

Rules and Regulations concerning Working Time Management (RGT)

LEX 4.1.4

1st January 2013, status as at 12th March 2018

The Direction of the Ecole polytechnique fédérale de Lausanne, based on Art. 37 par. 3 of the Loi sur le personnel de la Confédération of 24th March 2000 (LPers, [RS 172.220.1](#)), based on the Ordonnance du Conseil des EPF sur le personnel du domaine des écoles polytechniques fédérales of 15th March 2001 (Ordonnance sur le personnel du domaine des EPF, OPers-EPF, [RS 172.220.113](#)), hereby adopts the following:

Section 1 General provisions

Article 1 Subject (Art. 5 OPers-EPF)

The aim of these rules and regulations concerning Working Time Management (RGT) is to:

- a) facilitate time management for all EPFL units;
- b) ensure the monitoring of long-term absences in accordance with legal requirements;
- c) guarantee the reporting essential for absence management, particularly with regard to research projects for which obligatory timekeeping is required;
- d) allow statistics to be compiled for the Human Resources report, according to the available data.

Article 2 Scope of application

¹ The RGT applies to all employees.

² The RGT is not applicable to:

- a) professors
- b) doctoral assistants with the exception of sections 5 and 6 below

³ The special requirements of funders remain applicable in all cases.

Article 2 bis Competences

¹ Supervision and monitoring are primarily the responsibility of the heads of units or heads of higher hierarchical structures.

Section 2 Working time management

Article 3 Generalities (Art. 54 OPers-EPF)

¹ The working week generally comprises 41 hours.

² For part-time staff, the number of working hours per week is calculated in proportion to the scale of occupation.

Article 4 Reporting and statistics

¹ Each unit produces a monthly absences report in the form of a table that includes all the relevant information for the group of staff concerned.

² The materiality principle applied determines the half-day as the minimum measure for absence reporting.

³ In specific cases requiring individual reporting, the unit uses a table that fulfils the necessary criteria in specific cases.

⁴ Before 31st January each year, the holiday balance due and statement of the total number of other absences during the previous year must be validated and countersigned by the staff member and their superior. In the event of disagreement, the Human Resources Manager has the authority to decide.

⁵ Absence reporting for the EPFL Direction at the School/Vice-Presidency level is produced on a quarterly basis by Human Resources.

⁶ The annual statistics are compiled at EPFL level and provide the Direction with information concerning the type of absences. This data forms part of the Human Resources report for the various staff categories.

⁷ At different levels of responsibility, the RGT forms part of the Internal Control System (ICS) and key controls of each unit.

⁸ The auditors may access the above-mentioned data at all times.

Article 5 Work schedule organisation

¹ Work schedules are arranged by agreement between superiors and staff members based on the confidence principle and taking into account the requirements of the service involved.

² The principle of flexible working hours has been adopted at EPFL. Depending on requirements or the particular nature of the activities (reception, customer service, etc.), core time periods may be defined.

³ In the event of failure to respect the present rules and regulations, supervisory measures may be taken by the direct superior(s), in agreement with the Human Resources Managers.

Article 6 Breaks (Art. 54 par. 4 OPers-EPF)

¹ A break of at least 30 minutes must be taken at lunchtime. This break is not counted as working time.

² Breaks of 15 minutes in the morning and afternoon are counted as working time and cannot be compensated for if not taken.

Article 7 Extra hours and overtime (Art. 55 OPers-EPF)

¹ Extra hours are defined as those that are worked in addition to the working time agreed in the contract (regardless of the scale of activity) but do not exceed 45 working hours a week. Hours worked in excess of 45 working hours per week are considered as overtime.

² Extra hours allow variations in the workload to be accommodated and are managed by the employee within the framework of the flexible working schedule by compensating accordingly. The positive balance of extra hours cannot at any time exceed the total of the number of hours necessary for compensation of the end-of-year holiday plus the employee's standard number of weekly working hours. A negative balance cannot at any time exceed 20 hours regardless of the scale of activity. Any hours worked in excess of this limit must be validated by the direct superior.

³ Overtime is authorised only if, as far as possible and unless there is an emergency, it is planned by agreement between the employee and their superior or carried out on the instructions of the latter.

⁴ Extra hours and overtime must be compensated for by taking the equivalent leave.

⁵ If compensation by equivalent leave is not possible, extra hours are paid at the usual rate (100%) and overtime with a supplement of 25% (125%) and hours worked on Sundays or public holidays with a supplement of 50% (150%).

