

Management process for **illness/accident** and **long-term** **absences**

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1. Introduction

The Vice Presidency for Human Development (VPH), in collaboration with the Occupational Health and Safety service (Security, Safety and Facilities Operations) has defined a standard 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 *Ordonnance sur le corps professoral des EPF*.

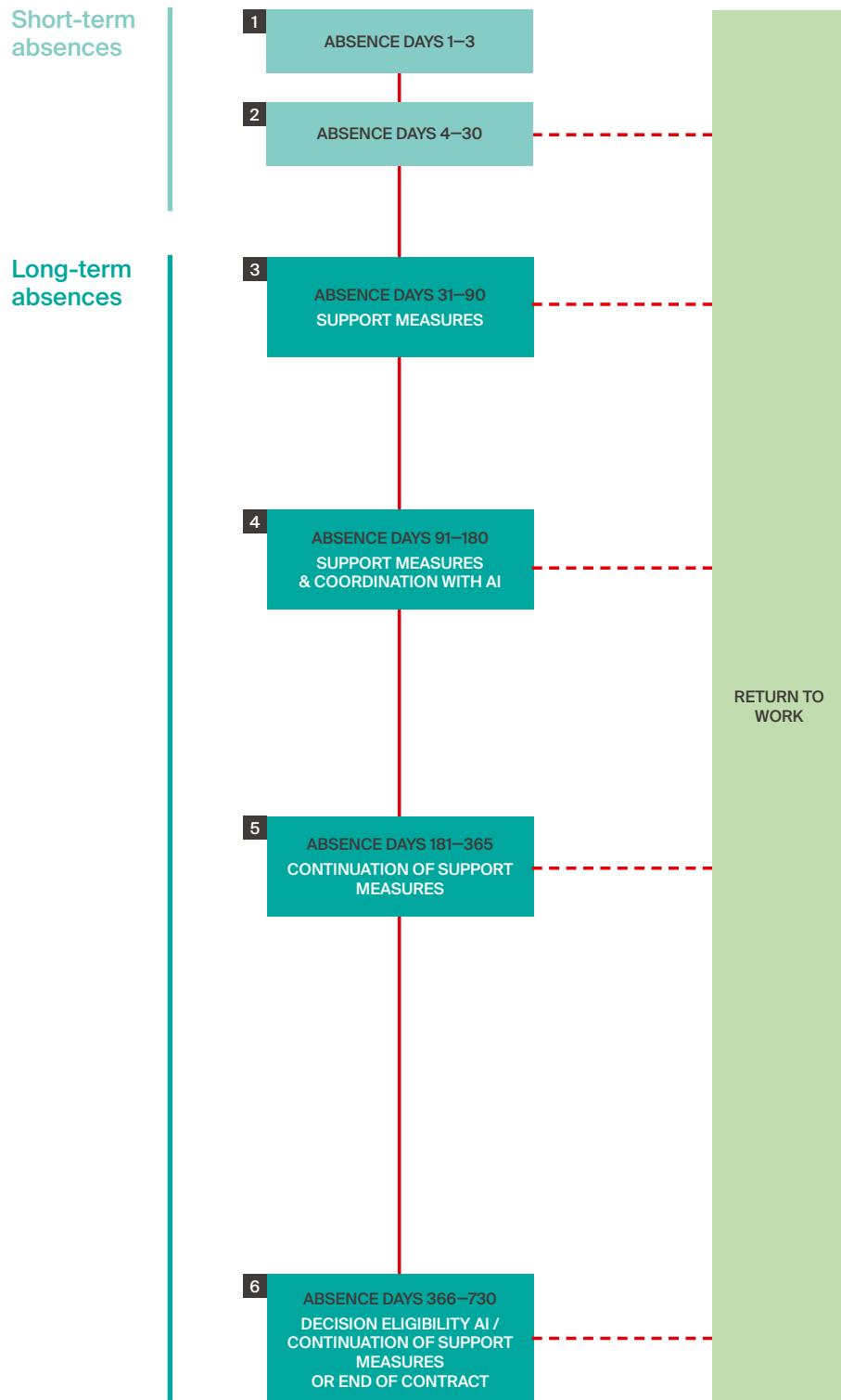
As a responsible employer, the objective is to improve the management of employees regarding illness or accident absences, facilitate their reintegration and/or support them in a career change or other alternative, in collaboration with the Occupational Health and Safety service and other internal and external EPFL partners such as AI (*assurance-invalidité*).

