



Management process for illness/accident and long-term absences

Human
 Resources

EPFL RH BI A1 407 (bât. BI), Station 7 1015 Lausanne +41 21 693 60 93 rh@epfl.ch rh.epfl.ch



Table of contents

1.	Intro	oduction	03
2.	Proc	cess overview	05
3.	EPF	L standard procedure	06
4.	Тоо	S	13
	4.1	Guide • Information and support for employees	13
	4.2	Guide • Information and support for line managers and professors	14
	4.3	Guide • Return interview	15
	4.4	Template • Repeated absence management	16
	4.5	Template Information letter	17
	4.6	Form Accident declaration	18



1. Introduction

Human Resources, in collaboration with the Occupational Health and Safety service (Security, Safety and Facilities Operations Domain) has defined a management process for illness and accident absences, including long-term absences (*absences longue durée*, ALD). An absence is considered long-term when it exceeds 30 days of incapacity for work, whether consecutive or not, for the same illness, and whether the incapacity is partial or complete.

This process defines the care and support offered to the employees concerned and clarifies the legal and administrative aspects, in accordance with the *OPers-EPF* and the revision of the *Ordonnance sur le corps professoral des EPF*.

As responsible employer, the objective is to improve the management of employees regarding illness or accident absences, facilitate their reintegration and/ or support them in a career change or other alternative, in partnership with the Occupational Health and Safety service and other internal and external EPFL actors. This process aims, on the one hand, to define, communicate and apply a standard process linked with the proactive management of absences and, on the other, to provide the tools for better management and detection in order to increase the reintegration of staff members in the same or another job.

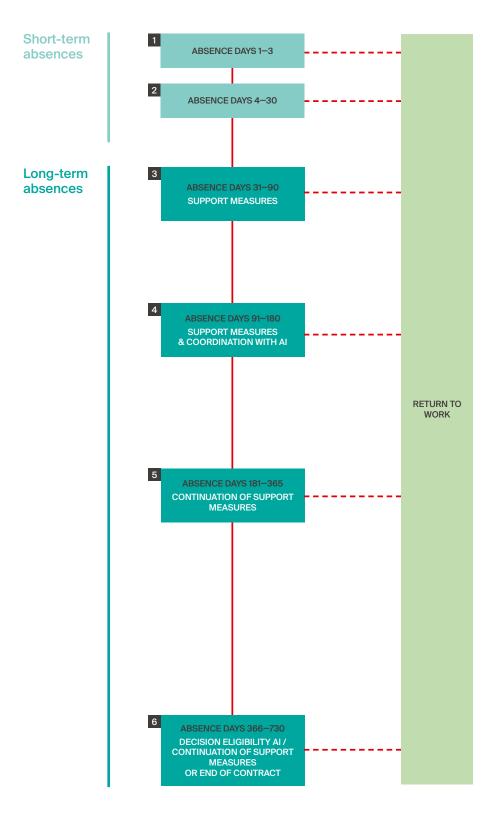
The human resources managers are responsible for the application of the process. The process and tools described constitute the standard norm of HR management.

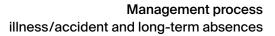


Goals	 Improve the management of employees absent due to illness or accident including long-term absences
	 Improve communication and support regarding the employees con- cerned
	 Facilitate their reintegration and/or support them in career changes or other alternatives.
Scope	This process applies to all EPFL employees with employment contracts, including professors.
Tools	 Guide • Information and support for employees – M
mandatory M	Guide • Information and support for line managers and professors – M
or optional <mark>O</mark>	Guide • Information and support for HR* – M
* HR internal	Guide • Return interview – M
USE	Template • Repeated absence management – O
	Template • Information letter – M
	Template • Announcement to Occupational Health unit* – M
	Template • Letter to Occupational Health unit* – M
	 Template • Authorisation release of medical confidentiality, occupational health specialist* – M
	Template • Information feedback to HR* – M
	Template • Letter to general practitioners* – M
	Template • Letter end of salary entitlement or reduction to 90%* – M
	Template • Medical advisor mandate* – M
	 Template • Authorisation release of medical confidentiality, medical advisor* – M
	Template • Covering letter – draft termination* – M
	Template • Termination for certified disability* – M
	Form • Accident declaration – M
	Form • AI early detection announcement* – M
	Form • Disability announcement to Publica* – M
	File • Long-term absences (ALD)* – M
	Memorandum • Matmal fund* – M
Metric	Reduction of number of absences (< 30 days; > 30 days)
Implementation	May 2022
Review cycle	Human Resources will examine this process once a year in order to take into consideration best practices and incorporate lessons learned.



