



## Information regarding your departure from EPFL

### Your salary statements and documents in Sesame

Save or print your salary statements, salary certificates, certificates of employment, child benefit statements and other documents still available in [sesame.epfl.ch](https://sesame.epfl.ch). After your departure, you will no longer have access.

### Publica

If you are insured for the 2<sup>nd</sup> pillar with the Publica Pension Fund, you will find enclosed the form to be returned duly completed, dated and signed to [info@publica.ch](mailto:info@publica.ch) or to Publica Pension Fund, Eigerstrasse 57, 3007 Berne.

The attached information sheet will provide all the necessary instructions for completing the exit form.

For any additional information, you can consult the site <http://www.sfbvg.ch> or send an email to [assurances.sociales@epfl.ch](mailto:assurances.sociales@epfl.ch)

### AVS/AI

You will find all the necessary instructions on the attached information sheet. You can also consult the website of the Swiss Compensation Office <http://www.zas.admin.ch/>.

### Insurances

#### *Occupational and non-occupational accidents*

During your activity at EPFL, you have been insured against occupational and non-occupational accidents (if your activity comprises at least 8 hours per week) by the SUVA. We inform you that this LAA accident coverage will cease to be valid at the end of the 31<sup>st</sup> day following the termination of your employment. If you do not have a new employer for at least 8 hours per week or you are not receiving unemployment benefits, it is your responsibility to personally take out insurance with a health insurance company in Switzerland for non-occupational accident coverage. The SUVA offers a maximum prolongation of 6 consecutive months of your non-occupational accident coverage. Important: the agreement and payment concerning this insurance must be concluded before the end of the 31<sup>st</sup> day following your departure. You can complete this transaction directly via the [www.suva.ch/assurance-convention](http://www.suva.ch/assurance-convention) website. In this way, an international insurance certificate can be issued immediately.

#### *Entitlement to salary continuation in the event of illness*

The right to salary continuation in force at EPFL no longer applies once your employment contract has ended. If you wish to contract a daily allowance insurance, you can contact your private health insurer or the private insurer of your choice.

#### *Insurance against the risks of death and disability with the Publica pension fund*

For one month after your departure, you will continue to be insured against the risks of death and disability with the Publica pension fund. If you have not yet found a new job or are not registered with an unemployment fund, you have the option, within a maximum of 3 months after your departure, of continuing your insurance with the supplementary institution on a voluntary basis (savings insurance and/or risk benefits insurance). More information: <https://web.aeis.ch/EN/home>.

### Permit

Any person leaving Switzerland must announce their departure to their commune of residence via the website of the municipal administration or by going there personally to inform the authorities of their departure.

## Leaving EPFL - What happens to your 2nd pillar (PUBLICA) pension benefits?

How to complete the PUBLICA termination form before returning it to [info@publica.ch](mailto:info@publica.ch)

### Changing job or looking for a job in Switzerland

Your membership of the PUBLICA Swiss Federal Pension Fund will expire when your contract ends. Indicate in the section **New pension institution / vested benefits institution** the details of your new employer's pension fund in Switzerland or the 2nd pillar foundation/vested benefits institution of your choice (name, address and IBAN transfer details).

Attach the instructions for opening a vested benefits account 2nd pillar or application to open a vested benefits account 2nd pillar you received from the foundation/institution to the PUBLICA exit form.

### Leaving Switzerland for a NON EU/EFTA country

Your membership in the PUBLICA Federal Pension Fund ends when your contract expires. You can request a refund of your termination benefit. Indicate in the section **Cash payment** the details of your private bank account in Switzerland or abroad and enclose the following documents:

- Certificate of departure issued by the Residents' Registration Office of your commune of residence in Switzerland
- The written agreement of your spouse (in attachment) with authentication of his/her signature by a notary of your choice in Switzerland or by your commune of residence or by PUBLICA in Bern or a Swiss representation abroad (consulate or embassy)

In case of authentication by a notary in Switzerland, it is recommended to make an appointment beforehand.

### Leaving Switzerland for a EU/EFTA country

Your membership of the PUBLICA Swiss Federal Pension Fund will expire when your contract ends. You can apply for a reimbursement of the non-compulsory part of your vested benefits. The compulsory part must be transferred to a 2nd pillar vested benefits foundation or institution of your choice in Switzerland. A vested benefits account is refundable if you leave the EU /EFTA permanently to a non EU/EFTA country or payable from the age of 60.

Indicate in the section **Cash payment** the details of your private bank account in Switzerland or abroad and enclose the following documents:

- Certificate of departure issued by the Residents' Registration Office of your commune of residence in Switzerland
- The written agreement of your spouse (in attachment) with authentication of his/her signature by a notary of your choice in Switzerland or by your commune of residence or by PUBLICA in Bern or a Swiss representation abroad (consulate or embassy)
- The vested benefits account-opening request

In case of authentication by a notary in Switzerland, it is recommended to make an appointment beforehand.

Contact: info@publica.ch  
Telephone: +41 58 485 21 11

- ☐ Leaving PUBLICA  
☐ Switching to another pension plan  
☐ Switching to another employer within the same pension plan

### Details of insured member

Date of departure	Social sec. no.	Company no.
Last name		First name
Street, no.		Post code, town
Country		Marital status
Date of birth		E-mail address
Telephone (private)		Mobile

Has the insured person reached the age of 58 at the time of leaving PUBLICA?

- ☒ No  
☐ Yes

If so, was the employment relationship terminated by the employer, or by mutual agreement but at the employer's instigation?