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 (RRH) are responsible for the application of the process. The process and tools described constitute the standard norm of employee management.

Goals	<ul style="list-style-type: none"> ■ Improve the management of employees absent due to illness or accident, including long-term absences. ■ Improve communication and support regarding the employees concerned. ■ 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 mandatory M or optional O * VPH internal use	<ul style="list-style-type: none"> ■ Guide • Information and support for employees – M ■ Guide • Information and support for line managers and professors – M ■ Guide • Return interview – M ■ 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 ■ Form • AI authorisation release* – M ■ Template • Information feedback to VPH* – 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. Version applicable from December 2025.
Review cycle	The VPH examines this process regularly in order to take into consideration best practices and incorporate lessons learned.

2. Process overview



3. EPFL standard procedure

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 HR manager (RRH) or HR generalist (GRH). They ensure, with possible delegation, that the medical certificates are updated in the “Working time and absence management (GTA)” system.
- **The HR manager (RRH) or HR generalist (GRH)** works with the case manager and line manager during the partial or full return to work of the employee. They also help with finding alternative work when needed and handle any contract-related matters.
- **The case manager (CM)** is responsible for proactively managing absences of more than 30 days in support of the line manager / dean and coordinates the necessary actions with the HR manager (RRH) or HR generalist (GRH) and stakeholders (occupational physician, Suva, AI, etc.) with a view to a return to work (coaching, rehabilitation, reintegration, etc.) or other alternatives. He or she monitors and updates the ALD file and ensures the administrative follow-up of activities with stakeholders (internal and 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.

Steps	Who/person responsible	How	Tools mandatory M or optional O
1 Absence days 1–3	Employee / professor	<ul style="list-style-type: none"> ■ 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 social insurance officer using the accident declaration form. 	Form • Accident declaration – M Template • Repeated absence management – O
	Social insurance officer	<ul style="list-style-type: none"> ■ Sends the accident declaration form to the employee, if necessary, for them to fill it in. ■ Announces the case to the Suva, manages the detailed accounts and ensures a follow-up of the case with Suva. 	
	Line manager / dean (or representative)	<ul style="list-style-type: none"> ■ 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 RRH / GRH. ■ As soon as employee returns to work, plans and conducts a return interview. <hr/> <ul style="list-style-type: none"> ■ In the event of repeated absences, conducts an interview with employee to identify causes and agree on ways to improve situation. 	
	RRH / GRH	<ul style="list-style-type: none"> ■ If employee still cannot be reached, organises the necessary measures such as contacting the family to ascertain the employee's state of health. 	

Steps	Who/person responsible	How	Tools mandatory M or optional O
2 Absence days 4–30	Employee / professor	<ul style="list-style-type: none"> ■ 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 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 representative)	<ul style="list-style-type: none"> ■ Takes note of the absence and reorganises work, to ensure continuity of services. ■ Checks and confirms that medical certificate matches the recorded absence. ■ Informs RRH / GRH 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. <hr/> <ul style="list-style-type: none"> ■ 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 / GRH	<ul style="list-style-type: none"> ■ Assists line manager / dean in preparation of “return” interview if they request it. 	
→ If employee returns to work, see “Return to work” step.			

