

Policy on leave days during long-term training periods

The payment of per diem allowances is calculated on the basis of the days of training. Training-free days, i.e. days that the participant is not present at the hosting institution (e.g. leave days), are not taken into account for the calculation of the amount of per diems due to pay to the participant.

The per diem covers all costs directly linked to the training days, including the return journey from the place of residence to the venue of the training, local travel costs, accommodation costs, meals and sundry expenses. These allowances establish in no case a salary. They are not taxable and do not comprise any social insurances.

For your information, please consult the following explanation on the calculation of the per diems: The number of per diems equals the number of nights between the beginning and the end of the activity. A full per diem for the day before the beginning of the event is paid if justified. The last day of the event gives rights to half (1/2) a per diem. The duration of the participant's stay abroad is determined by the justification documents provided by the participant. If a certificate of attendance is issued, the last day to be paid is the day when the exchange terminates.

There are five types of days that do not count as training days:

1. **Leave days taken at the beginning or the end of the long-term training:** these days do not give right to any payment of per diem allowances. Anticipated late arrival or early departure to / from the training venue does not require the payment of a per diem because the above-mentioned costs are no longer justified.
2. **Weekends and public holidays:** Exceptionally, participants will receive a per diem for the weekends and public holidays provided their ongoing local costs will continue (rental contract etc.). In principle, this exception is applied without the necessity for the participant to request an exception. If the weekend follows potential taken leave days, please refer to point 4 "Other leave days taken during the training".
3. **Leave days taken at the end of the year:** In principle, these days will not be counted for the calculation of the per diem allowances. Potentially though, per diem allowances will continue to be paid to the participant if the following conditions are met entirely:
 - a. Presence at the training venue is justified by the fact that the training continues in the new year.
Required document: copy of the letter confirming the selection by the EJTN
 - b. Continuation of the rental contract in the city of training.
Required document to be sent to the EJTN: copy of the rental contract
 - c. Explanations about the reasons and justification for the continuation of the payment of per diem allowances during the period.
Required document: explicatory note
4. **Other holidays taken during the training:** In principle, these days are not taken into account for the calculation of the amount of per diems due. Exceptionally though, per diem allowances will continue to be paid to the participant if the following conditions are met entirely:
 - a. Continuation of the rental contract in the city of the training.
Required document: copy of the rental contract.
 - b. Explanations about the reasons and justification for the continuation of the payment of per diem allowances during the period if the leave exceeds five days.
Required document: explanatory note from the participant.

5. **Days of sick leave:** Generally, these days are not taken into account for the calculation of the per diem allowances. However, exceptionally, the payment will continue if the following conditions are entirely met:
- c. Continuation of the rental contract at the venue of the training.
Required document: copy of the rental contract.
 - d. Days of sick leave are justified.
Required document: copy of the medical certificate.