



Commission
européenne

Paymaster's Office
Termination of service
of temporary and contract staff members and
accredited parliamentary assistants
Practical Guide
2017

FOREWORD

If you have a question for the PMO, use the

[PMO CONTACT](https://ec.europa.eu/pmo/contact/en/domains)

application:

<https://ec.europa.eu/pmo/contact/en/domains>

This guide is intended for temporary and contract staff and accredited parliamentary assistants who are preparing to leave the service but are not retiring¹ or being recruited² on a new contract in the EU institutions, bodies or offices (hereafter 'the EU institutions').

If you are in this position, this guide will tell you about the administrative steps you need to take so that your financial entitlements in the EU institutions can be wound up and you can rejoin a national social insurance scheme in a Member State.

This guide should help you understand the procedures to follow in order to:

- obtain the **monthly supplementary unemployment allowance paid under the staff rules** (hereafter 'EU unemployment allowance');
- transfer your **EU pension contributions** to a national/occupational or private pension scheme.

Other financial or legal obligations and allowances may need to be adjusted (paid or reimbursed to/by former staff members) on leaving employment. Such adjustments include :

- unused annual leave or a negative balance of annual leave;
- family allowances;
- medical expenses to be declared or reimbursed;
- the installation allowance, in the event of early departure;
- mission expenses;
- unpaid yearly salary adjustments, the award of a salary step or promotion, etc.;
- compensation in the event of dismissal.

If you will be moving house when you leave the service, the following may also be relevant:

- approval and reimbursement of **removal expenses**;
- reimbursement of **travel expenses**;
- the **resettlement allowance**.

These matters are not all dealt with by a single unit; they need to be settled with the relevant department in the EU institution or agency that employed you.

1 Guides are available for those retiring or leaving on grounds of invalidity. These can be found on the Pensions pages of HR and Administration's MyIntraComm.

2 Staff who are being recruited on a new contract should first contact the administration that is recruiting them in order to establish or retain their individual rights and ensure that any removal and installation expenses are reimbursed if they will be serving in another place of employment.

Before leaving, **remember to hand back:**

- **any equipment or books** you borrowed for carrying out your duties;
- **your special identity card** (and those of family members) and the **EUR number plate** for your car.

We recommend that you keep open the bank account that was used for paying your salary until all your financial entitlements have been paid. You should also communicate **any change in your home address or bank account** to the department responsible for your last salary and, where necessary, to your unemployment manager.

September 2017

In the event of a dispute, only the [Staff Regulations of Officials of the European Union and Conditions of Employment of other servants of the European Union apply](#)³.

Contents

Preamble	5
1. Unemployment allowance	7
1.1 Conditions for receiving an allowance	7
1.2 Duration	8
1.3 Amount	8
1.4 Calculation	8
1.5 Taxation	8
1.6 Supplementary family allowances	9
2. Unemployment allowance forms	9
2.1 Claim for Community unemployment benefit	10
2.2 Monthly EC-FTS form / Sworn statement	10
3. Compiling your file	11
3.1 Within eight days of expiry of the contract	11
3.2 Within 30 days of expiry of the contract	11
3.3 Each month	12
4. Special cases	12
5. Sickness insurance	14
6. Pension contributions	16
6.1 Pensions	16
6.2 Severance grant	16
6.3 Transfer of pension rights	18
7. Other entitlements	18
7.1 Removal and travel expenses	18
7.2 Resettlement allowance	19
7.3 Annual leave not taken or in negative balance	19
7.4 Termination of the contract	19
8. Contacts	21
8.1 Submitting documents	21
8.2 For more information	21
Annexes	22

Preamble

Before reading this guide, you are strongly advised to complete the leaving form sent to you by DG HR before your departure, to ensure that all administrative formalities have been properly completed. If you have not received this form, please request one from the HR B1 DEPARTS mailbox.

If you are on maternity leave when your contract ends, you will receive a salary. Your entitlement to the unemployment allowance will only be dealt with after the end of this period. If you give birth during this period, please send in the birth certificate via [PMO CONTACT](#).

Rejoining a national social security scheme

When contract or temporary staff members and accredited parliamentary assistants leave the service of EU institutions/agencies/offices, they normally also cease to be affiliated to the EU social security scheme and are supposed to join a national social security scheme in a Member State.

