

SECRETARY GENERAL'S DECISION No. 4/2023

of 15 December 2023

revising the rates for EUI crèche services

THE SECRETARY GENERAL,

Having regard to the proposal presented by the Directors of the Real Estate and Facilities Service and of the Budget and Financial Affairs Service,

Having regard to the positive opinion of the Crèche Committee,

HAS DECIDED AS FOLLOWS:

Article 1

The rates for EUI crèche services are updated as indicated in Annex 1, which forms an integral part of this decision.

Article 2

This Decision shall enter into force from 1st January 2024, it annuls and replaces Secretary General's Decision No. 2/2018 of 20 August 2018.

Done in Florence, on 15 December 2023

The Secretary General

Marco Del Panta



Signature

Annex I

1. General provisions

The EUI crèche is a social service offered by the European University Institute (EUI) to all its members to facilitate their working and studying conditions.

Children may be registered at the EUI crèche on a regular basis or on an occasional basis (see point 3). One attendance is equal to one day.

Eligibility to access the EUI crèche services depends on the EUI membership status (see point 2), to be declared in the registration form. The EUI Administration may request documents proving either/both your status and declared income. If declared income cannot be proven, the maximum rate shall be applied.

The net monthly income to determine the applicable rate is based on the parents' joint net monthly income.

2. Eligibility to access EUI crèche services

The following categories shall have access to EUI crèche services:

Regular and occasional attendance:

- (1) Active EUI members;
- (2) External members fulfilling one of the following criteria:
 - a. Outsourced staff with a contract of continuous work activity lasting at least one year with a fixed place of work on the EUI premises;
 - b. Family members of an active EUI member, with motivated reasons for requiring the EUI crèche services;
 - c. Researchers who are no longer active EUI members but are awaiting thesis defence (ascertained by the progress of their work).

Note: Priority is given to children of active EUI members (1). Requests for enrollment from external members (2) shall be submitted to the Crèche Manager for approval, whose decision shall take into consideration the crèche's capacity and the workload of its staff.

The acceptance of the request for external members in categories a. and c. implies the payment of the fee corresponding to the joint income of parents, as established by the EUI for all his members. The acceptance of the request for external members in category b. implies the payment of the fee corresponding to the joint income of the active EUI member and his/her partner.

Enrollment of external members' children shall only be confirmed for one academic year and the request must therefore be renewed at the beginning of each academic year.

If affiliation to the EUI is interrupted during the academic year, the Director of the Real Estate and Facilities Service may consider a parent's status, for the purpose of accessing the crèche, to be those in categories (3) and (4) below.

Up to 5 attendances per year only:

- (3) Other short-term EUI members:
 - a. Participants of academic events (i.e. conferences/workshops/summer schools/seminars/Executive Education courses);
 - b. Visiting scholars.
- (4) Alumni.

Note: Requests for enrollment from short-term EUI members (3) and Alumni (4) shall first be presented to the Director of the Real Estate & Facilities Service for prior authorisation.

3. Attendance arrangements

Regular attendance: Children attending the crèche on a regular basis.

In the case of unplanned absence for sickness or other reasons, the full monthly rate shall be applied. If a child is enrolled for regular attendance and is often absent during the month, the occasional attendance daily fee shall not be applied.

In the case of planned absence for the entire month, the monthly fee shall not be applied if the absence is duly communicated with notice beforehand (at least one month).

Occasional attendance: Children attending the crèche on an ad hoc basis during the academic year (for example, during national holidays or other times when regular childcare arrangements are not available).

Occasional attendance must be specified upon enrollment. Payment will be requested based on the number of registered attendances in a given month.

Children enrolled for **occasional attendance** may change to **regular attendance** only during the month of June and July (upon request and communicated at least one month beforehand).

4. Applicable rates and fees

	A	B	C	D	E
Parents' joint net monthly income	up to € 1.650	€1.651 – € 2.650	€ 2.651 – € 5.000	€ 5.001 – €7.500	over € 7.500
Monthly rate for regular attendance (in euros). Applicable categories: (1) and (2).	50	145	290	365	435
Daily rates for occasional attendance (in euros). Applicable categories: (1) and (2).	10	15	25	30	35
Yearly enrolment fee (in euros). Applicable categories: (1) and (2).	20	40	60	90	120
Yearly insurance premium (in euros). Applicable categories: (1) and (2).	30	30	30	30	30
Up to 5 attendances per year (in euros), inclusive of enrolment fee and insurance premium. Applicable categories: (3) and (4).	40 each	40 each	40 each	40 each	40 each

The enrolment fee and insurance premium are annual fees, based on academic year (August – July), and must be paid in full for both regular attendance and occasional attendance.

If two or more children are registered by the same parent, a discount of 30% on all attendance rates shall be applied (for all enrolled children). The discount is not applicable to enrollment fees and insurance premiums.

5. Crèche meals

Children at the crèche are provided a daily meal by the catering company contracted to the EUI.

The cost of each meal is agreed with the contracted catering company on an annual basis. From January 2023 the amount is € 5.00 per meal. In line with the discounts provided at the EUI canteens, EUI students, researchers and Max Weber Fellows are entitled to a 40% discount on the meal price.