

Ms/Mr  
Name Surname  
Address n°  
ZIP City

Lausanne, XX Month 202X

AVS N° 756.XXXX.XXXX.XX

SAP

N/réf. EV

**Information and support guide in the event of illness/accident absence.  
Early detection announcement**

Dear Madam/Sir,

We have taken note of your incapacity for work that commenced on XX Month 202X and we sincerely hope that you will get well soon.

We would like to assure you that we consider the health of our employees to be very important and we wish to support you as much as possible during this period of incapacity for work.

For this purpose, we are sending you the "Information and support guide for EPFL employees" in the event of an absence exceeding three months and we invite you to read it carefully. You will find the services and persons available to support you and also explanations regarding the return to work, absence management, duration of salary entitlement and entitlement to holidays and disability insurance.

Additionally, in accordance with the information communicated to you by your Human Resources manager, we confirm that initially an early detection announcement will be sent to the Assurance Invalidité (AI), in order to protect your rights regarding the latter.

OR

Furthermore, your Human Resources manager has tried several times to contact you, without success. We therefore inform you that an early detection announcement will be sent to the Assurance Invalidité (AI) in order to protect your rights regarding the latter. For more information and in case of questions, please do not hesitate to contact your HR Manager, Ms/Mr Name Surname, at the following number 021 693 XX XX or by email to prenom.nom@epfl.ch.

We hope that you will find this Information and support guide useful and we will be happy to provide any other guidance you may require.

With our best wishes for a speedy recovery,

Yours sincerely.

Eric Vionnet

Social Insurance Officer