So, before departure, you should make sure you have the necessary documents for determining your entitlements in respect of the national social security scheme and the transfer of the amount of your pension rights to another scheme and, where appropriate, your supplementary unemployment allowance. This file will enable you to rejoin a national social security scheme in your place of residence and start a new job.

The documents are:

1. For temporary and contract staff:
 - a. the certificate replacing U1/E301: an employment certificate indicating the period of validity, the reason why the contract ended and the nature of the contract as contract/temporary staff member;
 - b. the career certificate: this document shows periods of service and helps to build up a picture of the staff member's career.

These forms are available for Commission staff members in SYSPER, at the earliest 15 days before the end of the contract, via <https://www.cc.cec/SYSPER2/per/viewHrmforms.do> .

If you have left the service because your contract has expired, this certificate will normally enable you to register as unemployed/as a jobseeker, since your employment ended for reasons beyond your control.

2. For accredited parliamentary assistants: an employment certificate indicating the period and nature of the contract when social security cover was outside the scope of a Member State's national scheme;

3. a certificate of membership of the Joint Sickness Insurance Scheme (JSIS)⁴ to demonstrate the existence of cover for reimbursement of medical expenses (during your contract with the EU institution), to be produced when joining a national scheme so as to avoid serving a qualification period for cover and reimbursement;

all available salary slips pertaining to the period of employment to substantiate and regularise pension rights and family allowances or other salary components received.

You are therefore advised:

- to keep these documents and a copy of your contract(s) and any relevant correspondence, and
- to include them in your employment file with an EU institution at each change of career, on retirement and/or change of social security scheme or type of cover within the scheme.

1. UNEMPLOYMENT ALLOWANCE

The EU unemployment allowance is always **supplementary** to the national unemployment allowance.

Consequently, anyone leaving the service of the EU institutions or agencies must first **register with a national social security scheme before being entitled to EU unemployment allowance.**

- **No later than eight days after your contract ends**, submit a formal application for EU unemployment allowance;
- **Within 30 days of leaving the service: register** as a **jobseeker** who is involuntarily unemployed and apply for national unemployment benefit in the Member State where you decide to establish your residence after your contract expires. You will need to show the two certificates replacing U1/301 and the certificate of service mentioned above.

1.1 Conditions for receiving an allowance⁵

To qualify for an EU unemployment allowance, temporary/contract staff members and parliamentary assistants must fulfil the following conditions:

- they must have completed a minimum of **six** months' service;
- they must not have left the service as a result of resignation/termination of the contract for disciplinary reasons;
- they must not be in receipt of a retirement/invalidity pension;
- they must not have kept up their contributions to a national social security scheme during the period of employment in the EU institution (Article 112 of the CEOS);
- they must be resident in an EU Member State (**regardless of their nationality**);
- they must be without employment and available for work (as confirmed by the relevant national authority).

5 Articles 28a(1) and 96(1) of the Conditions of Employment of other Servants (CEOS):
http://ec.europa.eu/civil_service/docs/toc100_en.pdf

1.2 Duration

Temporary/contract staff members and accredited parliamentary assistants entitled to an unemployment allowance may receive it for a period equivalent to a third of the length of the contract, up to a maximum of 36 months.

However, if the staff member contributed to a national social security scheme during the period of the contract with the EU institution (Article 112 of the CEOS) the period during which such national contributions were kept up will be deducted from the total period of service in the institutions, referred to above.

→ See 8. *Contacts*

1.3 Amount

First 12 months: maximum 60% of the basic salary.

Second year (if applicable): maximum 45 % of the basic salary.

Third year (if applicable): maximum 30 % of the basic salary.

Important !⁶

No ceiling is applied to the amount of the allowance in the first six months. After this period, the following ceilings are applied:

- For temporary staff⁷:
 - Minimum: € 1.425,79
 - Maximum: € 2.851,59
- For contract staff⁸:
 - Minimum: € 1.069,34
 - Maximum: € 2.138,67
- For accredited parliamentary assistants:
 - Minimum: € 940,79
 - Maximum: € 2.213,62

1.4 Calculation

[Since during the period of employment the contribution to the unemployment insurance scheme is calculated on the basis of the full-time basic salary (even in the case of part-time work)], the allowance is always calculated on the basis of the total amount of the last full-time basic salary.

1.5 Taxation

Community tax is levied if the basic amount of the unemployment allowance (60% of the basic salary) exceeds €2 739.61⁹.

