

# Beyond the workspace: ELA's lifestyle benefits

Enjoy flexible work arrangements in Bratislava, with options like teleworking, part-time schedules, and adjustable working hours. Benefit from generous leave entitlement, health coverage, and a supportive work environment.

ELA values your well-being, making us the perfect workplace for your career journey!

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## ELA Values

ELA's corporate values are the cornerstone of ELA work culture, the core principles and staff behaviours under which ELA operates to deliver on its mission and vision. They describe the organisational culture, based on the shared ideals and aspirations, guiding our staff:

- Fairness
- Respect
- Partnership and collaboration
- Transparency
- Accountability

## Place of employment

The place of employment is Bratislava (Slovakia) <sup>1</sup>.

ELA staff are required to live at the place of employment/secondment or at no great distance therefrom, as is compatible with the proper performance of the duties. The central location of Bratislava and the close proximity to neighbouring countries and capitals, e.g. to Vienna, Austria, etc. offers a good choice to ELA staff.

<sup>1</sup> With the exception of the Brussels Liaison Officer whose place of employment is Brussels (Belgium).

## Flexible working arrangements and working hours

ELA offers flexible working arrangements such as teleworking, part-time work, and flexible working hours.

Working time is based on a 40-hour working week in flexible timetables within working hours of ELA, from 8am until 7pm. It means you can adjust your working hours to your personal needs as far as you ensure smooth interaction with colleagues in interaction times.

You can benefit from holiday flexibility arrangement. Special working arrangement is also made for breastfeeding.

ELA staff can telework from home part of the workweek.

Flexibility allows you to telework from abroad up to 10 days per year.

## Leaves entitlement and holidays

ELA staff members have an annual leave entitlement of two days per calendar month plus additional days for age and grade. Moreover, staff may be entitled to a maximum of 2.5 days of supplementary home travel leave.

In addition, ELA has on average 18 public holidays per year.

Special leave is granted for certain circumstances, for example: change of residence, marriage, birth or adoption of a child, maternity and paternity leave, parental leave, family leave.

## Health, social security and insurances

- EU Pension scheme, granted after a minimum of 10 years of service;
- Staff and family members are covered 24/7 and worldwide by the EU Joint Sickness Insurance Scheme (JSIS);
- Accident and occupational disease insurance;
- Annual medical check-up;
- Unemployment and invalidity allowance.

## Salaries

The salary is subject to a Community tax deducted at source and is exempt from national tax. The salary package includes contributions to the EU social security and pension schemes.

The salary is paid in Euro weighed down by the correction coefficient (in Slovakia the correction coefficient is currently 80,9% compared to Belgium).

You are invited to familiarise themselves with the employment conditions as stated in the Staff Regulations of Officials and the Conditions of Employment of Other Servants of the European Union.

In the tables below you can find the basic salaries in Slovakia in 2023 (formula: basic salary in Belgium - correction coefficient in Slovakia) for different functions and grades.

<b>Salary in Slovakia considering 80,9% of correction coefficient compared to Belgium</b>			
<b>Contract Agent</b>			
<b>FG III</b>	<b>8</b>	<b>9</b>	<b>10</b>
	2565.06€	2,902.4€	3,284.15€
<b>FG IV</b>	<b>13</b>	<b>14</b>	<b>16</b>
	3284.16€	3719.39€	4771.94€

Salary in Slovakia considering 80,9% of correction coefficient compared to Belgium		
Grade	Temporary Agent	
	Step 1	Step 2
<b>AST/SC 2</b>	2,748.35€	2,863.95€
<b>AST3</b>	3,548.62€	3,699.41€
<b>AST4</b>	4,020.18€	4,190.71€
<b>AD5</b>	4,553.55€	4,746.46€
<b>AD6</b>	5,156.85€	5,375.05€
<b>AD7</b>	5,839.26€	6,086.04€
<b>AD8</b>	6,611.05€	6,890.17€
<b>AD9</b>	7,483.94€	7,799.60€
<b>AD10</b>	8,471.10€	8,828.05€

## Allowances

In addition to the basic salary, staff may be entitled to various allowances depending on their particular situation (exempt from national taxation). These may include, for example:

- Household allowance (e.g. if you have a dependent child or you are married and your spouse's income is below a defined threshold);
- Dependent child allowance (e.g. if you have a child under the age of 18 or between 18 and 26, if in specified training programme);
- Education allowances (Pre-school or Education allowance) or payment of the education fees applicable to selected educational institutions;
- Expatriation allowance or foreign residence allowance (16% of the sum of basic salary and other applicable allowances) or foreign residence allowance (4 %);
- If you relocate, you will receive different types of allowance to support your removal, relocation and installation in the place of employment.

## Support on relocation

An international relocation is exciting, but can also be challenging. ELA provides you support to help you to settle down and feel at home when starting working at ELA.

ELA has an agreement with the Slovak Government with assistance services that support ELA staff members in the following topics: registration in Slovakia, housing, medical attention, job seeking for spouses, public transport system, assistance in preschool and school education for family members, registration of cars.