2. Process overview





3. EPFL standard procedure

2P2L

Main roles and responsibilities

- The employee / professor informs their line manager of their illness or accident and keeps them regularly updated ·regarding the evolution of their incapacity for work and if possible the anticipated date of their return to work. They spontaneously provide medical certificate(s) throughout their absence and record them, plus the required documents, in the Working time and absence management (GTA) system. They receive internal and external support and cooperate with any actions taken.
- The line manager / dean (or representative) deals with the administrative, organisational and interpersonal follow-up in the event of absence and coordinates the actions to be taken with the human resources manager. They ensure, with possible delegation, that the medical certificates are updated in the "Working time and absence management (GTA)" system.
- The HR manager (RRH) is responsible for proactive absence management with the line manager / dean and coordinates the necessary actions with all those involved (occupational health specialist, Suva, disability insurance AI, etc.) with a view to a return to work (coaching, rehabilitation, reintegration, etc.) or other alternative.
- The social insurance officer (GAS) creates and updates the long-term absences file with each new illness or accident absence or each change of situation and deals with the administrative follow-up of activities with those involved (internal or external).
- The occupational health specialist advises and supports employees/professors and the employer in the return to work. They define the aptitude for the post and any functional limitations, medically evaluates situations and defines professional constraints and exposures.
- The medical advisor determines the capacity for work required in the regular activity and in an adapted activity. They commission if necessary independent and neutral expert medical assessments and make a decision, if necessary, regarding aptitudes or inadequate capacity.



Management process illness/accident and long-term absences

Steps	Who/person responsible	How	Tools mandatory M or optional O
1 Absence days 1—3	Employee / professor	 Informs the line manager by telephone of the start of the absence, and the foreseeable duration of the absence (unless circumstances do not permit this). Enter their absence in the "Working time and absence management (GTA)" system. In the event of accident, announces it to the GAS using the accident declaration form. 	Form • Accident declaration – M Template • Repeated absence management – O
	GAS	 Sends the accident declaration form to the employee, if necessary, for them to fill it in. Announces the case to the Suva and manages the detailed accounts. Coordinates with the Suva to initiate the early detection process with the AI, if necessary. 	
	Line manager / dean (or representa- tive)	 Takes note of absence and reorganises work. If employee has not called, phone them, if possible on the 2nd day and at the latest on the 3rd day of absence. If employee cannot be reached, contacts HR. As soon as employee returns to work, plans and conducts a return interview. In the event of repeated absences, conducts an interview with employee to identify causes and agree on ways to improve situation. 	
	RRH	 If employee still cannot be reached, organises the neces- sary measures such as contacting the family to ascertain the employee's state of health. 	

EPFL

Management process illness/accident and long-term absences

Steps	Who/person responsible	How	Tools mandatory M or optional O
2 Absence days 4–30	Employee / professor	 Calls the line manager to inform them of the probable duration of the absence. In the event of partial incapacity, agrees on days of presence with line manager. Enters their absence and downloads their medical certificate (CM) in the GTA system, as from the 4th day of absence for employees and the 8th day for professors. If this is not possible, the line manager / dean (or representative) enters the absence and downloads the medical certificate, if necessary. If necessary, asks the Occupational Health and Safety Service to envisage ergonomic measures or a visit to the occupational health specialist. 	Template • Repeated absence management - O
	Line manager / dean (or representa- tive)	 Takes note of absence and reorganises work. Checks and confirms that medical certificate matches the recorded absence. Informs RRH if anticipated absence exceeds 30 days. Calls employee to see how they are. As soon as employee returns to work, plans and conducts a return interview. If employee refuses to collaborate, informs RRH in order to define next steps. In the event of repeated absences, conducts an interview with employee to identify causes and agree on ways to improve situation. In the event of repeated absences, can request a medical certificate as from first day of absence. 	
	RRH	 Assists line manager / dean in preparation of "return" interview if they request it. 	
Return to work	Occupa- tional health specialist	 At the request of employee / professor or RRH, organises a medical consultation preferably before the return to work in order to review medical situation, coordinate return to work and if necessary carry out an analysis of the work station and necessary adaptations. 	Guide • Return interview – <mark>O</mark>
	RRH	 Supports line manager / dean in preparation of the return interview, if the latter requests it. 	
	Line manager / dean (or representa- tive)	 As soon as employee returns to work, plans and conducts a return interview in order to ensure good reintegration or a sustainable return to work. 	
	GAS	 In the event of the return of the employee / professor in accordance with their contractual scale of occupation, closes the file. Removes person from Matmal fund via Workflow, if appropriate. 	