⁶ In the event of termination of employment, the balance of extra hours or overtime will if possible be compensated for prior to departure, or, failing this, will be paid with the last salary.

Section 3 *Overtime on Saturdays, Sundays and public holidays* (Art. 55 OPers-EPF)

Article 8 **Occasional work**

¹ Occasional overtime on Saturdays, Sundays and public holidays is only authorised on the instructions of the superior due to urgent requirements that cannot be dealt with during the normal working schedule.

² The compensation for overtime completed on Sundays and public holidays is determined by Art. 55 OPers-EPF.

³ In the event of compensation for a deficit of working hours during the weekend as part of the flexible working schedule, these hours are not considered equivalent to extra hours or overtime and are paid at the normal rate. Only working hours that are completed according to orders or are planned are paid at a special rate at the weekend.

Article 9 **Regular work**

¹ Regular overtime completed on Saturdays, Sundays and public holidays must form the subject of regulations specific to each service and submitted to Human Resources for approval.

² Schedules are drawn up sufficiently in advance to enable staff members to take the necessary organisational measures.

³ Only essential requirements can justify work regularly carried out during weekends and public holidays (e.g. animal facility, security and fire services, etc.).

⁴ In collaboration with Human Resources, the necessary authorisations must be requested from the competent authorities and issued before work is regularly carried out on Saturdays, Sundays and public holidays.

⁵ The specific arrangements of standby services are reserved.

Section 4 *Night work and Telework*

Article 10 **Night work**

As a general rule, apart from emergency services or exceptional cases of absolute emergency, no night work is carried out at EPFL. Night work that is completed voluntarily and not as a result of orders given within the framework of the flexible working schedule does not fall within the scope of these rules and regulations and is a matter of personal choice on the part of the staff member without any special conditions applying.

Article 11 Telework (Art. 43 par. 3 OPers-EPF)

Telework may be carried out insofar as the nature of the tasks allows it and subject to special authorisation from the superior. The confidence principle remains applicable.

Section 5 Absence management**Article 12 Generalities**

¹ Within the framework of its socially responsible personnel policy (Art. 4 par. 2 LPers, Art. 5, 9, 10 and 11 OPers-EPF), EPFL does its utmost to achieve coherent and efficient absence management.

² The monitoring of absence management is the responsibility of the units.

Article 13 Types of absences

- a) leave described under Art. 52 OPers-EPF (see EPFL HR site);
- b) public holidays that depend on local practices at the location where the professional activity is exercised;
- c) training, professional travel and conferences;
- d) absences for holidays (Art. 51 OPers-EPF), illness or accident (Art. 36 a OPers-EPF), pregnancy and maternity (Art. 37 OPers-EPF), military service, civil defence service and civilian service (Art. 38 OPers-EPF).

Article 14 Unpaid leave

The conditions relating to unpaid leave are laid down under Article 52a OPers-EPF.

Article 15 Public holidays (Art. 50 OPers-EPF)

Public holidays are days that are ordinarily official holidays at the location of the workplace. These include: 1st January, 2nd January, Good Friday, Easter Monday, Ascension Day, Whit Monday, 1st August, *Lundi du Jeûne*, 25th December, 26th December¹. The regulations vary according to the place of work (PSI, EAWAG, IMT-Neuchâtel, etc.).

Article 16 Eve of public holidays (Art. 54 OPers-EPF)

On the eve of public holidays, the working day finishes one hour earlier. This is not a reduction of working hours but simply a gratuitous reduction offered to staff members present at that particular time.

Article 17 Training, professional travel, conferences (Art. 54 par. 3 OPers-EPF)

¹ Training activities, whether professional, academic, or linguistic, at the request of the superior or not, form the subject of monitoring within the framework of absence management. Reporting provides precise figures concerning the overall number of days devoted to training, professional travel and conferences.

² Professional travel in Switzerland is considered as working time. For travel abroad, the actual working time must be agreed on with the superior.

¹ Although 26 December is not an official public holiday in the canton of Vaud, it has traditionally become so at EPFL. Note that according to Art. 66 par. 3 Opers-Conf (RS 172.220.111.3), this day is a holiday.

³ The agreement of the superior is however necessary before employees may participate in training, professional travel or conferences. The specific regulations concerning staff training are reserved.