Community tax is payable on unemployment allowance (as it was on the remuneration).

Consequently, unemployment allowance is not subject to national tax.

⁶ All figures in this guide may change following the annual salary adjustment.

⁷ Article 7 of Council Regulation (EC, Euratom) No 420/2008 and Article 28a(3) of the CEOS.

⁸ Article 7 of Council Regulation (EC, Euratom) No 420/2008 and Article 96(3) of the CEOS.

⁹ Article 6 of Council Regulation (EEC, Euratom, ECSC) No 260/68:

<http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CELEX:31968R0260:en:HTML>

While unemployed you may obtain a tax declaration, on request, from the EU unemployment manager.

1.6 Supplementary family allowances

Recipients of an EU supplementary unemployment allowance **may also receive** the following family allowances, provided that they first register with the national departments in their country of residence in order to obtain national family allowances:

- household allowance;
- dependent child allowance;
- education allowance¹⁰;
- transport costs in connection with the education allowance, under comparable conditions to those for staff in active employment.

They are **not eligible for**:

- expatriation allowance or foreign residence allowance;
- birth grant;
- any other allowance linked to duties carried out.

The education allowance for primary and secondary education consists in a reimbursement of tuition fees for a fee-paying school and/or the costs of school transport on presentation of invoices and proof of payment up to a flat-rate ceiling of €260.95 a month (at 1 July 2015). The education allowance for children attending higher education courses is a flat-rate allowance of €260.95 a month (at 1 July 2015). This is doubled if the educational establishment is located in a country other than the former staff member's country of residence.

Before the end of their contract, temporary and contract staff and accredited parliamentary assistants should contact¹¹:

- **the European School, as you will have to bear all the tuition fees and the cost of the school bus. The tuition fees and cost of transport may be reimbursed up to the flat-rate ceiling of the education allowance referred to above;**
- **the day nursery/after-school centre, as you will no longer be entitled to benefit from this service.**

2. UNEMPLOYMENT ALLOWANCE FORMS

Staff members who wish to claim their entitlement to unemployment allowance must obtain the two certificates replacing U1/301 and the career certificate. These documents must be presented to the relevant national unemployment authority. They are essential as they will allow the authority to complete the necessary documents for PMO 4 (see below).

The following forms and documents must be sent to PMO/4, with the exception of the proof of registration for national medical cover, which must be returned to the Settlements Office (see point 10 of Annex I).

→ See 8. *Contacts*

10 <https://myintracomm.ec.europa.eu/staff/en/family/benefits/Pages/education-allowance.aspx>

11 <https://myintracomm.ec.europa.eu/staff/en/family/benefits/dependent-child-allowance/Pages/index.aspx>

2.1 Claim for Community unemployment benefit

Documents to be submitted with **Annex 1**:

- certificate of residence (original) issued by the relevant authority: if you have a new residence please write on the form that you will send the certificate when the national authority issues it. In the case of countries that do not issue this type of certificate, you should instead send other types of documents, such as evidence of accommodation costs, utility bills etc. for the period of unemployment;
- a copy of your most recent salary slip;
- Financial Identification Form (FI) (**Annex II**): attach relevant supporting bank documents. If your bank details and private address remain unchanged after expiry of the contract, please write on the FI form: 'bank details and private address unchanged';
- a copy of the contract (and extensions of the contract if more than one);
- a copy of the letter of termination of contract.
- **POINT 5**: attach a recent certificate of marriage, separation, divorce or partnership (for countries where such unions are recognised), if your personnel file does not already contain one.
- **POINT 6**: if your spouse/recognised partner is gainfully employed, attach an annual declaration of income or any other supporting documents.
- **POINT 7**: a document proving that you have registered for national family allowances for your children.
- **POINT 8**: national family allowances already being paid (via spouse or ex-spouse): attach the relevant documents and information about the amount received. This will be deducted from the family allowance you receive from the Commission during your period of unemployment.
- **POINT 9**: attach the EC-FTCS form (**Annex III**) or a sworn statement (**Annex IV**), as appropriate.
- **POINT 10**: if a claim for sickness insurance cover is made, attach supporting documents to enable the JSIS to decide if you are entitled to *primary* or *top-up* cover.
- **POINT 11**: if you have dependent children, complete this part and attach the relevant documents for all income you receive for the children (such as study grants, family allowances of a similar nature received from other sources, etc.).