Steps	Who/person responsible	How	Tools mandatory M or optional O
3	Line manager / dean (or	 Contacts employee / professor regularly to see how they are, according to situations 	Template • Information letter – <mark>M</mark>
Absence days 31–90	representa- tive)	 Consults the guide "Information and support for line managers and professors". 	Guide • Information and support for
Support measures	RRH	 Consults the guide "Information and support for HR". Calls employee / professor in order to: answer any administrative questions and ask if they need any special support; remind them of possibility of contacting occupational health specialist; inform them that EPFL is obliged to send an early detection form to the AI with a view to reintegration in the workplace, proposing different measures such as coaching, training, adaptation to post; suggest they contact the AI directly for more information; inform them that they will receive the guide "Information and support for employees" with a letter. Contacts occupational health specialist to evaluate the case, if necessary. Reviews and analyses situations via the ALD file, discusses with line manager / dean (or representative) regarding follow-up and actions to be taken and determines frequency of necessary interactions. Asks GAS to send the early detection form. 	employees - M Guide • Information and support for line managers and professors - M Guide • Information and support for HR* - M File • Long-term absence (ALD)* - M Form • Al early detection announcement* - M
	GAS	 Updates cases in ALD file, before 10th of the current month, including date of start of illness or accident, and determines number of days of absence based on monthly notification of absences. Comments on each absence and specifies cases that must be monitored. Opens an individual absence monitoring file . Sends the information letter with the guide "Information and support to employee". Prepares and sends the early detection announcement form to the AI. Organises the schedule of quarterly meetings (if relevant) at the beginning of the year with AI, RRHs and occupational health specialist to discuss possible measures for maintaining employment and providing support (coaching, reintegration, readaptation). 	



responsible	How	or optional O
Employee / professor	 Is invited by the AI to an early detection interview in order to analyse their medical situation. Is informed by the AI that, either the person will receive a request for benefits form, or the latter is not necessary. Fills in, at the request of the AI, the request for AI benefits form at the latest 180 days after start of incapacity. In the event of the form not being returned, employee / professor runs the risk of losing their entitlement to the disability pension or having it postponed. The AI initiates the early detection phase for a maximum duration of 12 months in order to take intervention or reinsertion measures with a view to maintaining employment. 	Form • Disability announcement to Publica* – M Template • Announcement to Occupational Health unit* – M Template • Letter Occupational Health unit* – M Template • Authorisation for release of medical
GAS	 Sends copy of AI letter to RRH for information and puts document under A3 in e-file. Sends the form "Disability announcement" for information to Publica. 	confidentiality, occupational health specialist* – M Template • Information
RRH	 As from 91st day, announces situation to the Occupational Health unit and regularly forwards the employee's / professor's certificates of incapacity for work. Follows up situations in collaboration with GAS, occu- pational health specialist and line manger / dean (or representative) and seeks alternative solutions. Contacts Talent Management unit to identify development or redeployment possibilities for employees, if necessary. 	Template • Letter to general practitioners* – M
Occupa- tional health specialist	 Sends occupational health specialist information letter to employee / professor with request for authorisation to release medical confidentiality. Sends letter to general practitioners after signing of the medical confidentiality release form in their favour. Organises an initial consultation and if necessary a follow-up in the service. Sends, if possible after each consultation, the form "Information feedback to HR" to RRH. Participates if necessary in coordination sessions with RRH, AI and GAS. 	
	GAS RRH Occupa- tional health	professorto analyse their medical situation.Is informed by the AI that, either the person will receive a request for benefits form, or the latter is not necessary.Fills in, at the request of the AI, the request for AI benefits form at the latest 180 days after start of incapacity. In the event of the form not being returned, employee / professor runs the risk of losing their entitlement to the disability pension or having it postponed.GASSends copy of AI letter to RRH for information and puts document under A3 in e-file.Sends the form "Disability announcement" for information to Publica.RRHAs from 91 st day, announces situation to the Occupational Health unit and regularly forwards the employee's / professor's certificates of incapacity for work.Follows up situations in collaboration with GAS, occu- pational health specialistOccupa- tional health specialistCocupa- tional health specialistOccupa- tional health specialistParticipates in formation to release medical confidentiality.Sends letter to general practitioners after signing of the medical confidentialityParticipates if possible after each consultation, the form "Information feedback to HR" to RRH.Participates if necessary in coordination sessions with