Steps	Who/person responsible	How	Tools mandatory M or optional O
3 Absence days 31–90 Support measures	Line manager / dean (or representative)	<ul style="list-style-type: none"> ■ Contacts employee / professor regularly to see how they are, according to situations ■ Consults the guide “Information and support for line managers and professors”. ■ Organizes the replacement of the line manager to ensure continuity of services. ■ Organizes the replacement of the professor to ensure continuity of teaching, research, unit management and supervision of doctoral students. 	Template • Information letter – M Guide • Information and support for employees – M Guide • Information and support for line managers and professors – M
	Case manager	<ul style="list-style-type: none"> ■ Calls employee / professor in order to: <ul style="list-style-type: none"> • 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 or to contact 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. ■ Contacts the line manager / dean (or representative) regarding follow-up and actions to be taken and determines frequency of necessary interactions. ■ Sends the early detection form, or contacts the AI directly to discuss the situation. ■ Sends or hands-in the information letter with the guide “Information and support to employee”. 	File • Long-term absence (ALD)* – M Form • AI early detection announcement* – M Form • AI authorisation release* – M
→ If employee returns to work, see “Return to work” step.			

* HR use only

Steps	Who/person responsible	How	Tools mandatory M or optional O
4 Absence days 91–180 Support measures and coordination with AI	Employee / professor	<ul style="list-style-type: none"> ■ Is invited if needed by the AI to an early detection interview in order to receive advise on whether a request for AI benefits is relevant. ■ Fills in, according to the AI advise, 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. ■ In case of a benefits request, 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 confidentiality, occupational health specialist* – M
	Case manager	<ul style="list-style-type: none"> ■ As from 91st day, announces situation to the Occupational Health unit. ■ Follows up situations in collaboration with the RRH/GRH, occupational health specialist and line manager / dean (or representative) and seeks alternative solutions. ■ Files a copy of the AI letter under A3 of the file. ■ Sends the form "Disability announcement" for information to Publica. 	Template • Information feedback to VPH* – O Template • Letter to general practitioners* – M
	Occupational health specialist	<ul style="list-style-type: none"> ■ Sends occupational health specialist information letter to employee / professor with request for authorisation to release medical confidentiality. ■ If needed sends a letter to general practitioners after signing of the medical confidentiality release form in their favour. ■ Organises consultations and if necessary a follow-up in the service until working capacity is restored. ■ Sends, if possible after each consultation, the form "Information feedback to VPH" to the case manager. ■ Participates if necessary in coordination sessions with the case manager and AI. 	
→ If employee returns to work, see "Return to work" step.			

* HR use only

Steps	Who/person responsible	How	Tools mandatory M or optional O
5 Absence days 181–365 Continuation of support measures	Case manager	<ul style="list-style-type: none"> ■ Carries out follow-up of situations in collaboration with GAS, occupational health specialist and line manager / dean (or representative) and seeks alternative solutions. ■ Contacts employee / professor and invites them to a discussion, if feasible, with the aim of: <ul style="list-style-type: none"> • 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 the case manager; • 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 : <ul style="list-style-type: none"> • 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 confidentiality, medical advisor* – M Template • Medical advisor mandate* – M
	Case manager	<ul style="list-style-type: none"> ■ Contacts AI to ascertain the status of the dossier and organizes (if relevant) a meeting with AI and occupational health specialist to discuss possible measures for maintaining employment and support measures (coaching, reintegration, readaptation, etc). ■ 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. 	
→ If employee returns to work, see “Return to work” step.			

* HR use only

Steps	Who/person responsible	How	Tools mandatory M or optional O
6 Absence days 366–730 Decision eligibility AI / Continuation of support measures or end of contract	Occupational health specialist	<ul style="list-style-type: none"> In the event of partial incapacity, determines possible work capacity and adaptability of current post. 	Template • Covering letter – draft termination* – M
	Case manager	<ul style="list-style-type: none"> Continuation of measures as defined in step 5. Around 610 days of absence, sends the letter informing the employee of the end of salary entitlements at 730 days. 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. Closing of ALD file. 	Template • Termination for certified disability* – M
	HR	<ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> 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 <i>Ordonnance sur le corps professoral des EPF</i>). Records cessation of activity in SAP in order to generate departure documents. Sends final certificate of employment. 	
→ If employee returns to work, see “Return to work” step.			
Return to work	Line manager / dean (or representative)	<ul style="list-style-type: none"> 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. In the event of a gradual return to work, agree on a reintegration plan with VPH's support. 	Guide • Return interview – O
	Case manager	<ul style="list-style-type: none"> Upon request, supports the line manager / dean in preparation of the return interview, if the latter requests it. 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. 	
	Occupational health specialist	<ul style="list-style-type: none"> At the request of employee / professor or RRH/GRH, 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. 	

