Dear Colleagues,

You will find below the most useful information for a correct understanding of your payslip.

**Inflation**
The Board of the Swiss Federal Institutes of Technology (ETH Board) and the EPFL Management have decided to allocate an inflationary increase of 0.5% as of 01.01.2022. This concerns all categories of personnel: Professors, personnel subject to the ETH Domain salary system, doctoral assistants, postdoctoral 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, 1.2% of the wage bill is granted centrally to cover individual wage measures.

**Personnel categories outside the ETH Domain salary system**
Increments remain unchanged from last year. The salary scales for PhD students and postdoctoral researchers are adapted to inflation (link).

**Social security contributions**
The total AHV/IV/EO contribution rate remains unchanged at 10.6% plus 2.2% for unemployment insurance (1.0% from CHF 148'200). These social contributions are financed in equal parts by the employer and the employee.

The occupational accident insurance (OAI) decreases from 0.0668% to 0.0507% (financed by the employer) and the non-occupational accident insurance (NOAI) decreases from 0.81% to 0.67% (2/3 financed by the employee and 1/3 financed by the employer).

The other contributions remain unchanged.

Family allowances on 1 January 2022 are:
- CHF 4'530.-, i.e. CHF 377.50 per month for the first child,
- CHF 2'922.-, i.e. CHF 243.50 per month for the 2nd child and subsequent children if < 16 years old,
- CHF 3'300.-, i.e. CHF 275.- per month for the 2nd child and subsequent children if > 16 years old.

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.

It should be noted that the family allowances for children under the age of 16 in the Canton of Vaud will decrease from CHF 380 to CHF 340 from the third child onwards (no change for employees who were
Circular letter to the staff of EPFL

already receiving CHF 380 until December 2021 as an acquired right) and that the allowance for young people in training will increase from CHF 360 to CHF 400 for the first and second child.

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 are asked to plan the days carried over until 30 April of the following year in agreement with the line manager.
- All employees are required to use the "absence management" system: [https://absences.epfl.ch/](https://absences.epfl.ch/), to reflect the planned or taken vacation days.

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.
- As every year, the 2022 cantonal scales have been updated.

**Announcement of change in individual situation**

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

**List of official public holidays granted by the cantons**

The list of official public holidays is available here. Any other day off must be taken from the holiday balance or by time compensation.

In addition to your monthly payslips, SESAME > My Personal Space allows you to print out your salary certificate for tax purposes (available as of end of January), as well as the monthly notifications for the payment of family allowances. If you change your address or bank account, you can also update your personal data directly in SESAME.

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

With our best regards,

Your Human Resources

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