* HR use only



Steps	Who/person responsible	How	Tools mandatory M or optional O
5 Absence days 181–365 Continuation of support measures	RRH	 Carries out follow-up of situations in collaboration with GAS, occupational health specialist and line manager / dean (or representative) and seeks alternative solutions. Contacts Al to ascertain the status of the dossier and organises (if relevant) meeting with Al, occupational health specialist, GAS to also discuss possible measures for maintaining employment and support measures (coaching, reintegration, readaptation) Contacts Talent Management unit to identify development or redeployment measures for employees, if necessary. Contacts employee / professor and invites them to a discussion, if feasible, with the aim of: obtaining information on their state of health; evaluating support measures and possible return to work; answering any administrative questions and asking them if they need any special help; reminding them of possibility of contacting occupational health specialist; informing them, if applicable, that we are going to mandate the medical advisor and send them the request to authorise the release of medical confidentiality form in favour of the medical advisor for signature and return to RRH; in the event of incapacity to return to their post, proposing another suitable post or defining a plan of action with employee to facilitate their return to work. After consultation with occupational health specialist : mandates the medical advisor to draft a medical report in order to ascertain the evolution of the situation, possible return to work or confirmed incapacity; sends the "Medical advisor mandate" template, together with the request for authorisation to release medical confidentiality duly signed by employee / professor. 	Memorandum • Matmal fund* - M Template • Letter end of salary entitlement or reduction to 90%* - M Template • Authorisation for release of medical advisor* - M Template • Medical advisor mandate* - M
	GAS	 If there is no return to work, as from 6th month transfers employee to Matmal fund, via workflow (WF) with copy to unit. During 9th month of incapacity sends letter informing employee of end of their entitlement to salary at 365 days if person has less than two years of service or of reduction of their gross salary to 90% during their second year of incapacity. 	
	\rightarrow If employee r	eturns to work, see "Return to work" step.	



Steps	Who/person responsible	How	Tools mandatory M or optional O
6 Absence	Occupa- tional health specialist	 In the event of partial incapacity, determines possible work capacity and adaptability of current post. 	Template • Covering letter – draft termina- tion* – M
days 366–730 Decision eligibility Al / Continuation of support meas- ures or end of contract	RRH	 Continuation of support measures as defined in step 5. If no post can be found when employee is no longer entitled to continue to receive their salary and if complete or partial incapacity for work persists, coordinates with line manager / dean (or representative), GAS and AI the management of dossier. Initiates the partial termination of contract process with reduction of scale of occupation or complete termination of contract, if the disability pension or incapacity are certified: In the event of less than two years of service, a draft termination letter is delivered to employee in person or sent by registered post as from 366th day of incapacity and, if necessary, the final termination decision, after observing the ten working days of employee's right to be heard; In the event of over two years of service, a draft termination letter is delivered to employee in person or sent by registered post as from 731st day of incapacity and, if necessary, the final termination decision, after observing the ten working days of employee's right to be heard. For professors, the employment contract can be terminated by the ETH Board at the request of the EPF president on account of inadequate capacity, after 730 days of incapacity for work at the earliest (Art. 13a Ordonnance sur le corps professoral des EPF). Records cessation of activity in SAP in order to generate departure documents. Sends final certificate of employment. 	Template • Termination for certified disability* – M
	GAS	Closing of ALD file.	
	\rightarrow If employee r	eturns to work, see "Return to work" step.	1



Tools 4.

Guide • Information and support for employees – M 4.1

Download this document

Information and support guide for employees / professors in the event of illness or accident absence

1 Introduction

EPFL takes the health of its employees very seriously and we are committed to offering you as much support as we can during your illness or accident absence. Your return to work is our priority.

This guide contains useful information concerning this period of absence, answers your questions and advises you regarding persons and bodies that can support you and thus ensure good collaboration.

Support 2.

- → I need to feel safe, supported and listened to and/or answers to my questions. Who can I ask?
- Your line manager It is important to stay in regular contact with your line manager and professional environment.
- Your Human Resources team

As reliable partner, we are ready to help and can rapidly implement the first support measures adapted to your situation. Our teams will treat any information you give us in strict confidence.