2.2 Monthly EC-FTS form / Sworn statement

A new version of this form entered into force in August 2009. An EC-FTS form (Annex III) must be sent every month. The form must first be submitted to PMO/4 within 30 calendar days of the expiry of your contract.

From the second month of unemployment, it should be submitted within 15 days of the form being stamped by the national authority.

Details:

- **POINT 1:** complete this part and specify your institution or agency and its postal address.
- **POINT 2:** complete this part.
- **PART A: REGISTRATION AND CONTROL**
 - This part should be completed, stamped and signed by the competent national employment department. Attach a copy of the letter sent by the relevant office.
 - Points 3.1 and 3.2 must be filled in.
- **PART B: CLAIM FOR UNEMPLOYMENT BENEFIT**

This part should be completed, and must be stamped and signed by the competent national institution. Attach copies of the letters granting or refusing the benefit from the relevant office.
- **POINT 5.1** should be ticked and if **POINT 5.2** is also selected you have a maximum of 2 months to allow for an answer to be received from the national authority.
- If **POINT 6** is selected, supporting documents must be attached (**copies of bank statements indicating the amount of national unemployment benefit, letter of refusal, etc.**).

If, at the time of leaving the service, you are covered by a medical certificate or on maternity leave, or awaiting a certificate of new residence, you must send a **sworn statement (Annex IV)** (+ medical certificate where applicable) instead of the EC-FTCS form.

3. COMPILING YOUR FILE

3.1 Within eight days of expiry of the contract

Complete, sign and date the Claim for Community unemployment benefit (see 2.1) and send it, together with the relevant documents:

- by e-mail to PMO-CHOMAGE@ec.europa.eu

→ See 8. *Contacts*

The important thing is to send the claim for unemployment allowance; the supporting documents may be sent later, but this should be done as soon as possible.

3.2 Within 30 days of expiry of the contract

To enable former staff to fulfil national requirements for registering as unemployed in a Member State, they are allowed a maximum of 30 days after termination of service to register without loss of financial benefits. Registration

after 30 days will automatically lead to non-recognition of the days between the date of leaving the service and the date of registration.

The EC-FTCS form or the sworn statement, as described in 2.2, should be sent to PMO/4 by e-mail to the address PMO-CHOMAGE@ec.europa.eu.

→ See 8. *Contacts*

3.3 Each month

Complete, date and sign the EC-FTCS form or sworn statement (see 2.2) and send it to PMO/4.

→ See 8. *Contacts*

It must be signed/sent not earlier than the last working day of the month just completed, as follows:

- Part A (points 3.1, 3.2 and 4) completed by the competent national job placement authorities;
- Part B (points 5, 6, 7 or 8, and 9) by the competent national authorities responsible for payment of unemployment benefits.

In order to avoid any delay in the processing of these documents, they must be submitted as soon as possible to PMO/4, no sooner than the last working day of the month and no later than within the first 15 days of the following month.

4. WHAT IF :

Some documents have to be submitted at regular intervals or in specific cases to the PMO :

- When you find a new job, you need to inform the PMO in writing with a letter bearing your signature in which you indicate the change, the date as of which you start working again and the name and address of the new employer. As a result of taking up employment again, you will stop being entitled to the EU unemployment allowance.

If at the end of this new employment, you are still within the period for which you are entitled to the EU unemployment allowance (see under 1.2) you can again start receiving the EU unemployment allowance if the conditions to register as a jobseeker and apply for national unemployment allowance are fulfilled. You will need to provide a copy of the contract of employment with the last employer, plus any documents showing that the termination of the contract is involuntary.

- In case of illness, accident, maternity, invalidity or a situation recognized as being similar, the EU unemployment may exceptionally be granted or maintained. Inform the PMO as soon as possible and submit a medical certificate to PMO-CHOMAGE@ec.europa.eu. The EU unemployment allowance cannot be extended beyond the period of eligibility and may in no circumstances exceed three years.
- If you have dependent children aged 18 to 26, at the start of every new school year or every new semester, you need to submit the usual

documents confirming that your dependent child(ren) is continuing his or her education or vocational training.

- You need to inform the PMO of every change in your personal or family circumstances.
- In case you change your residence, you need to submit a new certificate of residence.
- In case you change your bank account and/or your address, you (also) need to submit a new Financial Identification form.

