

List of releases:

1. Approved by the IEC on 23rd October 2023
Enters into force on 1st January 2024

Benefits for International Hires Policy¹

1. Introduction

IIASA offers its employees a wide variety of attractive benefits. This policy aims to maintain its position as an employer of choice for international top talents. It shows the Institute's commitment to fostering an environment where international hires are not only welcomed, but also provided with the necessary support to address the unique needs of, and challenges faced by, employees relocating from abroad.

2. Scope and definitions

This policy sets out the benefits granted by IIASA to international hires and their dependent(s) who join or re-join IIASA after the 1 January 2024.

An international hire is defined as an employee recruited from outside of Austria and for a position which falls within either the R profiles, S profiles, Executive, or Operational (grade 4 and above) areas².

For the purposes of this policy dependents shall be deemed to be spouses and children forming part of the respective household; the same is true for same-sex partners and common law partners of a registered partnership creating mutual legal obligations equal to those in a marriage.³ Common-law partners without a legal registration are not considered dependents.

Spouses not living in the same household do not qualify as dependents. Dependency status ends once a dependent ceases to be part of the common household.

All Children under the age of 18 are regarded as dependents. Children between the ages of 18 and 20 are considered dependents only, if they

- live in the same household,
- are not gainfully employed,
- are not married.

Students at a university in Austria must show confirmation of attendance. Those studying at an institution outside of Austria are not recognized as household members or dependents.

¹ Additional benefits IIASA affords its employees are regulated in further policies and procedures.

² Interns, Research Assistants, and employees in the operational grades of 3 and below are not eligible. Benefits for employed Emeritus Scholars are regulated in the Emeritus policy and therefore do not fall under the scope of this policy.

³ Employees must provide the Human Resources (HR) department with proof of such marriage/registered partnership.

3. General conditions

All benefits are granted by IIASA on a non-binding basis and subject to future amendments or modifications.

If an international hire and their dependent(s) are employed at the Institute, they will not receive duplicate/multiple entitlements.

The employee will receive full reimbursement solely in cases where these are not covered in whole or in part by any other party. Where partial reimbursement from any other party is provided the Institute will consider this portion of the costs as non-reimbursable.

4. Benefits

4.1. Relocation (on-boarding)/Repatriation (off-boarding) travel costs

The Institute shall pay the expenses for the travel to and from IIASA of the international hire and their dependent(s) at the beginning and end of the employment up to and in accordance with the following:

a. On initial appointment

Travel expenses from the place of recruitment, which shall be deemed to be the official residential address as specified in the employment contract or side letter. If traveling from another location the employee and their dependent(s) may claim reimbursement up to the costs of traveling from the place of recruitment.

b. On separation from the Institute

Travel expenses to the place of original recruitment by IIASA will be reimbursed provided repatriation takes place within one month from the end date of the employment contract. Should an employee and their dependent(s), upon separation, wish to go to any other place, the travel expenses borne by the Institute shall not exceed the maximum amount that would have been payable for the return of the employee to the place of recruitment.

In case of a *summary dismissal* or *unauthorized premature separation*⁴ no travel costs will be reimbursed.

The entitlement to repatriation shall cease upon the employee and/or the respective dependent(s) taking up Austrian nationality.

Travel costs incurred by the employee and their dependent(s) will be reimbursed upon presentation of invoices. Costs deemed eligible for reimbursement are all those associated with the travel from the employee's residential address to the address of their initial accommodation in Austria. This includes travel to and from airports, train stations, etc., but does not include additional costs for excess baggage or upgrades.

⁴ Defined under Austrian labor law as "*Entlassung*" or "*unberechtigter vorzeitiger Austritt*" respectively.

The Institute's [business travel policy \(sections 4.2 and 5\)](#) shall be adhered to in regard to the mode of travel.

4.2. Relocation allowance and transportation of effects

The international hire shall be entitled to a relocation allowance on appointment and reimbursement for the costs of transportation of effects upon separation from the Institute, up to and in accordance with the following:

a. On initial appointment

The employee will be entitled to a lump-sum relocation allowance payment. This payment is to assist with the costs of the transportation of effects and other costs related to international relocation. It is calculated as a percentage of their annual salary as specified in the table below. The entitlement for each dependent is calculated as a percentage of the entitlement of the employee.

| Contract length | Place of recruitment | Employee | Dependent |
|-----------------|-----------------------|----------------------|-----------------------------|
| 6 – 12 months | Within EU, EEA, EFTA | 2% max. EUR 2,000 | 50% spouse 25% per child |
| | Outside EU, EEA, EFTA | 3% max. EUR 3,000 | 50% spouse 25% per child |
| Over 12 months | Within EU, EEA, EFTA | 5% max EUR 5,000 | 50% spouse 25% per child |
| | Outside EU, EEA, EFTA | 8% max. EUR 8,000 | 50% spouse 25% per child |

For the international hiring of senior managers, the IIASA Executive may consider alternative arrangements if they are deemed more appropriate to the employee's individual circumstances.

