

## Weekly working schedule / Public holidays / Annual holidays / End-of-year holidays

### Provisions for 2021

- Weekly working schedule:** 41 hours/week
- Public holidays for the Canton of Vaud** (not falling on Saturdays or Sundays):

New Year	1 January ( <i>Friday</i> )	Whit Monday	24 May
Good Friday	2 April	Jeûne Fédéral	20 September ( <i>Monday</i> )
Easter Monday	5 April	Christmas Eve	24 December ( <i>Friday pm</i> )
Ascension Day	13 May ( <i>Thursday</i> )	New Year's Eve	31 December ( <i>Friday pm</i> )

**Days preceding public holidays** (Good Friday, Ascension Day and Swiss National Day): the normal working schedule ends one hour earlier.

**Compensation for public holidays:** is not granted when public holidays fall during periods of absence for illness, accident, military service or maternity leave. When public holidays fall during a holiday period, compensation is granted, provided that the public holiday does not fall on a Saturday or Sunday.

### 3. Annual holidays

The right to holidays begins on January 1 and must be exercised during the calendar year in which it starts. Exceptions may be made with the agreement of the immediate superior and provided that the needs of the service are taken into account. If there is a balance of vacation time, employees are requested to take it by April 30 of the following year.

Since holidays are granted to enable employees to a break, they must include at least two consecutive weeks of vacation at least once a year.

The duration of holidays per calendar year is as follows:

- up until the end of the calendar year during which the employee reaches their 20<sup>th</sup> birthday: **6 weeks**
- up until the end of the calendar year during which the employee reaches their 49<sup>th</sup> birthday: **5 weeks**
- as from the start of the calendar year during which the employee reaches their 50<sup>th</sup> birthday: **6 weeks**

Apprentices are also entitled to **6 weeks** holiday per year.

#### Holiday entitlement calculation:

$$\text{Entitlement} = \frac{\text{Number of days of holidays (in proportion to work rate)} \times \text{period of activity in calendar year days}}{365}$$

#### A reduction of holiday entitlement is applicable in the following situations:

- In the event of an absence due to illness, accident, military or civil service or civil protection exceeding 90 days:

Applied deduction (beyond four full months of absence) :

$$\text{Reduction} = \frac{\text{Number of days of holidays} \times (\text{absence in calendar year days} - 90 \text{ days})}{365}$$

*NB : In case of an ongoing absence over two consecutive calendar years, the 90-day grace period is applied on the first year only*

- In the event of a paid leave exceeding 30 days in the calendar year :

Applied deduction :

$$\text{Reduction} = \frac{\text{Number of days of holidays} \times (\text{absence in calendar year days} - 30 \text{ days})}{365}$$

In the above calculations, fractions below 0.25 are not taken into account. For fractions ranging from 0.25 to 0.75, a half day is counted and for fractions greater than 0.75, a whole day.

#### 4. 2021 end-of-year holidays

The official holidays are as follows:

	Campus + AG, BS, FR, NE & VS outposts	Geneva outpost
Friday 24 <sup>th</sup> December	½ day pm, EPFL holiday	½ day pm, EPFL holiday
Friday 31 <sup>st</sup> December	½ day pm, EPFL holiday	official holiday

Cf. <https://www.epfl.ch/campus/services/ressources/aide-en-ligne-gestion-du-temps-de-travail-et-des-absences/bases-legales/joursferies/>

Any other day off must be taken from the annual holiday entitlement or by hours compensation.

#### 5. Legal references

<https://polylex.epfl.ch/employees>

c.f. 4.1.4 – Rules and Regulations concerning Working Time Management: Absence management:

[https://www.epfl.ch/about/overview/wp-content/uploads/2019/09/4.1.4\\_r\\_gestion\\_temps\\_travail\\_an.pdf](https://www.epfl.ch/about/overview/wp-content/uploads/2019/09/4.1.4_r_gestion_temps_travail_an.pdf)

Absence Management: <https://absences.epfl.ch>