Occupational health specialist

Their activity is regulated by Annexe 4 of the FMH Code of Ethics. They work in a totally neutral and professionally independent capacity and are bound by medical confidentiality (confidential data). Their aim is to promote and ensure the physical, mental and social wellbeing of employees. They define the aptitude for the job and any functional limitations, evaluate situations medically and define professional constraints and exposures. They advise and support employer and employees regarding the return to work. A confidential medical consultation can be organised, providing an analysis of your situation, guidance and advice. sante@epfl.ch

Occupational hygienists

In collaboration with the occupational health specialist, occupational hygienists focus their attention on the environment and visit the workplace, conduct risk analyses and if necessary propose an adaptation of the workplace to facilitate your reintegration. hygienetravail@epfl.ch

Medical advisor

They determine the work capability required in the regular activity and in an adapted activity. If necessary they arrange neutral and independent expert medical assessments and if appropriate make a decision regarding the causes of inadequate aptitudes or abilities.

EPFI	-	Absences: Information and support guid for employees / professor
	3. Manag	e your absence In Ising and the Manhager about the excitation of your includants I your that the absolution of your return to excit. This excitations your the time the development of your alturation and organize your replacement.
	manager to to	tion the development of your estuation and organize your replacement. most your absences in the Absence Management system and attack the
	 Absences es word. This para You will find 	tim the development of you at italians in all organizes you appearance. An one of your absence in the Addamond Management of option and at italian the mental of entitlement introduction of mental of the addamond and governments with appearance of the addamond and pass- and italians that the development of the addamond and pass- and italians in the these and regulations concerning working time (SED)
	you feet the re manager and it	objection for communication the induces of your advance to EPPE. However, it and an waith formpart influentation concerning your state of health, your time or Human Resources are entitely at your disponant to totem and other support.
	4. Obligat	tion to collaborate he collaborate product certificates, you are also required to the total product the transmission affect to experimentation constraint to affect
	Te occupatio general practi	tion to collaborate the elegistic of power websit contrastes, you are also required to the elegistic of the measures, strend any economication cogarised by ether of health speciality of the medical advance and, it responsible, sufficience your inners to communicate information to the medical advance.
		to dear your attention to the fact that the services we offer can be reduced, in seleccic cases, if the employee does not fulfit their obligation to collaborate halfy
	5. Return When your get	to work exal practitioner confirms that a graduat or total estum to work to possible, it decrease if with our true monotoner and to stranger Resources Network.
	support you to The accupation sportlane could	It south an exponition or understand and that indust in the reak tay panetities of should be also be an exponential of the source taken the target of the should be also be also and the source target of the source target of the source target of the source target on the source target of the source target on the source target on the source target of the source target on the source target on the source target on the source target on the source target on the source target on the source target on the source target on the source target on the source target on the one of the source target on the source target on the source target on the source target on the source target on the source target on the source target on the source target o
	conditions and only information to Human Res	In the work is a mean to be a set of the second sec
	Safety service	nin yan gerena ya kulonomi na manina. Uni Calapanola Pakari ana wili ke happy to provide any additional <u>santetheofish</u>
Annahan Annahan		
EPFI	_	Based and Second S
		Absocce: Information and support guin for employees / politeco on and continuation of payment of your salary
	In the event of continuation of Art. 38 and 58	in and continuation of payment of your salary incapacity for most litheoregian titlenes or acculated, you estimated to the the payment of your askeys in analysis in acculations with the postaness of onling of the Ohero-BPF and invites of the Ordersence sur to capte profession
	des 2017. The existing of the recovery of the	we generate so the first days of the literate or acculated and contrasts of the colparity for each, furthering the maximum: by of the days of index in the execution: of the days of the days of the each of the engineering of the days of the first days of the days of the days of the engineering of the first period; them the fitted pairs of each of.
	 until the sup during the to 205 days du 73D days as 	ity of the period of notice in the event of termination of the employment contract. Ial period; ring the first less years of service, after the expiry of the tool period; them the third pair of service.
	gross salary in BOYs of the ge The same prop	We duration of the excitationary to the curriculation of calary payment. Inspanying for mice Managing a literate or another type some the Maning of your culturing alternatives. An form the MMP day, the calary excitation are induced to an earlier your payment instance with tables to be accompliable are excited in and and met excitations of employment with a final detect curriculated above. Here excitations and in any cases at the latent for the durations inducated above.
	The satary pay Their employm Special cases	ment extitations of employees with a fixed-term curtical ends upon expiry of enticontract and in any case at the Minist for the durations indicated above.