Article 18 Holidays (*Art. 51 and 63 OPers-EPF*)

¹ Holidays are planned at the beginning of the year, in agreement with the superior and taking into account the requirements of the unit concerned.

² According to Art. 51 OPers-EPF, employees are entitled to 5 weeks' holiday per year (or 6 weeks for staff members of less than 20 and over 50 years of age). Five weeks' holiday correspond to 25 days and 6 weeks to 30 days per calendar year.

³ If employment starts or ends during the year, the entitlement to holiday is calculated proportionally.

⁴ Apprentices and staff members whose employment contract is determined by Art. 5 par. 1 and 2 of the *Ordonnance-cadre LPers* may be subject to special regulations.

⁵ All outstanding holiday must have been taken prior to the termination of the employment contract. Failing this however, and only at this time, it will be paid.

⁶ The conditions concerning loyalty bonuses awarded in the form of paid holiday are stipulated under Art. 45 OPers-EPF.

⁷ Holiday carried over from one year to another must if possible be taken by the end of April the following year. Any outstanding holiday must be taken within a period of 5 years (first in first out principle).

Article 19 Calculation of holiday entitlement for part-time employees

¹ The "weeks" of holiday are calculated according to the corresponding scale of activity. For example, a person working on a 50% basis is entitled to 5 (or 6) weeks' holiday at 50% i.e. 50% of 25 (or 30) days = 12.5 (or 15) days per year.

² In case of doubt, a calculation in days, or hours, must be made.

Article 20 Pregnancy and maternity (*Art. 37 OPers-EPF, Art. 6 par. 2 LPers*)

¹ Pregnant employees may be exonerated from their obligation to work one month at the earliest before the anticipated date of the birth of their child. For other cases, a medical certificate is required.

² The conditions concerning maternity leave are stipulated under Art. 37 OPers-EPF. The maximum allowance is 4 months.

³ An employee who has just given birth is obliged to take a minimum of 2 months' leave. The remaining 2 months may be taken in the form of a contractually agreed reduction in working hours over a longer period. If the father of the child also works at EPFL, the remaining 2 months may be shared between the parents.

Article 21 Illness and accidents (*Art. 52 par. 3 OPers-EPF*)

¹ A medical certificate must be presented to the superior, signed and forwarded to Human Resources as from the 4th day of absence (example 1: absence Thursday, Friday, Monday: certificate not required; example 2: absence Thursday, Friday, Monday, Tuesday (or longer): certificate required as from Tuesday).

² Extended absences due to illness (exceeding 30 days) are monitored to ensure possible reimbursement by the AI (IV = Invalidity Insurance), especially for cases of early detection. In the latter case, updated and regular medical certificates are required.

³ Medical appointments must whenever possible be made outside of working hours. Failing this, staff members ensure that minimum disruption is caused to their work schedule, particularly by fixing appointments at the beginning or end of the day, or during lunchtime. The confidence principle applies.

Article 22 Military service, civil defence service, civilian service

¹ Absences due to military and other similar services are monitored within the framework of absence management.

² The specific regulations concerning single-term service and promotion services apply. However, EPFL requires advance notification from employees before the final decision is made.

Section 6 Third-party regulations

Article 23 Financing by third-party funds

Participants in projects financed by third-party funds or international research programmes are obliged to conform to the specific regulations laid down by the various funding bodies.

Section 7 Data protection and retention (Art. 59 and 60 OPers-EPF)

Article 24 Confidentiality of personal data

¹ The data used for statistics is rendered anonymous immediately. No name or any element allowing a staff member to be identified by name will be processed for the compiling of statistics.

² The system used for working time and absence management must guarantee the confidential processing of personal data.

³ The documents generated, signed and stored by the head of unit – monthly tables and/or individual reporting – must be stored confidentially. The specific regulations laid down by funding sources are reserved.

⁴ The heads of units and Human Resource Managers ensure that the provisions made under the Federal Act of 19 June 1992 on Data Protection (LPD, RS 235.1) and the Ordinance of 14 June 1993 to the Federal Act on Data Protection (OLPD, RS 235.11) and Art. 59 ff. OPers-EPF regarding data protection are adhered to.

Article 25 Data retention

The documents referred to under Article 3 points 3 and 4 are signed by the head of unit and stored confidentially by the latter for a period of 10 years.

Section 8 *Final provision*

Article 26 **Entry into force**

The present rules and regulations entered into force on 1st January 2013, status as at 12th March 2018.

On behalf of the EPFL Direction:

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