

EPFL VPO RH
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CH-1015 Lausanne

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Salary information and time management 2021

Dear Colleagues,

Below you will receive the most useful information for a correct understanding of your salary statement.

Rise in Cost of Living

The Board of the Swiss Federal Institutes of Technology (ETH Board) and EPFL Management have decided not to allocate any inflationary increases as of 1.1.2021. This concerns all categories of personnel: Professors, personnel subject to the ETH Domain salary system, doctoral assistants, post-doctoral students, scientific assistants, scientific collaborators as well as administrative and technical staff on fixed-term contracts.

Salary system of the ETH Domain

As in previous years, individual wage measures will be granted by means of 1.2% of the corresponding wage bill.

Personnel categories outside the ETH Domain salary system

Increments remain unchanged from last year.

Change in social security contributions

From 1 January 2021, the AHV/IV/EO contribution rate will rise from 10.55% to 10.6%. The contributions of all other social security charges remain unchanged and social security contributions are financed in equal parts by employer and employee.

Family allowances

Family allowances remain unchanged on 1 January 2021:

- CHF 4,519, i.e. CHF 376.60 per month for the first child,
- 2,919, i.e. CHF 243.25 per month for the 2nd child and subsequent children if < 16 years of age,
- CHF 3,298, i.e. CHF 274.85 per month for the 2nd child and subsequent children if > 16 years of age.

These amounts correspond to the cantonal allowance and the EPF supplement. The amount of the cantonal allowance may be higher. In this case, no EPF supplement is paid.

Some information and reminders

Absence management (LEX 4.1.4)

- The right to holidays begins on 1 January and it must be exercised during the calendar year in which it arises.
- Holidays must include, at least once a year, two consecutive weeks.
- If there is a holiday balance at the end of the year, employees **must** take this balance until 30 April of the following year.
- All employees are required to use the "absence management": <https://absences.epfl.ch/>, to reflect the holiday days planned or taken.

If you have any questions or problems, the HR managers are at your disposal, as well as the helpdesk: absences@epfl.ch.

Tax at source

- If one of the spouses has Swiss nationality or is the beneficiary of a type C permit, tax at source is no longer levied. It is therefore important for you to certify this by means of an official document.
- Any change in personal circumstances (marriage, birth, separation, taking up or ceasing employment of the spouse, etc.) must be announced within 14 days of the event.
- As a reminder, until the end of March of the following year, the person subject to tax at source may request a decision on the amount of his or her tax at source from the competent cantonal tax authorities.

Announcement of change in individual situation

Any change in your personal situation must be reported to your HR department.

End of year celebrations

The official public holidays granted are as follows:

	Campus VD, & AG, BS, FR, NE & VS	Campus de Genève
Friday 24 th December	½ day afternoon, holiday EPFL	½ day afternoon, holiday EPFL
Friday 31 st December	½ day afternoon, holiday EPFL	Official holiday

Any other day off must be taken from the holiday balance or by time compensation.

In addition to your salary statement, [SESAME 2-HR Online](#) allows you to print out your salary certificate for tax purposes (available as of January 25th), as well as the monthly notifications for the payment of child benefits. If you change your address or bank account, you can also update your personal data in SESAME 2.

If you have any questions or require further information, please write to us at the following address: rh@epfl.ch.

With our best regards

Your Human Resources.

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