	or 730 days, contractuals . May the exp	We incompare the bit with the prover the second se
	with their con satury entities of an illness, Marr the exp	tractual scale of occupation and without interruption, they benefit from a new ment period of 20th or 720 days, in the event of another lineas / accident, integae or consequences of an accident. by it the baseline of 20th or 720 days, if the employee has not yet recommed a
	work capacit interruption, 90-days duri	y corresponding to their scale of occupation during at teast 12 months without in the exect of another threes or accident, the satary payment estimates in ing the first five years of sensice and 180 days as from the sixth year of sensice.
Annunere Annulue		
 Annovan Annion 		
• house		
	Z Holiday Lineduction of more entry a to more the distance deadline of the	self-learnerst huidag sector sers is made to the second of datasets for these or abilitient data of these multiple six viane administry sets. Chick This datables of these multiple second as second sets of TO 24 in balage will be sets of the second additional computes and in second gives it is well address of the second address of the is protocognitive to a second year. The second address of TO 31 is well, without a new ensummarks, for add address of address of address of address of the important protocognitive address of the second second second second second second second second second second second address of TO 31 is well, without a new ensummarks, for add address of address of address of address of address of the second sec
	7 Holida Areduction of exceeding a to has been exce month of absence deadline of the Tabletotics	setExtract Multiple titlement is made in the event of allocates for illusions or acculated the disease numbers on accumulant year. One is this deadlow of these multiple ended, a readed with a 10 of a field perioditivener for each activities and accumption on annule (pict 11 of a 20 of Chron VIP) in proceedings and accumption of the disease.
	 Holiday Londuction of the successfue and the successfue of the subsecces The subsecces The subsecces The subsecces The subsecces The subsecces The subsecces 	with Element 1 which is the second of data on the times is excluded the second of t
	 Holiday Londuction of the successfue and the successfue of the subsecces The subsecces The subsecces The subsecces The subsecces The subsecces The subsecces 	Value of the second sec
	Z Holday Lookadan it materia hat been want diatabeen and the status of the the status of the the status of the the same of the the same of the same of the the same of the same of the the same of the	cellinguistication in a second device de la construction de la cons
	2 Holiday Annotation of mainteen and mathematical and the mainteen and mathematical and the annotation of the same and part plane of my spend time all mainteen and part plane of my spend time all mainteen and approximation and the same and approximation ap	
	Z Holiday Lenduction of modeling in the accessing in the accessing of the land been modeling in the the accession of the The building are in the accession of the parameters of the parameters of the parameters of the parameters of the parameters of the building are are possible of	
	Z Holiday Lenduction of modeling in the accessing in the accessing of the land been modeling in the the accession of the The building are in the accession of the parameters of the parameters of the parameters of the parameters of the parameters of the building are are possible of	
	Holday London H Lo	
	2 Holder Instantisetter Instantisetter van Instantisetter van Instantisetter van Instantisetter van Instantisetter van Instantisetter Inst	reteriors and a second
	 Heildar	<pre>restantiantii taasi taasi</pre>
	2. Isolidad to the international and the internationand and the international and the international and the	Indexiants Indexi
	2. Isoliday Management and a second and a management of the advances of the advances of the advance of the advances of the advances of the paragement of the advances of the advances of the advances of the advances of the advances of the advances of th	<pre>restantiantii taasi taasi</pre>
EPFI	2. Isoliday Management and a second and a management of the advances of the advances of the advance of the advances of the advances of the paragement of the advances of the advances of the advances of the advances of the advances of the advances of th	<pre>retirem if the section is a section is</pre>
	2. Isoliday Management and a second and a management of the advances of the advances of the advance of the advances of the advances of the paragement of the advances of the advances of the advances of the advances of the advances of the advances of th	<pre>retirem if the section is a section is</pre>
EPFI	2. Isoliday Management and a second and a management of the advances of the advances of the advance of the advances of the advances of the paragement of the advances of the advances of the advances of the advances of the advances of the advances of th	And the analysis of the analys
EPFI	2. Holdes and a second second second second second second second and second second second second second second second and second sec	<pre>intermation if in the intermation is a set of the int</pre>
EPFI	 Heider Jacksteiner Landersteiner Landersteiner<td><form></form></td>	<form></form>
EPFI	2 Heiding Andrew State and State	<form></form>
EPFI	2 Heiding Andrew State and State	<form></form>
EPFI	2 Heiding Andrew State and State	<form></form>
EPFI	India for a second	
EPFI	India for a second	
EPFI	2 Ushfart and a second seco	
EPFI	2 Hold of a second s	<pre>reduit in the second seco</pre>
EPFI	2 Hold of a second s	
EPFI	2 Hold of a second s	<pre>reduit in the second seco</pre>
EPFI	2 Hold of a second s	<pre>reduit in the second seco</pre>
EPFI	2 Hold of a second s	<pre>reduit in the second seco</pre>
EPFI	2 Hold of a second s	<pre>reduit in the second seco</pre>
EPFI	2 Hold of a second s	<pre>reduit in the second seco</pre>
EPFI	2 Hold of a second s	<pre>reduit in the second seco</pre>



