

## Information for Group Leaders / Principal Investigators (PIs) hosting postdoctoral researchers at UPSC

Here is a summary of important information for you as a group leader regarding postdoctoral researchers:

- If a new postdoc from another EU country is going to join your group on a stipend, please ensure that the postdoc brings with them a S1-certificate or certificate of a private insurance that meets the requirements which is necessary for applying for a Swedish personal number.
- As a group leader, you are responsible for ensuring that your postdoctoral researchers are insured during their time at UPSC. The initial insurance for new postdocs arriving from abroad is provided by the university through "[Kammarkollegiet](#)" (Swedish State Group Insurance and Personal Insurance, called GIF for short). However, to be covered by this insurance it is absolutely essential that you make sure that the postdoc is registered as a member of the department. Once the postdoc has received a Swedish personal identification number, they can receive benefits from the Swedish social security system.
- All postdocs at UPSC, including those on stipends, are entitled to take time off equivalent to the holidays of formal employees i.e., at least 25 working days a year for stipends and employed postdocs have 28 days a year or more depending on their age.
- As the group leader, you are responsible for introducing new postdocs in your laboratory to the working routines at UPSC, for signing the relevant safety and IT documents and for ensuring your postdocs take the relevant health and safety tours that are required for the UPSC lab and greenhouse facilities.
- Tax-free stipends are training fellowships, made possible by an agreement between the Swedish tax authorities, funding agencies, and Swedish universities. These stipends are not salaries and postdocs on stipends are not formal employees of the universities, nor do they receive many of the benefits that taxed salary postdocs receive. Possibilities for alternative subsidies should be discussed with your head of department.

Postdocs paid on stipends might not get refunded from the fellowship for travel expenses, congress costs (registration fees, hotel and meals) or any similar type of expenses such as courses abroad or visit to other collaborators during their training period. Therefore, you as PI should make the decision of who will pay these expenses.

If you have any questions, ask the HR-administrator at your department.

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