

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.

2. Support

➔ **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.

3. Manage your absence

You are required to regularly inform your line manager about the evolution of your incapacity for work and if possible the anticipated date of your return to work. This enables your line manager to follow the development of your situation and organise your replacement.

You regularly record your absences in the Absence Management system and attach the corresponding medical certificates throughout your absence:

- absences.epfl.ch (accessible off campus) with your Gaspar / Tequila account and password. This page is also available in a mobile version .
- You will find useful information in the [Rules and regulations concerning working time management \(RGT\)](#).

⇒ Must I tell my employer what is wrong with me?

You have no obligation to communicate the nature of your absence to EPFL. However, if you feel the need or wish to impart information concerning your state of health, your line manager and / or Human Resources are entirely at your disposal to listen and offer support.

4. Obligation to collaborate

In addition to the obligation to provide medical certificates, you are also required to collaborate with any re-adaptation measures, attend any examinations organised by either the occupational health specialist or the medical advisor and, if requested, authorise your general practitioners to communicate information to the medical advisor.

We would like to draw your attention to the fact that the services we offer can be reduced, or terminated in serious cases, if the employee does not fulfil their obligation to collaborate or fails to do so fully.

5. Return to work

When your general practitioner confirms that a gradual or total return to work is possible, it is important to discuss it with your line manager and / or Human Resources team. We will support you to help return in the best conditions.

The occupational health specialist can be called upon in this context and you can also spontaneously ask them to arrange a medical check-up. Consultations must take place if possible before the return to work in order to prepare it as well as possible (define the conditions and any adjustments of the workplace). The consultations are confidential and only information that is necessary and pertinent can, with your agreement, be passed on to Human Resources (functional limitations, foreseeable duration of incapacity for work). Collaboration with your general practitioners is essential. The Occupational Health and Safety service will be happy to provide any additional. sante@epfl.ch

6. Duration and continuation of payment of your salary

In the event of incapacity for work following an illness or accident, your entitlement to the continuation of the payment of your salary is managed in accordance with the provisions of Art. 36 and following of the OPers-EPF and revision of the *Ordonnance sur le corps professoral des EPF*.

The entitlement commences on the first day of the illness or accident and continues until recovery of the capacity for work, but lasts at the maximum:

- until the expiry of the period of notice in the event of termination of the employment contract **during the trial period;**
- 365 days **during the first two years of service**, after the expiry of the trial period;
- 730 days **as from the third year of service.**

The days on which you are totally or partially incapable of working are taken into account in the same way in the duration of the entitlement to the continuation of salary payment.

In the event of incapacity for work following an illness or accident, you receive the totality of your gross salary, including allowances. As from the 366th day, the salary entitlement is reduced to 90% of the gross salary. Any allowances linked with tasks to be accomplished are reduced in the same proportion.

The salary payment entitlement of employees with a fixed-term contract ends upon expiry of their employment contract and in any case at the latest for the durations indicated above.

Special cases:

- If the employee recommences their activity temporarily during the deadline period of 365 or 730 days, this deadline is prolonged if the employee has worked in accordance with their contractual scale of occupation and job description.
- After the expiry of the deadline of 365 or 730 days, if the employee works during 12 months, with their contractual scale of occupation and without interruption, they benefit from a new salary entitlement period of 365 or 730 days, in the event of another illness / accident, relapse of an illness, or consequences of an accident.
- After the expiry of the deadline of 365 or 730 days, if the employee has not yet recovered a work capacity corresponding to their scale of occupation during at least 12 months without interruption, in the event of another illness or accident, the salary payment entitlement is 90 days during the first five years of service and 180 days as from the sixth year of service.

7. Holiday entitlement

A reduction of holiday entitlement is made in the event of absence for illness or accident exceeding a total of three months in one calendar year. Once this deadline of three months has been exceeded, a reduction of 1/12 of holiday entitlement for each additional complete month of absence is made (Art. 51 al. 7 and 8 OPers-EPF).

If the absence is prolonged into a second year, the reduction of 1/12 is made, without a new deadline of three months, for each additional complete month of absence.

The holiday entitlement reduction is calculated as follows:

$$\text{nbr of days to be deducted} = \frac{(\text{nbr of days of holiday}) \times (\text{absences in days of calendar year} - 90 \text{ days})}{365}$$

The calculation of the reduction takes the degree of incapacity into account.

⇒ Can I go abroad during my incapacity for work?

In the event of a departure abroad during your incapacity for travail, you must communicate your place of residence in due course and in writing to your line manager and Human Resources and provide a certificate from your general practitioner authorising you to spend time abroad.

⇒ Can I go on holiday during my incapacity for work?

If holidays are not inadvisable in relation to the recuperation of your capacity for work, they are possible. You may be required to produce a medical certificate.

8. Disability insurance (AI)

Early detection announcement

Absences due to illness or accident must form the subject of an early detection announcement made to the *Assurance-invalidité* (AI). This is not a request for benefits. Early detection aims to establish as soon as possible contact between the AI Office and persons whose work capacity is restricted for health reasons and whose illness is likely to become chronic. It is important to initiate this process even when a return to work is envisaged. Employees are informed of this step in advance.

The early detection announcement is generally made by the employer in writing to the AI Office of the canton of domicile of employees who have been unable to work for an uninterrupted period of at least 30 days or who have been repeatedly absent from work over a period of one year for short durations and present a risk of disability.

Upon receipt of the communication, the AI Office can convoke the employee to an early detection interview intended to:

- inform them of the aim of early detection;
- analyse their medical, professional and social situation;
- explain to them the information required and from whom;
- examine whether an application for AI is appropriate.

The early detection phase is terminated by the submitting of an application for disability benefits or a communication to the employee informing them that this is not necessary.

Early intervention phase

When the request for benefits has been submitted, in theory by the employee, the early intervention phase begins, whose objective it is to act sufficiently early to enable employment to be maintained. This phase starts with the submission of the request for benefits and lasts for 12 months at the most.

An assessment interview is organised in order to collect the necessary information to determine whether early intervention, reinsertion or professional measures should be taken and, if this proves to be the case, define them in concrete terms. Early intervention measures are:

- Adjustment of workplace
- Training course
- Career guidance
- Placement service
- Socio-professional re-adaptation
- Occupational measures

The early intervention phase is terminated by a decision in principle announcing to the employee:

- Provision of reinsertion measures (socio-professional re-adaptation / occupational measures).
- Provision of professional measures (workplace assessment, practical training, apprenticeship / redeployment / initial professional training, placement service).
- Appraisal of allocation of an AI pension.

AI offices

For more information, please consult the AI I Office of your canton of domicile.

www.ahv-iv.ch/fr/Contacts/Offices-AI

Please remember that we are always available to support you as much as possible during your illness or accident absence and we send you our best wishes for your recovery.

Your Human Resources team