

## REGULATION GOVERNING SOCIAL WELFARE BENEFITS FOR SISSA EMPLOYEES, STUDENTS AND RESEARCH FELLOWS

(issued by Director's Decree n.662/2022 dated 04.10.2022 in force from 06.10.2022)

### Art 1 – Scope

1. This Regulation governs, within the limits of the financial resources allocated to the relevant chapter of expenditure in the budget, the allocation of allowances, subsidies and other forms of benefit for SISSA employees, students and research grant holders, hereinafter referred to as "personnel" or "beneficiaries", unless explicitly specified.

### Art. 2 - Envisaged allowances

1. An allowance is foreseen for the following expenses:
  - a. attendance fees for children of SISSA personnel enrolled at "La SISSA dei Piccoli". This contribution is governed by a specific regulation (Regulations regarding the management of SISSA'S kindergarten *La SISSA dei Piccoli*) - see Art. 3;
  - b. attendance fees at summer schools - see Art. 4;
  - c. support upon return from the maternity leave, for research fellows and PhD students - see Art. 5;
  - d- health and medical expenses - see Art. 6 and Art. 6a;
  - e. expenses for the purchase of school and university textbooks - see Art. 7
  - f. funeral expenses - see Art. 8.

### Art. 3 - Allowance for attendance at SISSA Kindergarten

1. To encourage the attendance of the children of employees, students and research grant holders at "La SISSA dei Piccoli" Kindergarten, the School contributes to the enrolment fees in a differentiated amount, according to the ISEE (Equivalent Economic Situation Indicator) brackets.
2. Every year, by the month of February, a notice is issued in accordance with the "Regulations regarding the management of SISSA'S kindergarten *La SISSA dei Piccoli*", which defines the enrolment procedures.
3. Subject to availability, enrolment is allowed throughout the year.
4. The allowance can be granted for children aged between 13 and 36 months, and the amount differs according to the ISEE certification.
5. For further information, please see the "Regulations regarding the management of SISSA's kindergarten *La SISSA dei Piccoli*".

### Art. 4 - Allowance for attendance at summer schools

1. A contribution is granted towards the attendance fees of summer schools for the children of SISSA personnel. The amount differs according to the ISEE certification.

2. To encourage the attendance of the children of SISSA personnel at private summer schools located in the Friuli Venezia Giulia Region, the School seals agreements with several summer schools, so as to contribute to the attendance fees.
3. In agreement with the summer school, and within the limits of the financial resources allocated to the relevant chapter of expenditure in the budget, SISSA contributes to the attendance fees for a maximum of six weeks per child. The amount of the allowance depends on the ISEE certification. Insurance fees, membership fees, transport costs and down payments (if any) are not covered by the allowance.
4. The allowance can be granted for children aged between 3 and 14 months, and the amount differs according to the ISEE certification.
5. A table showing the amounts granted for each ISEE bracket is available in Annex I.

## **Art. 5 – Allowance for new mothers (research fellows and PhD students)**

1. At SISSA research fellows and PhD students returning from their compulsory maternity leave are entitled to a dedicated allowance.
2. This allowance is granted upon request of the beneficiary (see Annex II - application form), subject to submission of an ISEE certification. The allowance is granted on a monthly basis upon returning from the compulsory maternity leave, for a maximum of one year and until the child reaches the minimum age for being admitted to SISSA's kindergarten "La SISSA dei Piccoli" (i.e. 13 months).
3. A table showing the amounts granted for each ISEE bracket is available in Annex I.

## **Art. 6 - Allowance for health and medical expenses**

1. SISSA personnel is entitled to apply for an allowance for "health and medical care services" expenses incurred by the applicant and/or by family members who are included in the applicant's ISEE certification.
2. The name of the person who benefited from the service must be clearly stated in the invoices and receipts concerning the expenses referred to in paragraph 1.
3. The percentage that can be reimbursed according to ISEE values, as well as the maximum amount payable to each applicant, shall be determined on a yearly basis and published in the notice referred to in Art. 10 of this Regulation.
4. The yearly notice also sets out the application procedure.