Remember!

Avoid any delay in the payment of your benefits by following the rules and supplying all the information in time.

5. SICKNESS INSURANCE

1 - Cover for people classed as 'unemployed' by the EU institutions

Sickness cover during recognised EU unemployment periods is **granted on a top-up basis** that supplements the national public or mandatory legal sickness insurance system.

You must therefore register with a national sickness insurance scheme in order to benefit from EU top-up cover during a period of unemployment covered by supplementary EU unemployment allowance.

If your contract has expired, you should first request an 'end of primary cover' certificate from the Membership Entitlements department at your Settlements Office.

In Belgium, this means registering with a 'caisse de mutuelle' as a resident (registration is free).

If the national system of your place of residence refuses primary cover, primary cover will be provided by the JSIS. Proof of refusal of primary cover by the national system should be sent without delay to the Membership Entitlements department at your Settlements Office, so that they can update your sickness cover as quickly as possible.

For those who are not entitled either to unemployed status or unemployment benefits in Belgium, proof of refusal of cover by the Belgian 'mutuelle' is not required.

Top-up or primary JSIS cover is requested automatically when your unemployment file is opened.

→ See 2. *Unemployment allowance forms*

Pending confirmation by the national system, the JSIS may provide primary cover. This decision will be reviewed when the national scheme decides whether it will be providing primary cover or not.

For this reason you are asked not to send any claims for reimbursement of medical costs during the first two months of unemployment, if possible.

All correspondence about medical cover (end-of-cover certificate request, decision/refusal to provide cover by the national insurance system, claims for reimbursement, etc.) should be sent to the **same** Settlements Office that dealt with claims during your period of employment.

For more details on sickness insurance cover, please contact the Settlements Office concerned via the [PMO CONTACT](#) application.

2 - Staff who have resigned

Staff who have resigned and are not entitled to EU unemployment allowance must ask the Membership Entitlements department at their Settlements Office for an end-of-cover certificate to allow them to register with a national medical insurance scheme in their country of residence.

If primary cover is refused by the national insurance scheme, they can ask for an extension of primary cover through the JSIS for a maximum of six months, provided:

- they show they cannot obtain reimbursement through any other compulsory or statutory sickness insurance scheme;
 - they pay one half of the contribution to the current scheme calculated by reference to the most recent updated basic salary for their grade and step.
- The request for cover must be submitted before the end of the first month following the date of resignation or the end of the contract, using the form provided (Annex XIII).

These conditions do not apply in the event of a serious or protracted illness contracted before leaving the service and of which the institution was notified before the end of the six months' period specified in the first subparagraph, provided that the person concerned undergoes a medical examination arranged by the institution.

6. PENSION CONTRIBUTIONS

6.1 Pensions

Pension contributions paid into the EU pension scheme must be repaid to staff members when they finally leave the service of an EU institution/agency/office. As explained below, pension rights are regularised in two different ways ('**severance grant**' or '**transfer out**'), depending on:

- the starting date of each contract (before or after the reform of the Staff Regulations of 1 May 2004);
- the length of service;
- the staff member's age on leaving the service, and
- any contributions to a national scheme kept up during the period of employment with the EU institutions.

Key to terms used in the formulae:

12 = 12 months;

1.9%: annual rate of acquisition of pension rights in the EU pension scheme;

Pensionable years in decimals: number of years of employment and contributions (three and a half years = 3 years 6 months = 3.5);

Actuarial coefficient: coefficient according to life expectancy and age at time of leaving the service.

6.2 Severance grant

Staff who, at the end of their contract, are not entitled to a retirement/invalidity pension from the European institutions may request the payment of a severance grant:

- if they have completed **less than one year of service** and have not transferred pension rights acquired in another scheme to the EU pension scheme;

→ See Annex V (2 pages)

Calculation: the severance grant will be equal to three times the pension contributions deducted from the basic salary¹².

The severance grant is subject to Community tax at the rate applied to the last salary in service.

- **by derogation** from the general rule governing the transfer of pension rights to another pension plan (see point 3.3), if they have completed at least one year of service but have personally paid contributions into a national or private pension scheme for the duration of their contract, in order to establish or maintain pension rights¹³;

→ see Annex VI

Calculation: basic salary \times 12 (months) \times 1.9% \times number of pensionable years (in decimals) \times appropriate actuarial coefficient.¹⁴

Community tax, calculated at the rate applied to the last salary in service, will be deducted from this amount.