* HR use only

4. Tools

4.1 Guide • Information and support for employees - M

[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.

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 Annex 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.

– 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.

EFPL Absentee, Information and Support guide
for employees (internal)

3. Manage your absence

You are required to regularly inform your line manager about the duration of your intended absence. You must also inform your line manager about the reason for your absence and the measures you will take to ensure the smooth running of your situation and organize your replacement.

You require to record your absences in the Absence Management system and attach the relevant documentation to your absence request.

4. Managing your absence

You have the right to receive an offer of leave with your "Simpler" Benefits account entitlements. This offer is also available with your "Simpler" Benefits account entitlements.

5. Managing your absence

5.1. Mail and text message or calling in

You have the right to inform your line manager about your absence to EFPL. Whether you can be reached or not, with a view to obtaining a cancellation or your leave, your request must be made in writing.

4. Obligation to provide medical certificates

In addition to the obligation to provide medical certificates, you are also required to inform your line manager about your absence and the reason for it, as well as other relevant information (the medical adviser and / or, if applicable, authorise your general practitioner to provide medical certificates).

We would like to draw your attention to the fact that the leave can be refused or terminated if the employee does not fulfil their obligation to communicate the reason for the absence.

5. Return to work

When your general practitioner has issued a general or total leave due to a condition, it is important that you inform your line manager about the duration of the leave. We support you to help you to return in the best conditions.

When you are no longer under the care of a medical practitioner, you can still provide documentation to your line manager to confirm that you are still unable to work or study. This documentation must be provided within a period of 15 days. If you are unable to provide this documentation, you must inform your line manager about the reason for your absence and the duration of the leave.

When you are no longer under the care of a medical practitioner, you can still provide documentation to your line manager to confirm that you are still unable to work or study. This documentation must be provided within a period of 15 days. If you are unable to provide this documentation, you must inform your line manager about the reason for your absence and the duration of the leave.

6. Confidentiality and your general practitioner's information

Confidentiality is a key principle in the treatment of patients. The Confidentiality and your general practitioner's information

EPFL Akanthus; Information and support guide
for employees/professors

Z. Holiday and leave

A leave application must be made in the event of absence for leisure or to accompany someone on a trip of more than one week.

The leave declaration of these hours must be made in the event of absence for leisure or to accompany someone on a trip of more than one week (Art. 31, Art. 32 and Article 49).

If a leave application is not made, the leave will be considered as a leave of absence of 120 hours, without a leave declaration.

The leave declaration must be made in the event of absence for leisure or to accompany someone on a trip of more than one week.

120 days of leave is deducted = 120 days of leave. In cases of leave for one year = 10 days of leave.

The calculation of the reduction takes the degree of incomplete leave into account.

me: Can I be absent during my leave by work?

In the event of a leave declared during my leave by work, I must communicate this to the Office of the Director of the EPFL at least 10 days in advance, so that the Office of the Director of the EPFL can make the necessary arrangements for my leave.

me: Can I go on holiday during my maternity leave?

If I go on holiday during my maternity leave, the leave of my maternity leave will be reduced by the number of days I am away.

You may also request to be granted a medical certificate.

B. Disability insurance (A4)

Early detection announcement

It is the responsibility of the holder of a medical insurance to make the relevant declaration to the insurance company (Art. 20).

This is a request for benefits. Early detection announcement is a declaration made by the holder of a medical insurance where one capacity is reduced due to health reasons and where it is likely to decrease further.

The early detection announcement must be made by the employee in writing at the earliest opportunity, but no later than 30 days after the first day of the leave, unless the leave is uninterrupted for 30 days or more and have been reported about the leave to the insurance company.

Upon receipt of the communication, the Office can consider the employee to be an early detection.

