

Information regarding your departure from EPFL

This document is also available on the website rh.epfl.ch -> Employee toolkit -> FAQs -> Départ de l'EPFL / Leaving EPFL.

Publica

In order to terminate your membership in the PUBLICA pension scheme, you need to complete, date and sign the departure form from PUBLICA and return it before leaving EPFL to the following address: Swiss Federal Pension Fund PUBLICA, Eigerstrasse 57, 3007 Berne.

A refund in cash of the termination benefit can be requested by reason of final departure from the Switzerland. For any destination outside Switzerland and Lichtenstein the following documents are required:

- departure certificate issued by the control of the inhabitants of your commune of residence
- spouse declaration of consent written with signature authenticated by a notary or by Publica in Bern

For a departure for one of the Member States of the European Union and the EFTA States (Iceland and Norway), in addition to the above-mentioned documents, the form for opening an vesting account from a Vesting Foundation or insurance must also be attached.

For further information, please contact Ms. Isaline Wahli (ENAC Faculty) int. 36039 or e-mail isaline.wahli@epfl.ch or Mr. Eric Vionnet (other faculties, CDM, CDH and administration) int. 32144 or e-mail eric.vionnet@epfl.ch. Alternatively, you can consult the following website <http://www.sfbvg.ch> -> Liaison Office.

Old-age and disability pension scheme (AVS/AI)

Please visit the following website <https://www.ahv-iv.ch/en/Leaflets-forms/Leaflets/International> in order to obtain all the relevant information concerning AVS. The refund of contributions application form can be obtained on the site following website <https://www.ahv-iv.ch/en/Leaflets-forms/Forms/General-administration-forms>.

If you reside in a State with which Switzerland has signed a convention on social security (for example the EU) <https://www.ahv-iv.ch/en/Leaflets-forms/Forms/Benefits-of-AHV>, you are entitled to apply for benefits with AVS/AI in the event of disability or death. The retirement pension must be applied from the age of 64 for the women and from 65 for the men.

Accident insurance

During your employment at the EPFL, you are insured against accidents by SUVA (Swiss National Accident Insurance Fund) in accordance with the Law on Accident Insurance (LAA). Please note that, owing to your departure, accident insurance under the LAA will cease to be effective thirty-one calendar days after termination of your employment contract. If you do not have a new employer for at least eight hours a week or you get unemployment benefits, it is your responsibility to take out personal accident insurance cover with a health insurance fund. SUVA offers an extension of accident insurance cover for a maximum of six consecutive months at a cost of CHF 45 per month. The first month is automatically covered so no premium is due. This "insurance by agreement" (Assurance par convention) must be concluded within the first month after your departure. The contract can be made online <https://www.suva.ch/en/insurance/insurance/interim-accident-insurance>. For any further information, please contact the HR <https://www.epfl.ch/campus/services/human-resources/en/welcome/>

Your pay slips

Save or print your payment slips, annual salary certificate, family allowances and other documents on [SESAME 2- HR Online](#). Afterwards, you will no longer have access to SESAME 2.

Half-fare rail travel card

Owing to your departure and as stated on delivery of your travel card on your arrival, you are requested to hand in your travel card to your supervisor on your last day at the Institute. Should you require any further information, please contact Mrs. Michèle Rüegg Mangili int. 33271 or e-mail michele.ruegg@epfl.ch.