

REGULATION FOR THE MANAGEMENT OF WELFARE INTERVENTIONS IN FAVOUR OF SUBORDINATE EMPLOYEES, STUDENTS, POST DOCTORAL FELLOWS AND RESEARCH FELLOWS

ART. 1 – GENERALITY

1. Within the limits of the financial resources allocated to the relevant chapter of expenditure the budget of the International School for Advanced Studies of Trieste, the subsidies for welfare interventions in favour of subordinate employees, students, post doctoral fellows and research fellows shall be granted after prior assessment of a Commission referred to in the following Art. 2.

ART. 2 – COMMISSION

1. The Commission, chaired by the Director or by a delegate of the Director, shall be comprised of the following members:

- Two members chosen by the Board of Directors
- A member from the technical and administrative personnel chosen by the Director upon designation of the Trade Unions.

2. The Commission shall examine the requests presented in relation to the following:

- Death
- Illness
- Dental prostheses and dental care
- Theft and bag-snatching
- Extraordinary welfare intervention

3. The disbursement of the individual subsidies, with prior favourable opinion of the Commission, shall be arranged according to the criteria specified in the following articles.

ART. 3 -DEATH

1. In the event of death of the employee, student, post-doctoral fellow or research fellow, the Administration may arrange to provide a subsidy in favour of dependent children and of the non legally separated consort.

2. The Commission shall examine and express their opinion about the disbursement of subsidies to family members of the dead, as listed below:

- Non-dependent children
- Parents
- Legally separated consort
- Brothers, sisters, parents-in-law, provided that they are cohabiting and have residence in the same place.

3. The related application for subsidies shall be duly accompanied by relevant documentation (death certificate, family status, declaration in lieu of an affidavit, etc.).

ART. 4 – ILLNESS

1. The applications for subsidies will be examined which will be submitted by the non legally separated consort, the children belonging to the household, the dependent parents and/or family members, following hospitalisation of the employee, student, post-doctoral fellow and research fellow due to illness or injury, provided that the related medical care and hospitalisation expenses were actually borne by them and were not covered by social security, entities and insurance policies.

2. The minimum amount for which application for subsidy can be submitted is Euro 258.23.-

3. The employee, student, post-doctoral fellow and research fellow is required to submit the invoice relative to the expense borne, in addition to medical prescriptions.

ART. 5 – DENTAL CARE AND DENTAL PROSTHESIS

1. Applications for reimbursement of dental care and prosthesis relative to the employee, student, post-doctoral fellow and research fellow, their non legally separated consort, children included in

the household members and dependent parents and/or family members, will be taken into account provided that their amount is no lower than Euro 1,032.91.

2. Such amount may be achieved by gathering the expenses for different services of an amount no lower than Euro 516.46.= each, also with reference to different people.

3. The expense documentation must be relative to a time period not exceeding one year.

4. The applications shall be presented within a year from the last paid receipt/invoice attached to the application.

5. A new application for reimbursement cannot be submitted before 3 (three) years have elapsed from the last application accepted in favour of the same household.

6. The maximum reimbursed permitted is equal to 50% of the expenses incurred and not reimbursed by the National Health Service or by other public or private Entities, including private insurance companies, up to a maximum coverage of Euro 1,032.91.=. For this purpose, the applicant shall provide self-certification declaring that the expenses for which they seek reimbursement have not already been reimbursed by the National Health Service or other Entities.

ART. 6 – THEFT AND BAG-SNATCHING

1. Disbursement of subsidy in the event of theft or bag-snatching is decided following discretionary assessment of the loss suffered and the economic conditions of the employee, student, post-doctoral fellow and research fellow by the Commission referred to in article 2.

2. The application for subsidy shall be submitted together with a copy of the complaint filed at the Police Forces and a declaration attesting to absence of insurance cover.

ART. 7 – EXTRAORDINARY ASSISTANCE

1. Extraordinary assistance in favour of the subordinate employee, student, post-doctoral fellow and research fellow, may be provided in the following cases:

- Permanent need
- Need emerging as a result of special circumstances.