Informations from the day of the early detection:

- Details of the leave and the leave period;
- Details of the leave and the leave period;
- Details of the leave and the leave period;
- Details of the leave and the leave period;
- Details of the leave and the leave period;

The early detection declaration is handled by the controller of an application for disability leave.

EPFL Absentee, Information and respect guide
for employees (procedure)

Early Intervention phase

When an employee has been absent for more than 10 days, the HR department will trigger an early intervention phase, which consists in a first step to encourage early return to work by the employee and to be informed about the employee's health condition. This phase is intended to prevent a long-term absence.

An assessment interview is organized in order to collect the necessary information to determine whether the absence is related to a medical condition or to other circumstances. If this proves to be the case, the employee is referred to the Employee Health Protection Plan.

Decision-making phase

- Decision to terminate
- Decision to postpone
- Decision to accept
- Decision to postpone or adaptation

The early intervention phase is terminated in a decision-making procedure to re-engage the employee in his/her professional activity. The decision-making procedure is based on the following criteria:

- Reintegration of the employee in his/her professional training, placement
- Reintegration of the employee in his/her professional training, placement
- Reintegration of the employee in his/her professional training, placement

After-Office

For more information, please contact the A2U Office or your medical or dentists.

Information and respect

Please remember that all the data you provide must be kept as long as possible during your illness or accident absence and will be used for your recovery.

Your Human Resources Team

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**[Download this document](#)

Return interview guide

Objectif: Ensure a good reintegration or sustainable return to work

↳ Good preparation of the interview is half the battle

When is a return interview necessary?

After an employee's absence due to **illness, accident or maternity leave**.

The form of the return interview

- Informal discussion
- Adapt the length and form of the interview according to the length of the absence
- One-to-one with the employee
- In a quiet place
- Show empathy but remain objective
- Avoid telephone calls during the interview

The content of the return interview

- Ask the employee how they are and wish them a good start back
- Listen to any fears or questions the employee may have about their return to work
- Reassure them if necessary about starting work again
- Briefly summarise the work in progress to bring the employee up to date
- If the return is only partial, reorganise their tasks

Follow-up of return to work

- Support the employee with concrete improvement measures, if necessary
- Ensure that all goes well in the short, medium or long term

4.4 **Template • Repeated absence management – O**[Download this document](#)

EPFL

Repeated absence managementDate: _____
Name: _____

If there is a clearly a high or moderate connection between working conditions and absences, the line manager and employee will consider to work together to implement the measures defined below.

Measures to be taken by line manager	EPFL	Date
.....		
.....		
Measures to be taken by employee	Date
.....		
Remarks		
.....		
Employee's signature		Line manager's signature
Date		
Re-evaluation of situation regarding presence		
After three months, the line manager organizes a joint interview with the employee to evaluate the situation.		

Objective: Identify causes and agree on improvement measures

Potential causes**Influence on absences**

strong average weak none

1. Work organisation (procedures processes etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Pressure of deadlines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Work interruptions (dérangements)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Flexibility required (planning compensation overtime etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Work schedule (too early too late night weekend)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Travel (place of work business trips etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Demands (too high not high enough)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Environmental stress (noise air temperature light)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Physical stress (lot of standing sitting lifting >10kg etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Contact with internal clients (complaints always staying pleasant)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Disproportion between effort and recognition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Management (appreciation support presence etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Work atmosphere (team fear)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Uncertainty regarding job	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Work-life balance (multiple responsibilities)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Others: to be specified	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4.5 **Template • Information letter – M**[Download this document](#)**EPFL**

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

■ Human
Resources

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4.6 Form • Accident declaration – M

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Déclaration d'accident

Nom et prénom de l'assuré(e)	
Type d'accident	Non-Professionnel ▼
Date et heure de l'accident	Date: _____ Heure : _____
Lieu de l'accident	
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	
Nom, prénom, adresse complète du médecin	
Suite du traitement chez	
Incapacité de travail depuis le	pas d'absence <input type="radio"/>
Reprise du travail le	
Avez-vous besoin d'une feuille de pharmacie	Oui <input type="radio"/> Non <input type="radio"/>

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