



EUROPEAN COMMISSION  
JOINT RESEARCH CENTRE

Institute for Reference Materials and Measurements  
**Management support**

## VADEMECUM FOR GRANT HOLDERS (Geel site)

This document has been established by the Management Support Unit in cooperation with the local Research Fellows Association and the Local Staff Committee. The documentation will be updated on a regular basis and whenever necessary.

### **NATURE OF THE GRANT HOLDER CONTRACT**

An employment contract is offered to grant holders, which is of a subordinate nature for a fixed period and is governed by the Belgian legislation.

### **DURATION**

The duration of the contract is for a maximum of 3 years.  
Contracts established for a period of less than 3 years may not be extended.

The contract may only be terminated before the agreed termination date:

- by mutual consent
- for serious reasons.

Failing this, a legal settlement has to be established.

#### *Example:*

*A grant holder is in service since 10 months under a three year contract. He earns a gross amount of 33.800 EURO per year. He wishes to terminate the contract and does not reach an agreement with his employer.*

*In principle, the grant holder should pay an amount equivalent to the remuneration that he would have received during the remaining 26 months. However, in this case, the amount due is limited to 6 months remuneration (= the double of the compensation which would be applicable in the case of a contract for indefinite duration).*

### **PLACE OF WORK**

Grant holders will carry out their work at the site of the IRMM in Geel, Belgium.

### **WORKING HOURS**

The working week consists of 37,5 hours - spread over 5 working days - from Monday to Friday.

### **FLEXITIME**

The grant holder is entitled to use the flexitime system, which allows an accumulation of hours up to 15 hours per month.

The recuperation of up to a maximum of 2 days per month is allowed if the required hours for the week/month have been completed, subject to prior authorisation by the Unit Head.

### **LEAVE**

Grant holders are entitled to 24 working days of paid leave (on the basis of Monday to Friday) for each year worked. For periods of less than 1 year worked, leave shall be calculated on the basis of 2 days leave per month worked (more than 15 days must be worked to entitle to 2 days per month).

## **SPECIAL LEAVE**

Special leave may be granted in accordance with the Belgian Labour Legislation.

### Overview of exhaustive listed events:

1. Marriage of the employee: 2 days;
2. Marriage of a child of the employee: day of the marriage;
3. Ordination or entry in the monastery/convent: day of the ceremony;
4. Decease of spouse, child, father, mother, father-in-law, mother-in-law, stepmother, stepfather: 3 days;
5. Decease of other relative living with the employee (brother, sister, brother-in-law, sister-in-law, grandfather, grandmother, great-grandfather, great-grandmother, grandchild, great-grandchild, son-in-law, daughter-in-law): 2 days;
6. Decease of other relative not living with the employee (brother, sister, brother-in-law, sister-in-law, grandfather, grandmother, great-grandfather, great-grandmother, grandchild, great-grandchild, son-in-law, daughter-in-law): day of the funeral;
7. Parental leave: male employees have the right to be absent from work for 10 days;
8. Solemn Communion of a child of the employee: day of the event;
9. Similar event ("free-thinking youth") of a child of the employee: day of the event;
10. Stay in a recruitment and selection centre or military hospital of the employee who is liable to national military service: the required time with a maximum of 3 days;
11. Stay in an administrative health service of an employee-conscientious objector: the required time with a maximum of 3 days;
12. Attending a family council, called by the Justice of Peace: the required time with a maximum of 1 day;
13. Serve on the jury, summoning as witness before the court or personal appearance before the labour tribunal: the required time with a maximum of 5 days;
14. Performance of the office of assessor in a chief polling station or polling place on the occasion of parliamentary elections, provincial council elections and local elections: the required time;
15. Performance of the office of assessor in a chief polling station on the occasion of elections for the European Parliament: the required time with the maximum of 5 days;
16. Adoption of a child: 6 weeks for a child beneath the age of 3; maximum 4 weeks for a child above the age of 3.

## **MISSIONS**

Grant holders have the opportunity to go on mission three times during the three years contract (once a year) and this requires an oral presentation from the grant holder. Grant holders of cat. 20 can go once on paid mission to their home university during their contract. Their professor can be invited once to give a lecture at IRMM and his expenses will be paid.

## **HIERARCHICAL RELATIONS**

The grant holder is working under the supervision of the Unit Head. The daily supervision will be done by the Project Leader who shall liaise with the grant holder on a regular basis (average of at least once per month).

## **REMUNERATION**

The annual salary is subdivided into 12 monthly salaries and will be paid at the end of each month.

The monthly salary is composed of the following:

*1. Gross remuneration (before taxes and social contributions):*

Category	Annual Gross Salary €
20	33.800
30	52.000
40	90.000

*2. Mobility allowance:*

The mobility allowance is meant to cover expenses linked to the relocation of the researcher (and his/her family) in the host country:

- 500 euro/month for grant holders without family at the moment the contract comes into effect;
- 800 euro/month for married grant holders and for grant holders with dependant children at the moment the contract comes into effect.

The mobility allowance will be granted to grant holders whose **place of residence at the moment of application**<sup>1</sup> is more than 70 km from the IRMM site. If a grant holder who is entitled to the mobility allowance meets the criteria for the higher allowance during the contract, the allowance may be raised from the moment the criteria were met.

