities is cancelled?

- No. Beneficiaries who are no longer registered with the competent unemployment insurance authorities (for reasons other than illness, maternity, or the circumstances described in Question 9) are not eligible for readmission to CERN's unemployment insurance scheme if the cancellation results from non-compliance with active job-search requirements or failure to meet any other conditions imposed by the national unemployment authorities.

11. It appears that I am entitled to national benefits. Can I renounce them?

- No, you cannot renounce your national unemployment rights in order to receive CERN unemployment benefits. You must first receive the national unemployment benefit, after which CERN will top up the difference.

12. When will I get the monthly benefit?

- At the end of the month. CERN unemployment benefits are paid upon receipt of proof of registration as a job-seeker with the national authorities. Unemployment justifications dated before the 25th of the month will not be accepted. The payment will be processed approximately one week after submitting a complete request.

13. I have found a job with a lower income than my unemployment benefits. Will CERN top-up my salary ?

- No, CERN does not provide salary top-ups if your new income is lower than your unemployment benefits.

FAQ - PROCEDURE

14. What will happen if I have not found a job after the 60-week period ?

- Unemployment benefits are limited to a maximum of 60 consecutive weeks. No extension is granted, including in cases of maternity, sickness etc.. The CERN unemployment scheme will end after 60 weeks. You should contact the unemployment service in your country of residence.

15. I have found a job but there is a gap between the end of my contract with CERN and the start of my new contract. What should I do?

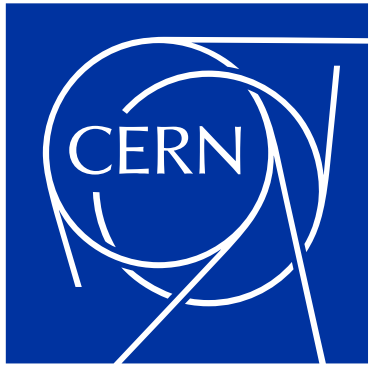
- If you wish to benefit from CERN's unemployment scheme during this gap, you must follow the procedure and be registered as a job-seeker with the national unemployment authorities.

16. Can I move to another country during the 60-week period?

- To remain eligible for unemployment benefits eligibility in your new country of residence, you will need to:
  - Re-register as a job seeker with the new national unemployment authorities, and
  - provide all required documents from the first month.

17. What happens if my family situation changes during the 60-week period?

- You must declare any change in your family situation to HR Unemployment within 30 days,
  - Provide supporting documents,
  - Your allowance(s) will then be adjusted accordingly, if applicable.



home.cern