



Fact Sheet

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Unpaid Leave (§ 92 VVO)

General Provisions

Subject to the agreement of their line manager, employees can take unpaid leave if operational circumstances permit it. In principle, before unpaid leave is taken, the vacation entitlement and the extra hours accrued up to the start of the leave must be taken. The minimum duration of a period of unpaid leave is one week and the maximum duration one year. There is no entitlement to unpaid leave. Unpaid leave cannot be taken:

- at the end of an employment relationship,
- to bridge a gap between two periods of employment at UZH.¹

Applications for unpaid leave must be submitted by means of an employment order (*Verfügung*) from the relevant HR representative to the Human Resources Office as early as possible and no later than one month before the commencement of the leave. Depending on the duration of the leave (see below), arrangements for insurance cover (accident insurance and risk insurance for disability and death from the pension funds) must be finalized no later than one month before the start of the unpaid leave. If employees plan to engage in other gainful employment during their unpaid leave, a longer lead time is necessary (see below).

The precise start and end date of the period of unpaid leave must be provided. In the case of whole weeks, leave shall begin on a Monday and end on a Sunday. In the case of whole months, leave shall begin on the first day and end on the last day of the calendar month. The Human Resources Office will check the documents submitted and send the employees the required information and documents for the pension fund and the accident insurance as soon as possible.

Leave for the Purpose of Taking Up Another Gainful Employment

At UZH, the granting of unpaid leave for the purpose of temporarily taking up another gainful employment is possible if all of the following conditions are met²:

1. Working for the other employer is also in the interest of UZH, namely in terms of internationalization, professional networking with other institutions and/or efficient administrative processing of personnel businesses. Conversely, as in the case of secondary employment of employees, there must be no conflict between the interests of UZH and those of the other employer. It is the responsibility of the relevant line managers to assess whether the criteria are met. Employees' duty of loyalty to UZH continues during unpaid leave. The UZH regulations regarding the obligation to report and obtain approval for secondary employment apply.

¹ Leave to temporarily take up another gainful employment: See below.

² Binding guideline according to the resolution of the Executive Board of the University of 6 July 2021.

2. The temporary activity with the other employers has a close professional connection with the employees' activity at UZH.
3. The activity at other institutions or companies is conducive to personal development, in particular academic career development with a view to progression within and outside UZH.
4. It is planned that after the external assignments, employees will resume their regular job at UZH for at least several months.

If necessary, an agreement between employees, UZH and the other employers regarding intellectual property will be drawn up prior to the decision to grant unpaid leave. The aim here is to regulate the possibility that the employees make an invention, create a computer program or produce another copyrighted work during unpaid leave. Line managers are also responsible for regulating this situation. They may contact the Department of Legal Services and Data Protection for this purpose.

Effects on the BVK and VSAO Pension Funds

- Up to 14 calendar days: No effect.
- From 15 calendar days to one month: The obligation to pay contributions toward the retirement assets ceases from the first day of leave; risk insurance (disability and death) is maintained without any contributions having to be paid.
- From one month to one year: The obligation to pay contributions toward the retirement assets ceases from the first day of leave. Risk insurance (disability and death) is maintained for one month and then also discontinued. However, employees can maintain the insurance cover for disability and death themselves, subject to advance payment of the risk premium. The application to do this must reach the pension fund (BVK or VSAO) no later than one month before the start of the unpaid leave. Applications received later than this cannot be processed. Further information and forms can be found at www.bvk.ch and www.vorsorgestiftung-vsao.ch
- Employees insured with BVK cannot take unpaid leave of more than two years. If they wish to take more than two years off, their employment must be terminated and they must leave the BVK.

Employees insured with VSAO can take unpaid leave of up to two years under certain circumstances. Further information is provided in Appendix 3 of the VSAO Foundation Regulations:

<https://www.vorsorgestiftung-vsao.ch/php-sites/downloads-site.php>

Accident Insurance

Insurance cover for non-work-related accidents ends one month after the start of the unpaid leave. Employees must notify their health insurer of this promptly and before the start of their unpaid leave and extend the insurance for non-work-related accidents by taking out interim accident cover for a maximum of 180 days. The insurance premium must be paid before the start of the unpaid leave. Interim insurance can be purchased online here:

<https://www.axa.ch/de/privatkunden/angebote/wohnen-eigentum/abredevversicherung.html>

Reduction of Vacation Entitlement (§ 79 para. 3 VVO)

In the event of unpaid leave, the annual vacation entitlement will be reduced by a twelfth for each month of leave (or 22 working days).

Family Benefits

In the event of unpaid leave, family benefits and/or differential payments will be continued for the current month and the following three months, provided that the annual salary still amounts to at least

CHF 7,170.00 (as of 2021). This also applies to employees who extend their maternity leave with a period of unpaid leave.

Notional Starting Date (§ 13 para. 3 PG and § 14 para. 2 VVO)

The notional starting date will be adjusted in the event of unpaid leave of more than six months or multiple periods of unpaid leave whose total duration exceeds six months or 132 working days. Only the time in excess of this duration will be taken into account, however.