*3. Travel allowance:*

For every period of 12 months (or less, when the first period or the last is less than 12 months), a **travel allowance** will be granted, which will correspond to a forfeit return trip amount calculated according to the following table, which takes into consideration the cost of a return trip between the host institution and the **place of residence at the moment of application**.

The initial travel allowance will be paid together with the first month salary and then successively every year until the contract ends.

Table of lump-sum travel allowance:

Distance (km)	Amount (€)
0-70	0
71-500	250
501-1000	500
1001-1500	750
1501-2500	1.000
2501-5000	1.500
5001-10000	2.000
>10000	2.500

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<sup>1</sup> The place of residence at the moment of application means the place where the grant holder was residing or living and carrying out his/her main activity at the time of the relevant deadline for submission of the grantholder application. Due to the specific circumstances of seconded national experts (they remain an employee of the organisation from which they are seconded), if a grant holder contract is offered following an SNE contract the address of their employer should be considered as the place of residence. When a grant holder contract is offered following a trainee contract the place of residence registered in the trainee contract should be used.

### *Correction Coefficient*

The grant holder's gross salary is adjusted according to the country correction coefficient applicable to the country in which the JRC site is located. The country correction coefficients are those applied in the Marie Curie FP7 'People' Work Programme.

Nowadays, the correction coefficient for Belgium is 100,0.

### **SOCIAL SECURITY**

To benefit from national health insurance and social security in Belgium, you must pay contributions.

When paying the salary, the employer should deduct the contributions due by the employee (the employee's contribution – about 13% of the gross salary) and add the contributions he is due (the employer's contribution). The total amount of employer's and employee's contributions is paid by the employer to the National Office for Social Security (RSZ - ONSS), acting as a collecting institution for social security contributions.

On the basis of the payment of social security contributions, one can benefit from the following provisions (non-exhaustive list):

#### *Family benefit*

Child benefit is granted to salaried workers. The benefit does not just comprise conventional child benefit but also a birth grant (paid at the earliest two months before the birth), an adoption allowance (paid in the case of adoption), an increased orphan's allowance and additional benefits.

#### *Health care*

Grant holders have to join a Health Insurance Fund (in French: *mutuelle*; the Dutch language offers three alternatives: *ziekenkas*, *ziekenfonds* or *mutualiteit*) of their choice. These funds reimburse medical costs. Some also provide complementary insurance, for example for non-conventional medicine or hospital stays in private rooms.

#### *Work incapacity benefits*

Grant holders who have been declared unfit to work as a result of illness receive a benefit. They receive a guaranteed income paid by the employer, which is usually paid out for 30 days. After this period, they receive a work incapacity benefit, the amount of which varies depending on their previous salary and the duration of their incapacity to work.

#### *Maternity and parental leave*

Female fellows are entitled to 15 weeks maternity leave (17 weeks in case of a multiple birth). During this period a maternity allowance is paid by her Health Insurance Fund. During the first month, the fellow receives 82 % of her normal remuneration and during the following weeks, she receives 75 % of a ceiled remuneration.

The female fellows can take the maternity leave at the earliest as from 6 weeks prior to the presumed date of giving birth, with an obligation to take up this leave at least 1 week prior to the date of birth. The postnatal rest period of 9 weeks should be taken following the date of birth. That period can be completed with the 5 remaining weeks, which were not taken prior to the date of birth.

On the occasion of the birth of their child, male employees have the right to be absent from work for 10 days. These days have to be taken during the first 30 days after the date of birth and they can be taken up in one or in several periods. During the first three days, the father is entitled to his normal salary from his employer. The next seven days he has the right to a paternity fee, paid by his sickness fund. The amount of this fee is fixed at 82 % of the lost salary. However, this wage is ceiled to a maximum amount.

Both the father as well as the mother can apply for parental leave (special rules apply), but only female employees are entitled to breaks for breast-feeding.

*Accidents at work*

Grant holders are covered by an insurance against accidents at work, which each employer is obliged to have. Not only incidents which occur at the workplace but also accidents which happen on the way to or from work are classed as accidents at work.

*Unemployment*

Grant holders who lose their job are entitled to unemployment benefit but they must fulfil certain criteria: they must have worked a certain number of days within a reference period or a certain number of days that are deemed to be equivalent. The number of days depends of the age of the unemployed person. In principle, people who resign or are dismissed as a result of serious misconduct are not entitled to receive a benefit.

*Pensions*

The social security contributions paid to the National pension office (RVP – ONP) on behalf of the grant holder go towards creating a pension fund. The entitlements correspond to the number of years worked and the salary earned. Family situation is also taken into account.

**INCOME TAX**

The IRMM will deduct the required withholding tax from the grant holder's salary. It will be the responsibility and obligation of the grant holder to make his/her yearly tax declaration on the basis of the laws in force.

**GRANT HOLDER CONTRACT – ESSENTIAL PRE-CONDITIONS**

A binding condition for the award of the grant holder contract with the JRC is that the grant holder has been evaluated as medically fit to carry out the activities foreseen. To this end the grant holder must undergo, in advance and independently, the medical checks specified by the IRMM. Once the employment contract is signed and the grant holder has begun work, the IRMM will reimburse the documented cost of the checks.

The IRMM will directly organise, through its internal medical service, the annual medical visits provided for in the related health plan.

Furthermore, the IRMM reserves the right to offer a grant holder contract to those grant holders who will work in controlled zones (exposed to ionising radiation) only after the grant holder has undergone a special medical visit organised by the IRMM and has received the approval to perform the envisaged tasks.