- ☐ No  
☐ Yes

Was the insured person either partially or completely incapable of working at the time of leaving PUBLICA?

- ☐ No  
☐ Yes

If yes, since when ?

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If switching to another pension plan / switching to another employer within the same pension plan

Date of joining new employer	New employer
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If there is a gap of more than six months, an account must be opened or a policy concluded with a vested benefits institution immediately, and the "New pension institution / vested benefits institution" section on page 2 must be completed.



### New pension institution / vested benefits institution

Name of pension institution / vested benefits institution	
Address	
Name of bank or post office	
IBAN	Contract no.
Name of new employer (only for transfers to a pension institution)	

### Cash payment

Name of bank or post office and town	
IBAN	Account name
SWIFT / BIC no. (only for transfers to an account abroad)	
Certified signature of spouse/partner (only for cash payments)	

### Confirmation by employer

Signature  <b>EPFL VPH OPP</b> BI A1 407 (Bâtiment BI) Station 7 CH-1015 Lausanne	Date
E-mail address and telephone number for enquiries  <a href="mailto:assurances.sociales@epfl.ch">assurances.sociales@epfl.ch</a>	



**Cash payment of vested termination benefits (please check the appropriate box)**

The insured person may request cash payment of the vested termination benefits if:

- ☐ they are leaving Switzerland permanently and not taking up residence in the Principality of Liechtenstein.  
If the insured person is moving to a Member State of the European Union, Iceland or Norway and remains subject in that country to mandatory insurance for old age and against the risks of death and disability, they may not request cash payment of the retirement assets as defined in Art. 15 BVG accumulated until the time of leaving PUBLICA.
- ☐ they are taking up self-employment in Switzerland and are no longer subject to mandatory insurance under the BVG;
- ☐ the termination benefits are less than the annual contribution they have paid.

Insured members requesting cash payment of their vested termination benefits must submit the following documents to PUBLICA (please check as appropriate and include the corresponding confirmation):

- ☐ a confirmation of deregistration from the commune in which they were resident, if the insured person is leaving Switzerland permanently;
- ☐ a confirmation from the compensation office that the person concerned is self-employed, as well as additional documents confirming that the self-employment is their main employment.

PUBLICA reserves the right to require further evidence.

In the case of married insured persons, we also require the written agreement of the spouse in the form of a certified signature. For registered partnerships, we also require the certified signature of the partner. Certification can be obtained in the following ways:

- at the offices of PUBLICA in Bern in the presence of a customer advisor (please register in advance by mail to [info@publica.ch](mailto:info@publica.ch)) **or**
- by a notary **or**
- by the commune **or**
- by the relevant Swiss embassy or consulate.

The person giving their agreement must identify themselves by means of a valid personal identification document with photograph (passport, ID card, driving licence). The handwritten signature must be appended in person at one of the stipulated locations. They may also confirm their agreement using the [Confirmation of agreement to cash payment of vested benefits form](#), which is available at [publica.ch/en](https://publica.ch/en) > "Documentation".

In the case of persons who are not married or in a registered civil partnership, we require a certificate of marital status that is no more than 3 months old.

If no cash payment is made, PUBLICA will transfer the vested termination benefits to the new employer's pension institution, a vested benefits policy or a vested benefits account.

If PUBLICA does not receive any notification within six months from the date of departure it will, on the basis of Art. 4 para. 2 VBA, transfer the vested termination benefits to the Substitute Occupational Benefit Institution, Vested Benefits Accounts, P.O. Box, 8050 Zurich.



## Leaving EPFL - What happens to your 1<sup>st</sup> pillar (OASI) benefits

### Change of employer in Switzerland or search for new job in Switzerland

You will be insured for OASI through your new employer's compensation fund or the unemployment insurance.

### Leaving Switzerland

Foreign employees who are nationals of states with which Switzerland has not concluded a social security agreement can apply for a refund of their OASI contributions if they leave Switzerland permanently. Contributions are refunded if they have been paid for at least one full year. The application form 602.101 for the reimbursement of OASI contributions can be downloaded from the Swiss Compensation Office website <https://www.ahv-iv.ch/en/Leaflets-forms/Forms/General-administration-forms>

Foreign employees who are nationals of a state with an agreement can request a refund of their OASI contributions if they leave Switzerland permanently or receive a pension at retirement age. Contributions are refunded if they have been paid for at least one full year. Information can be obtained from the social security institution in your country or from the Swiss Compensation Office

<https://www.zas.admin.ch/zas/en/home/particuliers/les-versements-uniques.html>

### States with which Switzerland has concluded a social security agreement:

#### OASI pension (also paid abroad) as from legal retirement age:

EU/EFTA countries  
Chile\*  
Israel (only if former employee is resident of Switzerland or Israel)  
Japan\*  
Canada / Quebec\*  
Kosovo\*  
Macedonia\*  
San Marino  
USA\*  
Former Yugoslavian countries: Bosnia and Herzegovina, Montenegro und Serbia

#### Reimbursement of OASI contributions upon departure from Switzerland:

China\*  
India  
South Korea

#### OASI pension (also paid abroad) as from legal retirement age or from reimbursement of contributions upon departure from Switzerland:

Australia\*  
Brazil  
Philippines\*  
Uruguay\*

#### OASI pension (also paid abroad) as legal retirement age or transfer of contributions to social security system:

Turkey

\*Country-specific information is available from the Swiss Compensation Office in Geneva <http://www.zas.admin.ch/>