## **Art. 6a - Allowance for health and medical expenses for PhD students**

1. SISSA PhD students are entitled to apply for an allowance for health and medical expenses. Expenses incurred for family members are not eligible. A PhD ISEE certification is required.
2. The submission of invoices and receipts concerning the expenses referred to in paragraph 1 is required.

3. The percentage that can be reimbursed according to each ISEE bracket, as well as the maximum amount payable to each applicant, shall be determined on a yearly basis and will be published in the notice referred to in Art. 10 of this Regulation.

4. This yearly notice also sets out the application procedure.

## **Art. 7 - Allowance for textbook expenses**

1. With the aim of encouraging education, the School offers its personnel a textbook allowance as a contribution towards the costs incurred for the purchase of University and higher education textbooks.

2. The application procedure, the required documents, the percentage that can be reimbursed according to the ISEE brackets as well as the maximum amount payable to each applicant shall be determined on a yearly basis and will be published in the notice referred to in Art. 10 of this Regulation.

## **Art. 8 - Allowance for funeral expenses**

1. In the event of death of the spouse or partner, first-degree relatives in the direct ascending or descending line (i.e. children or parents), or other family members included in the applicant's ISEE certification, a contribution towards funeral expenses shall be paid to the applicant up to the maximum amount indicated in the annual public notice for each ISEE bracket.

2. In the event of death of the employee, student or research fellow, the spouse or partner, first-degree relatives in the direct ascending or descending line (i.e. children or parents), or other family members included in the ISEE certification are entitled to request a contribution towards funeral expenses, up to the maximum amount indicated in the annual public notice for each ISEE bracket.

## **Art. 9 - General principles and financial coverage**

1. The granting of these allowances depends on the applicant's economic and financial condition, as resulting from the ISEE (Equivalent Economic Situation Indicator) certification. The income brackets, ranging within a minimum and a maximum ISEE value, as well as the payable percentages, are defined on an annual basis and are published in the notices referred to in Art. 10 below, in accordance with Annex 1.

2. The total amount of the allowances governed by this Regulation is set on an annual basis by the Board of Directors when approving the budget.

3. The amount referred to in the previous paragraph shall cover allowances for the following expenses:

- I. Attendance fees at "La SISSA dei Piccoli" Kindergarten (Art. 3);
- II. Attendance fees at summer schools (Art. 4);
- III. Support for new mothers (research fellows and PhD students) (Art. 5);
- IV. Health and medical expenses (Art. 6 and Art. 6a);
- V. Purchase of textbooks (Art. 7);

## VI. Funeral expenses (Art. 8.).

4. As regards the allowances mentioned in paragraph 3, points IV to VI, the annual public notice described in Art. 10 below shall indicate the amount payable for each allowance to each person entitled to apply, as specified in the following articles, according to the relevant income bracket. Should the requests exceed the budget limits, the amounts payable shall be proportionally reduced.

5. No allowance shall be granted if an application has already been submitted to another Company or Organization. No more than one allowance application may be submitted to cover to the same expenses.

## **Art. 10 - Annual definition of SISSA allowances: Public notice**

1. The access to each allowance is regulated on an annual basis through dedicated public notices:

- I. by the end of February: Public notice for the enrolment of the children of employees, students and research grant holders at "La SISSA dei Piccoli" Kindergarten according to the ISEE certification, as mentioned in Art. 3 of this Regulation, pursuant to Art. 3, paragraph 2, of the "Regulations regarding the management of SISSA'S kindergarten *La SISSA dei Piccoli*";
- II. by the end of May/June: Public notice regarding the allowance for the enrolment of children of SISSA personnel in private summer schools located in the Friuli Venezia Giulia region, pursuant to Art. 4 of this Regulation;
- III. by the end of December: Public notice regarding the allowance for the expenses incurred for health and medical care services (Art. 6, Art. 6A), for the purchase of textbooks (Art. 7) and for funeral expenses (art. 8). This notice indicates: a. the overall amounts allocated for each allowance; b. the maximum amounts payable to each applicant for each allowance; c. the deadlines for submitting the applications; d. the documents to be submitted as evidence; e. the date by which the payment shall be settled.

