

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

Provisions for 2023

1. Weekly working schedule: 41 hours/week

2. Public holidays for the Canton of Vaud (not falling on Saturdays or Sundays):

St-Berchtold (<i>Monday</i>)	2 nd January	Swiss National Day (<i>Tuesday</i>)	1 st August
Good Friday	7th April	Jeûne Fédéral (<i>Monday</i>)	18 September
Easter Monday	10 April	Christmas (<i>Monday</i>)	25 December
Ascension Day (<i>Thursday</i>)	18 May	St-Etienne (<i>Tuesday</i>)	26 December
Whit Monday	29 May		

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

3. Annual holidays

Holiday entitlement starts on 1 January and must be exercised during the ensuing calendar year, with at least once a year, two consecutive weeks. Exceptions may be made with the agreement of the Line Manager and provided that the needs of the service are considered. If there is an outstanding holiday balance from the previous year, employees are requested to take it by April 30 of the following year.

If it is not possible to take the balance of holidays, the line manager shall agree a holiday settlement plan with the employee. As a last resort, the line manager may unilaterally set the holiday balance, subject to three months' notice for the current year's balance or one month's notice for the balance from previous years.

The duration of holidays per calendar year is as follows:

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

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

Holiday entitlement calculation:

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

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

1. 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):

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

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

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

Applied deduction:

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

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

4. 2023 end-of-year holidays

The official holidays are as follows (not falling on Saturdays or Sundays):

<i>Date</i>	<i>Official holiday</i>	<i>VD, AG, FR, NE & VS</i>	<i>GE</i>
<i>Monday 25 December</i>	<i>Christmas</i>	<i>All day</i>	<i>All day</i>
<i>Tuesday 26 December</i>	<i>St-Etienne</i>	<i>All day</i>	<i>All day</i>
<i>Monday 1st January 2024</i>	<i>New Year's Day</i>	<i>All day</i>	<i>All day</i>
<i>Tuesday 2nd January 2024</i>	<i>St Berchtold</i>	<i>All day</i>	<i>½ day (Morning)</i>

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, by compensation time or the appropriate reason for the absence.

5. Legal references

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

<https://www.epfl.ch/campus/services/ressources/en/online-help-absences-management/legal-bases/rules-and-regulations/>

Rules and Regulations concerning Working Time Management, **(LEX 4.1.4)**

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