Should an initial fixed-term contract of between six and 12 months be extended past 12 months, the employee will receive a lump-sum payment of the difference in amount of the entitlements up to that of the entitlement for a contract of over 12 months (as per the conditions in the table above). The calculation will be based on the same salary as at the time of initial hiring.

b. On separation from the Institute

The employee will be reimbursed the actual expenses for the transportation of effects upon presentation of invoices, up to the amount as specified in the table above, provided repatriation takes place within one month of the end date of the employment contract.

In case of a *summary dismissal* or *unauthorized premature separation*⁵ no costs for the transportation of effects will be reimbursed.

The entitlement to transportation of effects shall cease upon the employee and/or the respective dependent(s) taking up Austrian nationality.

4.3. Temporary housing allowance

An international hire with an employment contract of at least six months is entitled to a temporary housing allowance for themselves and their dependent(s) if no longer-term residential accommodation is available upon arrival. The temporary housing allowance is paid only for days during which the employee and their dependent(s) have no residential accommodation in Austria, up to a maximum of 21 calendar days, and in accordance with the current installation rate as set out in the [housing catalogue](#) at the time of appointment.

The first choice for accommodation during the period of receipt of the temporary housing allowance shall be the Institute's guest house. If no appropriate accommodation in the guest house is available, the cost of alternative accommodation will be reimbursed up to the maximum installation rate as outlined above and upon presentation of invoices.

4.4. Home leave

An international hire is entitled to home leave for themselves and their dependent(s). One period of home leave shall accrue on the respective date for each entire period of 24 months' service (i.e., on the last day of every second year of service). It may be taken at any time not earlier than six months before the date on which it accrues. Any home leave not taken within the reference period (24 months of continuous service) in which it accrues shall be forfeited.

No home leave shall be granted within a period of four months before the date when the appointment is due to end. Where home leave is taken in advance and the appointment terminates by resignation, summary dismissal, or unauthorized premature separation before the date at which home leave accrues, the employee shall repay the amount reimbursed by the Institute. The total amount due to be repaid will be reduced in proportion to the time served during the 24-month reference period.

Within the meaning of home leave the place of recruitment shall be deemed to be the home of the international hire. Nevertheless, at the request of the employee, the Head of HR may, at the time of recruitment, determine a different place as the place deemed to be the employee's home. In such cases the home of an employee shall be that place with which they have the strongest ties outside Austria. This will be determined taking into account the place of residence of the employee and the employee's family, the country of which they are a national, and where they have their duly proven center of life. The recognized place for home leave will be specified in the employment contract.

⁵ Defined under Austrian labor law as "*Entlassung*" or "*unberechtigter vorzeitiger Austritt*" respectively.

If an employee and their dependent(s) are employed by the Institute and entitled to home leave as deemed above, they may take home leave together in either of their home leave countries, or separately in any of their respective home leave countries but only once within each home leave period (no accrual of double/multiple home leave entitlements). The dependent child(ren) of the spouse/registered partner concerned shall also be entitled to home leave only once every two years and it may be taken in the home leave country of either spouse/registered partner.

The Institute's [business travel policy \(sections 4.2 and 5\)](#) shall be adhered to with respect to the mode of travel for home leave.

The entitlement to home leave shall cease upon

- a) 20 years of continued service with the Institute. For entitlements after 10 years, the international hire must prove the existence of close relatives (parents, grandparents, siblings, children) in their defined home leave country.
- b) the employee taking up Austrian nationality.

4.5. German language tutoring

International hires with children enrolled in Austrian state schools who require German language tuition are entitled to a reimbursement of 50 percent of the costs of the tuition, up to the level of B2 of the Common European Framework of Reference (CEFR).

5. Part-time employment

The following stipulations apply to the entitlement of part-time employees to benefits granted by IIASA, unless explicitly stated otherwise (see below):

- Part-time employees who receive no additional income through employment elsewhere or self-employment are entitled to the same benefits as full-time employees.
- Part-time employees working 20% or above at IIASA and who are also receiving additional income through employment elsewhere or self-employment are entitled to the monetary benefits outlined previously on a pro-rata basis according to their normal working time⁶.
- Part-time employees working under 20% at IIASA and receiving additional income through employment elsewhere or self-employment are not entitled to receive any payments mentioned in this policy.
- A change in working percentage will only affect future entitlements; no retroactive adjustments will be made to entitlements paid in the past.

The following benefits do not fall under the pro-rating principle as laid out above as long as a minimum of 50% part-time employment is given:

- Relocation and repatriation travel
- Temporary housing allowance

⁶ The calculation of the entitlement is based on working time percentage at the time relevant for the claim.