

## **Information regarding your departure from EPFL**

### **Your salary statements and documents in Sesame**

Save or print your salary statements, salary certificates, certificates of employment, child benefit statements and other documents still available in [sesame.epfl.ch](http://sesame.epfl.ch). After your departure, you will no longer have access.

### **Publica**

If you are insured for the 2<sup>nd</sup> pillar with the Publica Pension Fund, you will find enclosed the form to be returned duly completed, dated and signed to [info@publica.ch](mailto:info@publica.ch) or to Publica Pension Fund, Eigerstrasse 57, 3007 Berne.

The attached information sheet will provide all the necessary instructions for completing the exit form.

For any additional information, you can consult the site <http://www.sfbvg.ch> or send an email to [assurances.sociales@epfl.ch](mailto:assurances.sociales@epfl.ch)

### **AVS/AI**

You will find all the necessary instructions on the attached information sheet. You can also consult the website of the Swiss Compensation Office <http://www.zas.admin.ch/>.

### **Insurances**

#### *Occupational and non-occupational accidents*

During your activity at EPFL, you have been insured against occupational and non-occupational accidents (if your activity comprises at least 8 hours per week) by the SUVA. We inform you that this LAA accident coverage will cease to be valid at the end of the 31<sup>st</sup> day following the termination of your employment. If you do not have a new employer for at least 8 hours per week or you are not receiving unemployment benefits, it is your responsibility to personally take out insurance with a health insurance company in Switzerland for non-occupational accident coverage. The SUVA offers a maximum prolongation of 6 consecutive months of your non-occupational accident coverage. Important: the agreement and payment concerning this insurance must be concluded before the end of the 31<sup>st</sup> day following your departure. You can complete this transaction directly via the [www.suva.ch/assurance-convention](http://www.suva.ch/assurance-convention) website. In this way, an international insurance certificate can be issued immediately.

#### *Entitlement to salary continuation in the event of illness*

The right to salary continuation in force at EPFL no longer applies once your employment contract has ended. If you wish to contract a daily allowance insurance, you can contact your private health insurer or the private insurer of your choice.

#### *Insurance against the risks of death and disability with the Publica pension fund*

For one month after your departure, you will continue to be insured against the risks of death and disability with the Publica pension fund. If you have not yet found a new job or are not registered with an unemployment fund, you have the option, within a maximum of 3 months after your departure, of continuing your insurance with the supplementary institution on a voluntary basis (savings insurance and/or risk benefits insurance). More information: <https://web.aeis.ch/EN/home>.

### **Permit**

Any person leaving Switzerland must announce their departure to their commune of residence via the website of the municipal administration or by going there personally to inform the authorities of their departure.