

# Request for unpaid leave

April 2021

**Information:** Please note that all time balances of loyalty bonus, vacation and work time must be used before an unpaid leave can be requested.

**Personal data**

Name \_\_\_\_\_ First name \_\_\_\_\_  
 Contract number \_\_\_\_\_ Dept. / area \_\_\_\_\_  
 Contact for queries \_\_\_\_\_ Phone \_\_\_\_\_

**Details unpaid leave**

Duration (min. 5 working days) from \_\_\_\_\_ to \_\_\_\_\_

**Pension fund insurance**

Starting from the second completed month of unpaid leave, the employee can decide how she/he wants to be insured. Please choose your desired option:

- Not insured
- Risk insured (The employee pays the employee and employer risk premium which will be deducted with the first salary after the unpaid leave.)
- Fully insured (The employee pays the employee and employer savings and risk premium, which will be deducted with the first salary after the unpaid leave)

**Remarks**

---

**Signatures**

	Name / first name	Name / first name	Name / first name
Budget Officer	_____	_____	_____
Supervisor	_____	_____	_____
Employee	_____	_____	_____
Signature	_____	_____	_____
Date	_____	_____	_____

**Important information on illness or accident during the unpaid leave**

Illness	No continued payment of salary by ETH Zurich from the first day of leave	
Accident with SUVA interim insurance	Medical expenses and daily allowance are paid directly to the employee by SUVA	
Accident with accident coverage in personal health insurance	1st month: Medical expenses and SUVA's daily allowance are paid directly to the employee	from 2nd month: medical expenses are paid by the personal health insurance, no daily allowance
The continued payment of salary by ETH Zurich starts again from the first working day after the unpaid leave.		