- for **temporary staff** only: if they have completed at least one year of service but, for the duration of the contract, have asked the institution to effect the payments which they are required to make in order to establish or maintain their pension rights in their country of origin (application of Article 42 of the CEOS).

→ see Annex VII

Calculation: basic salary \times 12 \times 1.9% \times number of pensionable years (in decimals) \times appropriate actuarial coefficient.¹⁴

The contributions made to the national scheme and Community tax calculated at the rate applied to the last salary in service will be deducted from this amount.

Periods of employment on a temporary contract which started before 1 May 2004 create entitlement to payment of a severance grant provided that the pension rights acquired under another scheme have not been transferred to the EU pension scheme¹⁵.

The severance grant consists of the personal contributions deducted from the monthly basic salary (plus compound interest) and an amount proportional to the actual length of service (equivalent to one-and-a-half times the last basic salary

12 See salary slip – code CPP.

13 Articles 12(2) and 12(1)(b) of Annex VIII to the Staff Regulations.

14 See Annex 1 to Administrative Notice No 60-2004 (table of actuarial values).

15 Article 12 of Annex VIII to the Staff Regulations in force before 1 May 2004.

for each year x the number of pensionable years in decimals). The severance grant is subject to Community tax at the rate applied to the last salary in service.

→ See Annexes VIII and IX

6.3 Transfer of pension rights

Staff who leave the service permanently without entitlement to a retirement pension from the EU pension scheme (point 6.1) are entitled to transfer pension rights acquired during their period of employment under the EU institutions' scheme to:

- a national pension scheme, an international organisation's pension scheme or a scheme to which the former staff member contributes by virtue of their new professional activity¹⁶;

Important !

Some national pension systems set a deadline and specific conditions for the transfer of pension rights. It is up to staff members to check the specific conditions of admissibility that may apply under the national scheme in their case.

- a private insurance scheme or a pension fund of their choice which guarantees that:
 - the capital will not be repaid;
 - a monthly income will be paid from age 60 at the earliest, and age 66 at the latest;
 - provisions are included for reversion or survivors' pensions;
 - transfer to another insurance company or other fund will be authorised only subject to the same conditions as those described above.

→ see Annex IX

Calculation: basic salary x 12 x 1.9% x number of pensionable years (in decimals) x appropriate actuarial coefficient.¹⁴

7. OTHER ENTITLEMENTS

7.1 Removal and travel expenses

Staff who have permanently left the service are entitled to **reimbursement of expenses incurred when moving from their place of employment to their place of origin**, up to the amount of an estimate approved in advance, providing that the removal takes place within three years.

They are entitled to reimbursement of **travel expenses (Annex X)** to their place of origin, if they resettle there. Travel expenses are also reimbursed for their spouse and dependants actually living under their roof, provided that they move with them.

16

A transfer under this arrangement is also possible for staff members leaving after 63 but before 65 years of age.

Should their place of resettlement not be the same as their place of origin, the staff concerned must, before incurring such expenses, **apply to PMO/4 to have their place of origin changed** and enclose documents proving that they have resettled in another place (lease/deed of ownership for the new address, utility bills, new employment contract, etc.).

The procedure and forms for submitting estimates are available on MyIntraComm¹⁷ or from the HR department at your last place of employment.

7.2 Resettlement allowance

Staff who, in the three years after leaving the service, resettle at least 70 km from their place of employment are entitled to a full or partial resettlement allowance:

1. The calculation is based on two months' basic salary provided that they and their family, who must be considered to be dependent and living under the same roof at the time when they leave the service, make the same **transfer of residence**. If they move alone or rejoin their family, the allowance is equivalent to one month's basic salary.
2. Staff who have worked for a period of less than four years (but not less than one year) qualify for a reduced resettlement allowance which is proportional to the number of full years worked.

In order to receive this allowance they must provide documents proving the actual change of residence and the accommodation costs borne by them or, where applicable, their dependent family (lease or deed of ownership and utility bills).

→ See application form in **Annex XI**

This allowance will not be granted or may be reclaimed if staff or their family receive a similar grant from a new employer.