2. The Commission can propose a subsidy as a result of applications relative to circumstances and events which in the household of the employee, student, post-doctoral fellow and research fellow produce an extraordinary situation of severe economic hardship which can be represented through expense documents or other documents able to demonstrate it. The Commission shall also examine any applications submitted to cope with situations of hardship caused by the failure of the children of employees, students, post-doctoral fellows and research fellows to access to public facilities (nursery schools) as well as applications regarding request for contributions for their access to private summer centres which stipulated pertinent agreements with the schools attended by the children of personnel who work permanently in the facilities of the School, even if such personnel are not holders of formal contracts of any type with the School.

ART. 8 – TERMS AND CONDITIONS FOR ACCESS TO SUBSIDIES

1. For access to the benefits being the subject of this Regulation, except for point 3) and taking into account any exceptions already existing for the various types of intervention, the Commission referred to in the previous article 2) shall assess each application also considering the total gross income of the household concerned.

2. Applications shall not be taken into consideration if the total gross income of the household exceeds the maximum limit of Euro 45,000.00.

3. 'Household' means the household formed by the subordinate employee, student, post-doctoral fellow and research fellow, by their non legally separated consort and by the children registered in their family status certificate, as well as dependent parents and/or family members, as shown by the family status certificate. In the event of legal separation, the household consists of the

employee, student, post-doctoral fellow and research fellow and by the children registered in their family status certificate.

4. Normally an event allows access to only one type of subsidy.

ART. 9 – SUBMISSION OF DOCUMENTATION

1. Disbursement of any and all the subsidies referred to in this Regulation can take place exclusively following submission of written applications addressed to the Director of the School by those entitled to do so or by their legal representatives. The family status certificate and all the pertinent documentation, produced on unstamped paper, shall be attached to the application (see forms attached hereto).

2. The application for subsidy referred to in article 4), submitted upon discharge from hospital, must be accompanied by the original documents attesting to the expenses borne and related invoices or receipts attesting to payments. The application for subsidy must refer to the amount of the expenses borne less any reimbursements by the National Health Service or other Entities, including private insurance policies.

3. The applicant shall provide self-certification declaring that the expenses for which reimbursement is requested have not been and will not be reimbursed by the National Health Service or other Entities.

4. The application for subsidy should be received by the Administration within one year from the occurrence of the event for which subsidy is requested or from the date of the first invoice.

ART. 10 – RANKING

1. The applications shall be examined in chronological order and only provided that they are accompanied by all the documents required.

2. Based on the applications of subsidy accepted, the Commission shall draw-up a ranking which shall be updated quarterly to include new applications. On equal terms, precedence shall be given to applicants that have not received similar subsidies in the previous two years.

3. The Commission shall justify any rejection of applications for subsidies, and shall not take into consideration any applications which will be submitted subsequently for the same reasons and with the same supporting documentation of an application which was previously rejected.

4. The ranking of accepted applications, listed in chronological order, is open; in the event that the budget funds allocated for the year are exhausted, the applications that have been accepted but for which the approved subsidy cannot be disbursed, shall be paid in chronological order from next subsequent fund allocation.

5. The Administration, based on the quarterly ranking proposed by the Commission, shall disburse the subsidies through Directorial Decrees subject to ratification by the Board of Directors.

6. The amounts allocated from the budget and not used within the year to which the budget refers shall be added to the budget of the next year.

Trieste,

To the Director of SISSA
DIRECTORATE

The undersigned _____

in service at _____

in the position of _____

REQUESTS

to be granted a subsidy as referred to in the Regulation of the School, for the following reason(s):

The undersigned declares to have borne an overall expense of Euro _____
as the documentation attached hereto attest to.

Additional documents attached hereto:

- | | | |
|---|-----|----|
| - declaration attesting to the composition of the household | YES | NO |
| - declaration no to have required and obtained other reimbursements | YES | NO |
| - certification attesting to his/her household's income | YES | NO |

(signature)

DECLARATION

For the purposes of his/her application for subsidy, the undersigned _____

Declares

a) to have been born in _____ on _____

b) to be resident in _____ address: _____

c) that his/her household is formed by the following:

Surname and name	Date of birth	Relationship

Trieste,

_____ signature

DECLARATION

The undersigned _____

declares that the expenses borne and documented for which he/she has applied for subsidy have not been reimbursed and will not be reimbursed by the National Health Service or by other Entities or Insurance companies.

Trieste,

signature