2. The Administration will carry out checks on the self-certified data, also on a random basis. In the event of false declarations, any allowance already received shall be forfeited, with the subsequent obligation to refund it and the immediately effective exclusion from the list of beneficiaries for a three-year period, including the calendar year in which the contribution is paid, without prejudice to any other legal implication.

3. Should residual amounts be available at the end of the settlement procedures for any allowance under this Regulation, they shall be proportionally split and allocated amongst all the allowance categories. Should a further residue still be available once all the applications have been settled, at the close of the financial year this amount shall be tied up in the School's net worth, and the overall allocation for the following financial year shall be increased accordingly.

4. If some applications have to be rejected because of financial constraints, those who have not benefited from the allowance in the previous two years shall be eligible, and priority shall be given to the applicants with the lowest ISEE value.

5. The annual public notice may contain instructions regarding:
- specific eligibility requirements for personnel who are not tax resident in Italy;
  - minimum duration of employment/study period (if any), to be eligible for the allowance.

## **Art. 11 - Entry into force and final provisions**

1. This Regulation shall enter into force on the day following that of its publication in the Official Journal of SISSA.
2. As this Regulation enters into force, all previous regulations concerning the same matters are repealed.
3. The Human Resources Management and Development Office is entrusted with the implementation of this Regulation.
4. This Regulation may be amended at a later time, should the need arise.

## ANNEX 1

ISEE BRACKETS (regular/PhD ISEE)		SUMMER SCHOOLS ALLOWANCE (Maximum allowance for each bracket)	MONTHLY KINDERGARTEN ALLOWANCE	MONTHLY ALLOWANCE FOR NEW MOTHERS
I	from €0 to €25.000	€ 110	€ 485.00	€ 500.00
II	from €25,000.01 to €30.000.00	€ 100	€ 455.00	€ 450.00
III	from €30,000.01 to €35.000.00	€ 80	€ 425.00	No allowance
IV	from €35,000.01 to €40.000.00	€ 70	€ 395.00	No allowance
V	above €40.000,00	No allowance	No allowance	No allowance

APPLICATION FOR ALLOWANCE FOR NEW MOTHER  
(RESEARCH FELLOWS AND PHD STUDENTS)

To the Director  
And c.c. HR Office of SISSA

(to be sent to protocollo@sissa.it)

The Undersigned: \_\_\_\_\_

Fiscal Code: \_\_\_\_\_

- research fellowship holder at SISSA from \_\_\_\_\_ to \_\_\_\_\_
- PhD student by SISSA Area \_\_\_\_\_ at \_\_\_\_\_ year

**APPLIES**

for a monthly contribution upon returning from the compulsory maternity leave, for a maximum of one year and until the child reaches the minimum age for being admitted to SISSA's kindergarten "La SISSA dei Piccoli"

Pursuant to artt. 46 and 47 of the Presidential Decree 445/2000,

**DECLARES:**

- the son/doughter is born in \_\_\_\_\_ on \_\_\_\_\_ ;
- the compulsory maternity leave finished / will be finished \_\_\_\_\_
- ISEE certification is up to € 25.000,00 (copy attached)
- ISEE certification is between € 25.000,01 and € 30.000,00 (copy attached)

*The undersigned agrees that:*

*- pursuant to art. 76 of Presidential Decree 445/2000 is aware that false declarations are punishable pursuant to Arts. 483, 495, 496 of the Penal Code and special laws;  
- in case of false declarations, the contribution will not be granted (artt. 71 e 75 DPR 28.12.2000, n. 445).*

Trieste, \_\_\_\_\_

Signature \_\_\_\_\_

*The undersigned agrees that the personal data submitted shall be treated according to Legislative decree 196 dated 30.06.03 as modified by Legislative Decree No. 101 dated 10.08.2018 that has brought into force the EU General Data Protection Regulation 2016/679. All the information regarding the treatment of personal data will be found at the following address <http://www.sissa.it/it/privacy>.*

Trieste, \_\_\_\_\_

Signature \_\_\_\_\_