EPFL

4.2 Guide • Information and support for line managers and professors – M Download this document

Guide for line managers and professors concerning the management of illness/ accident absences

1. Introduction

The aim of this guide is to clarify certain aspects of the absence management process, define your role as line manager, and provide you with concrete tools to assist you in this type of situation.

2. Votre rôle

You deal with the administrative, organisational and interpersonal follow-up in cases of absence and coordinate the actions to be taken with the HR manager. You ensure, with possible delegation, that medical certificates are updated in the "Working time and absence management (GTA)" system.

We recommend that you should be active in the three phases of the illness/accident, namely:

- Before the illness: notice any warning signs and take preventative measures wherever possible.
- During the illness: support and assist your employee.
- On their return: ensure that your employee recommences work under the best possible conditions.

Remember your HR manager is always available if you need advice.

Before the absence

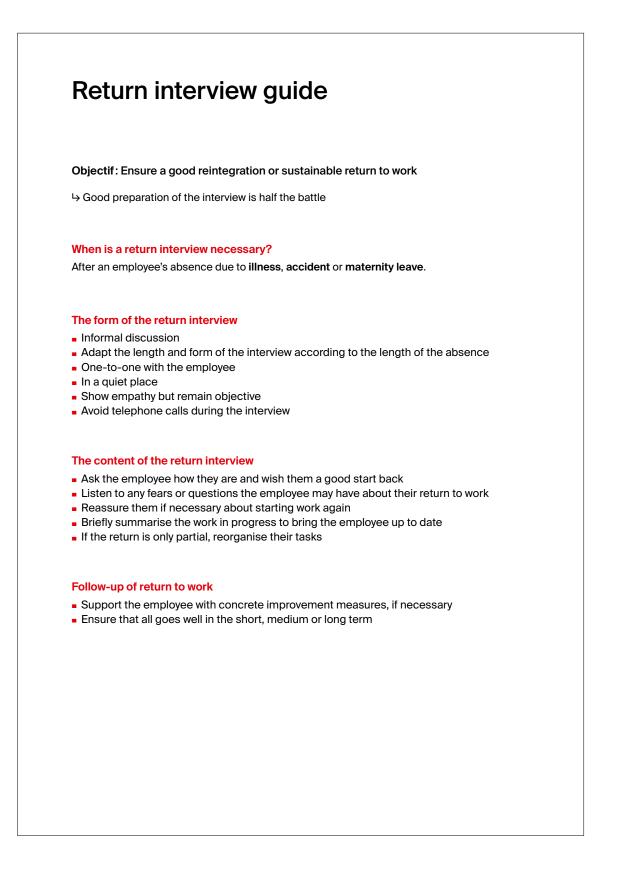
- Anticipate and monitor symptoms of probable absence (chronic fatigue, lack of attention, aggressiveness, repeatedly making mistakes, overinvestment, etc.).
- Adjust the workload if necessary and set priorities.
- Review the allocation of tasks within the team.
- Avoid overtime, plan holidays, encourage the compensation of extra hours.
- Give recognition to all your employees.

During the absence

- Stay in regular contact with your employee.
- Define with them the frequency and means of contact (mail, telephone, sms, etc.).
- Don't be afraid of asking how they are. Those who are absent generally appreciate it. If not, they
 will let you know.
- Ensure that you receive a medical certificate as from the 4th day of absence or 8th day for professors.
- If the unit administrator is absent/ill, contact your HR manager who will monitor this absence with you.
- Contact your HR manager if your employee fails to return when their medical certificate expires and they do not provide a new one.
- If you have any doubt regarding the authenticity of the medical certificate, discuss it with your HR manager.
- If a replacement must be organised, contact your HR manager. Please note that the replacement will only be made on the basis of a fixed-term contract.



