



## Fact Sheet

*This is a translation of the original document in German. The translation is provided for information purposes only and has no legal bearing. Only the German document is legally binding.*

## Employees Leaving the University

In legal terms, the reasons for terminating an employment relationship can be categorized as follows:

- Notice given by employee
- Dismissal by the employer not due to employee's conduct
- Dismissal by the employer due to employee's conduct
- Termination of the employment relationship by mutual agreement
- Termination of the employment relationship without notice
- End of a temporary employment contract
- Retirement

Dismissals on the part of the employer are issued exclusively by the Human Resources (HR) department. The employee's supervisor is to contact the HR department immediately.

### Notice Periods (§ 14 & 17 Employment Act)

During the trial period the notice period is seven days. Thereafter, the employment relationship can be terminated with the following notice periods (at the end of each month):

#### Employees up to pay category 20

1st year of service*	→ 1 month
2nd and 3rd year of service*	→ 2 months
4th to 9th year of service*	→ 3 months
From 10th year of service*	→ 6 months

#### Employees in pay category 21 and above (upper management)

1st year of service	→ 1 month
2nd year of service*	→ 2 months
From 3rd year of service*	→ 6 months

The notice period may be shortened by mutual agreement. **\*Please note:** Years of service are calculated based on the notational starting date, not just based on the actual length of employment.

### 13th salary

The 13th month's salary is paid pro rata with the final month's salary.

### Vacation, Extra Hours and/or Overtime Credit

Any vacation, extra hours and/or overtime credit that has not been compensated due to important work-related reasons is paid with the final month's salary. Any extra hours are compensated on a 1:1 basis. Payments up to and including pay category 16 receive a 25% supplement. Human Resources must be informed in good time about a positive balance of hours using the "Mutationsverfügung" (change form).



### **Seniority Allowance (§ 47 Implementation Ordinance of the Employment Act of the Canton of Zurich)**

On completion of 21 years of service, employees are entitled to a part payment of the next applicable seniority allowance:

- 80% if only one year or less is missing
- 60% if more than one, but maximum two
- 45% if more than two, but maximum three
- 30% if more than three, but maximum four years of service are missing.

### **Employment Reference Letter**

A final employment reference letter must be supplied to the employee by their leaving date. It must include the type and length of the employment and an evaluation of the employee's performance and conduct.

### **Pension Fund**

Detailed information can be found on the "Pension Fund Fact Sheet".

### **Accident Insurance**

It is obligatory for employees who work an average of eight hours a week to be insured for non-work-related accidents. This accident cover ends 31 days after the employee's leaving date. If neither a new employer nor the unemployment insurance provides non-work related insurance, the employee who is leaving is obliged to take out their own accident cover. The employee has the following options:

1. Continue the former insurance cover with an extension agreement for a maximum period of six months. The premiums must be paid within 30 days after leaving. The payment slip can be obtained from the HR department.
2. Take out accident cover with their own private health insurance.

### **Annual Pay Statement**

The annual pay statement will be sent by the HR department in January of the following year. In the event of a change of address, the applicable HR representative must be informed so that the annual pay statement can be sent to the correct address.