7.3 Annual leave not taken or in negative balance

Under Article 4 of Annex V to the Staff Regulations, members of staff who, for reasons other than the requirements of the service, have not used up all their annual leave at the time of leaving the service are also entitled to reimbursement for **days of annual leave not taken**. To receive this reimbursement they should obtain a final calculation of their rights from their leave manager at the last DG in which they worked.

For more information: AMC

7.4 Termination of the contract¹⁸

In the case of certain types of dismissal the employer will calculate compensation for termination of the contract (see the HR department of your last place of employment). PMO will be responsible for payment.

For information:

The employer may decide to dismiss a **member of the temporary staff** before the end of their probation period by giving them at least one month's notice. A temporary staff member whose contract is terminated during the probation period is entitled to compensation equal to one third of their basic salary per month of probation completed.

If the institution decides to terminate the temporary staff member's (fixed-term) contract after completion of the probation period, the staff member is entitled to compensation equivalent to one third of their basic salary for the period between the date on which their employment ceases and the date on which the contract would have expired.

Temporary staff members themselves may also terminate their contracts before expiry by giving notice of not less than one month per year of service. The period of notice must be at least one month and at most three months. If the staff member's contract has been renewed, the maximum period of notice is six months.

Remember that staff members who terminate their contract themselves will not be entitled to unemployment allowance.

A **contract staff member's** contract may also be terminated by the institution without notice during the probation period under the same conditions as those for temporary staff: one third of the basic salary per month of service.

If the institution terminates the fixed-term contract, the same principle as that applicable to temporary staff holds: compensation equivalent to one third of basic salary for each remaining month of the contract.

8. CONTACTS

Questions on termination of service can be sent via:

<https://ec.europa.eu/pmo/contact/en/>

8.1 Submitting documents

Send all your documents relating to unemployment to:

PMO-CHOMAGE@ec.europa.eu

Send all your documents relating to the regularisation of pension rights to:

PMO-TFTOUT-ALLDEP-DEMANDES@ec.europa.eu

8.2 For more information

Via My IntraComm or Europa

See the pages on unemployment allowance:

[MY INTRACOMM](#)

[EUROPA](#)

Here you will find:

- links to the most recent versions of all the forms:
 - claim form for Community unemployment benefit;
 - the Financial Identification form (in 22 languages);
 - the EC-FTCS form (in 22 languages);
- links to the legislation and other useful documents:
 - Article **28a** of the Conditions of employment of other servants of the European Union;
 - Article **96** of the Conditions of employment of other servants of the European Union;
 - **Article 5 of the Annex** to the Conditions of employment of other servants of the European Union;
 - Commission Regulation (EC) **No 780/2009** of 27 August 2009 (implementing provisions);
 - the **Commission rules of 14 July 1988** laying down detailed rules for the application of the provisions for the grant of the unemployment allowance to temporary staff;
 - the **latest version of this guide**;
 - in Belgium, the information sheet 'Are you entitled to Belgian unemployment benefits after a job as a temporary or contract staff member at the European Communities?'¹⁹.
- all regulations and rules applicable to officials and other servants of the European Union: [STAFF REGULATIONS](#)

ANNEXES

The Annexes to this guide are available on [MyIntraComm](#)²⁰.

- Annex I: Claim for Community unemployment benefit (2 pages)
- Annex II: [Financial identification form \(FI\)](#)
- Annex III: EC-FTCS form (3 pages): please put your personnel number at the top of the document.
- Annex IV: Sworn statement (1 page)
- Annex V: Application for severance grant & Refusal to transfer pension rights (before reform) (2 pages)
- Annex VI: Personal declaration – exception provided for in Article 12(2) of Annex VIII to the Staff Regulations (1 page)
- Annex VII: Personal declaration – exception provided for in Article 42 of the CEOS (1 page)
- Annex VIII: Personal declaration – severance grant (since reform) (1 page)
- Annex IX: Personal declaration – transfer (1 page)

The following annexes are intended for staff who worked in the Commission. They can be used by staff in the agencies, but must be submitted to the agency itself (not directly to PMO).

Staff who served in other institutions must contact the department that administers individual entitlements at their last place of employment.

- Annex X: Application for reimbursement of travel expenses to the place of origin
- Annex XI: Application for resettlement allowance
- Annex XII: Application to change place of origin to place of settlement (statement of firm intention)
- Annex XIII: [Request for extension of cover by JSIS after resignation](#)