4.3 Guide • Return interview – M





4.4 Template • Repeated absence management – O

			gement		
				Enginger's agenter Box Revealedant of character Anginger is strained	Lite exception of particles inspecting presents on the ranging arguments and/or revenue with the of the schuling the registrat
Influe	nce on at	sences			
strong	average	weak	none		
	strong	strong average	strong average weak I I I I I		strong average weak none I I I I I I I II I II III IIII I IIII IIIII IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII



4.5 **Template • Information letter – M**

EPFI		
		Ms/Mr Name Surname Address n° ZIP City
		Lausanne, XX Month 202X
	AVS N° 756.XXXX.XXXXXXX SAP	N/réf. EV
	Information and support guide in the event Early detection announcement	of illness/accident absence.
	Dear Madam/Sir,	
	We have taken note of your incapacity for work that sincerely hope that you will get well soon.	commenced on XX Month 202X and we
	We would like to assure you that we consider the h and we wish to support you as much as possible du	
	For this purpose, we are sending you the "Informati in the event of an absence exceeding three months will find the services and persons available to suppi return to work, absence management, duration of s and disability insurance.	and we invite you to read it carefully. You ort you and also explanations regarding the
	Additionally, in accordance with the information con Resources manager, we confirm that initially an ear the Assurance Invalidité (AI), in order to protect you OR	ly detection announcement will be sent to r rights regarding the latter.
	Furthermore, your Human Resources manager has success. We therefore inform you that an early dete Assurance Invalidité (AI) in order to protect your rig and in case of questions, please do not hesitate to Surname, at the following number 021 693 XX XX of	ection announcement will be sent to the hts regarding the latter. For more information contact your HR Manager, Ms/Mr Name
	We hope that you will find this Information and supp provide any other guidance you may require.	port guide useful and we will be happy to
	With our best wishes for a speedy recovery,	
	Yours sincerely.	
	Eric Vionnet Social Insurance Officer	
Human	EPFL RHO DRH rh@epfl.ch	



4.6 Form • Accident declaration – M

Type d'accident Non-Professionnel Date et heure de l'accident Date: Lieu de l'accident Description de l'accident Description de l'accident Date: Heure : Heure : Partie du corps blessée (gauche/droite) Indéterminé Nom, prénom, adresse complète du médecin Suite du traitement chez Incapacité de travail depuis le Reprise du travail le Avez-vous besoin d'une feuille de pharmacie	Nom et prénom de l'assuré(e)			
Lieu de l'accident Description de l'accident Dernier jour de travail avant l'accident Dernier jour de travail avant l'accident (date et heure) Partie du corps blessée (gauche/droite) Indéterminé Nature de la blessure Nom, prénom, adresse complète du médecin Suite du traitement chez Incapacité de travail depuis le pas d'absence Reprise du travail le	Type d'accident	Non-Pro	ofessionnel 🔻	
Description de l'accident Dernier jour de travail avant l'accident (date et heure) Date: Heure : Partie du corps blessée (gauche/droite) indéterminé - Nature de la blessure	Date et heure de l'accident	Date:		Heure :
Dernier jour de travail avant l'accident (date et heure) Date: Heure : Partie du corps blessée (gauche/droite) indéterminé - Nature de la blessure Nom, prénom, adresse complète du médecin Suite du traitement chez Suite du traitement chez	Lieu de l'accident			
(date et heure) Date: Partie du corps blessée (gauche/droite) indéterminé Nature de la blessure Nom, prénom, adresse complète du médecin Suite du traitement chez Incapacité de travail depuis le Reprise du travail le	Description de l'accident			
(gauche/droite) indéterminé Nature de la blessure Nom, prénom, adresse complète du médecin Suite du traitement chez Incapacité de travail depuis le Reprise du travail le		cident	Date:	Heure :
Nature de la blessure Nom, prénom, adresse complète du médecin Suite du traitement chez Incapacité de travail depuis le pas d'absence Reprise du travail le	Partie du corps blessée			
Nom, prénom, adresse complète du médecin Suite du traitement chez Incapacité de travail depuis le pas d'absence (Reprise du travail le	(gauche/droite)	ind	éterminé	•
Suite du traitement chez Incapacité de travail depuis le pas d'absence (Reprise du travail le	Nature de la blessure			
Incapacité de travail depuis le pas d'absence (Reprise du travail le	Nom, prénom, adresse complète	du médeci	in	
Incapacité de travail depuis le pas d'absence (Reprise du travail le				
Reprise du travail le	Suite du traitement chez			
Reprise du travail le				
	Incapacité de travail depuis le			pas d'absence
Avez-vous besoin d'une feuille de pharmacie Oui Oui Non	Reprise du travail le		1	
	Avez-vous besoin d'une feuille de pl	narmacie	Oui 🔵	Non C