

# IWT

... is your employer

Administration about: Sick leave  
Maternity leave  
Work certificates  
Work accidents

Contact: [sb-support@iwt.be](mailto:sb-support@iwt.be)

## Ghent University

... is your host institution

Access to buildings, account, email, sport facilities, other facilities  
Access to your bench fee: Your promoter will be budget holder  
In case of early suspension, change in promoter or change in end date:  
**Inform us as well!**

### Holidays

Same amount as Ghent University staff  
Register your holidays in Apollo (Go to: [athena.ugent.be](http://athena.ugent.be))

### Hospitalization insurance

Possibility to join  
Same conditions as research staff  
Family members can join as well  
Fee: Child (<18y): 73,65 EUR – Adult (>18y): 147,44 EUR  
[verzekeringen@UGent.be](mailto:verzekeringen@UGent.be)  
More information (only in Dutch): [www.ugent.be/intranet/nl/op-het-werk/verzekeringen/hospitalisatieverzekering](http://www.ugent.be/intranet/nl/op-het-werk/verzekeringen/hospitalisatieverzekering)

Contact: [IWT@UGent.be](mailto:IWT@UGent.be)

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