



## APPLICATION FOR SPECIAL REIMBURSEMENT ARTICLE 72(3) OF THE STAFF REGULATIONS

In accordance with Article 24 of the joint rules and Chapter 6 of Title III of the General Implementing Provisions

To be returned to your Joint Sickness Insurance Scheme Settlements Office. **See address hereunder**

Name and forename of member: ..... Personnel/Pension No: .....  
Institution and place of employment: ..... Office address: ..... Tel: .....  
Private address in the case of those in receipt of a pension: .....  
Date of termination of employment / date of end of contract: ..... (for members of the temporary staff/contract agents)

### Request for the calculation of special reimbursement under Article 72(3) of the Staff Regulations

- ☐ Period from ..... to ..... (if known)
- ☐ Approximate period from ..... to ..... (if exact dates not known)

**NB:**  
- Where the member has received an advance which is still outstanding (e.g. following a request for direct billing) this amount shall be deducted from the amount of the special reimbursement under Article 72(3).  
- Expenditure for the same period submitted after the special reimbursement has been effected cannot give rise to an additional special reimbursement.  
- The application can only be submitted, at the earliest, in the year following that in which the expenses were incurred. Your final basic salary is in fact needed for the calculation.

**I am aware of and undertake to comply with the conditions and rules in force (see overleaf)**

**I the undersigned declare on my honour that:** Please tick the appropriate box

- ☐ I do not benefit from any complementary insurance entitling me to reimbursement of medical expenses incurred during the same period.
- ☐ I have received, or am going to receive, a reimbursement of ..... EURO from my complementary insurance for medical expenses incurred during the same period and I agree that, if necessary, this amount should be deducted from the amount of the special reimbursement.

Date: .....

☐ Member <sup>1</sup>

Signature of applicant

☐ Other person <sup>1</sup> representing the applicant:

Name and forename .....

**To be completed if the application is being made by two spouses or partners who are both members:**

I waive the right to submit a separate claim for a special reimbursement

Name and forename (spouse/recognised partner)

Personnel/Pension No:

Date: ...

Signature of spouse/recognised partner: .....

<sup>1</sup> Please tick as appropriate.

### Addresses of the Joint Sickness Insurance Scheme Settlements Offices

#### Brussels Settlements Office European Commission

JSIS Brussels  
B-1049 Brussels

JSIS Contact hotline +32-2-29 97777 (9:30-12:30)

#### Ispra Settlements Office European Commission

JSIS Ispra  
PMO/06 - TP 730  
Via E. Fermi, 2749  
I-21027 Ispra

JSIS Contact hotline +39-0332-785757(9:30-12:30)

#### Luxembourg Settlements Office European Commission

JSIS Luxembourg  
DRB - B1/073  
L-2920 Luxembourg

JSIS Contact hotline +352-4301 36100 (9:30-12:30)

**STAFF Contact** - <https://myintracomm.ec.europa.eu/staff/EN/health/Pages/index.aspx>

# **Rules on determining the special reimbursement under Article 72(3) of the Staff Regulations**

## **Joint Rules, Article 24 - Special reimbursement**

1. Special reimbursements may be granted under Article 72(3) of the Staff Regulations for that portion of the costs which is not reimbursed provided that those costs do not exceed:

- 50% of the cost corresponding to 100% of the reimbursement ceilings provided for in Article 20(1) and the fourth subparagraph of Article 20(6);
- and, in the case of benefits not subject to a ceiling, 50% of the amount corresponding to 100% of the costs actually reimbursed according to the rates in force, excluding the top-up reimbursement referred to in Article 21(3) and after application of Article 20(2) and/or Article 21(1).

The 50% threshold shall be calculated after application, where appropriate, of the parity coefficient provided for in Article 20(5).

Certain benefits subject to a reimbursement ceiling as laid down in Article 20(1) and the fourth subparagraph of Article 20(6) shall be ignored in the calculation of the special reimbursement. The list of these benefits shall be laid down in the general provisions implementing these Rules.

2. Where the non-reimbursable portion of costs not deemed to be excessive, covered by the scope of the general provisions implementing these Rules and incurred by members in respect of themselves or of those covered under them, exceeds half of the average monthly basic remuneration under the Staff Regulations received in any twelve-month period, the special reimbursement provided for in Article 72(3) of the Staff Regulations shall be determined as follows:

The non-reimbursed portion of the above-mentioned costs which exceeds half of the average monthly remuneration under the Staff Regulations shall be reimbursed at the rate of:

- 90% in the case of a member whose insurance covers no other person;
- 100% in other cases.

3. Where members are no longer entitled to a salary or allowance, the basis for the special reimbursement shall be calculated by reference to the most recent monthly basic salary received or the most recent monthly allowance received.

4. Where two spouses or recognised partners are both members of this Scheme they shall by common agreement be entitled to opt for aggregation of the non-reimbursable portions of their sickness costs provided that:

- this is done in respect of the member spouse or partner having the higher basic remuneration under the Staff Regulations;
- the other spouse or partner waives the right to submit a separate claim for a special
- reimbursement;
- the twelve-month period is the same for both spouses or partners.

5. Decisions on requests for special reimbursement shall be taken by:

- either the appointing authority of the applicant's institution, on the basis of an opinion delivered by the Settlements Office in accordance with general criteria adopted by the Management Committee after consulting the Medical Council for determining whether the expenses incurred are excessive,
- or the Settlements Office, on the basis of the same criteria, where it has been empowered by the appointing authority to do so.

## **Joint Rules, Article 32 - Loss of entitlement**

2. Application for the special reimbursement referred to in Article 24 shall be made within 12 months of the date on which the expenses last incurred in respect of treatment within the 12-month period in question are reimbursed.

**General Implementing Provisions, title III, Chapter 1**

**General Implementing Provisions, Title III, Chapter 6**