



Paris, 20 March 2019

Decision No. 2019-3

Subject: Loans and financial assistance

HAVING REGARD TO

Article 30.13 of the Staff Regulations which applies to the OIE Headquarters' staff

HAVING NOTED

The objective of the OIE to harmonize the conditions of employment of the Regional and Sub-Regional Representations' staff.

AND CONSIDERING

The desire to support the staff working in the Regional or Sub-Regional Representations who may face personal financial difficulties.

The Director General,

Decides

Article 1: Definitions - eligibility

A staff member may receive, exceptionally and at the discretion of the Director General, loans bearing interest or free of interest or special financial assistance, in particular in the event of personal financial difficulty resulting from an accident, an illness or particularly serious family issues. The amount of these loans shall in no event exceed four months' gross salary.

Article 2: Terms and conditions

Cumulative pre-conditions to ask for a loan are as follows:

- The loan amount shall not exceed four (4) times of the staff member monthly gross salary, and it shall never exceed 8 000€
- The loan shall be reimbursed under the current employment contract of the staff member
- A staff member cannot be granted more than one loan per year
- The monthly reimbursement of the loan shall not exceed one quarter (1/4) of the staff member monthly gross salary

The balance will be due immediately upon termination of employment at the OIE (resignation, termination, non-renewal,...).

Article 3: Process

A staff member asking for a loan, after receiving the approval of his/her Regional or Sub-Regional Representative, shall send to the Human Resources Unit a letter addressed to the Director General. This letter should contain the following information:

- The amount of the loan requested to the OIE
- The amount to be reimbursed by the staff member each month to the OIE
- The duration of the period of the reimbursement (in month)
- The first month from when the reimbursement should start

Article 4: Management

The Deputy Director General in charge of Institutional Affairs and Regional Activities is responsible for the implementation of this Decision.

In case the staff member is directly paid by the Regional / Sub-Regional Representation, the Representation is responsible of the follow-up and deduction of the loan reimbursement from the staff member's salary.

In case the staff member's salary is paid by the Headquarters, the Headquarters is responsible of the follow-up and deduction of the loan reimbursement from the staff member's salary.



Monique Eloit
Director General