

Illness and accident

This information sheet provides employees and supervisors of ETH Zurich with an overview of the topics of illness and accident. Further information can be found in the Personnel Ordinance (PO) ETH Zurich (Art. 36 – 36c, 47 – 47a, 51 para. 7, PO-ETH).

Information sheet, May 2021

Procedure in the event of absence from work due to illness or accident

- In the event of illness or accident, employees shall inform their supervisors immediately and regularly thereafter.
- Every accident (even if the employee is not prevented from working) must be reported by the injured person via the [online form](#).
- In order to support the return to work, supervisors have to ensure that there is regular communication with the employee.
- If longer absences become apparent, i.e. if such absences last longer than one month, or if repeated short absences are noted, the supervisor or the employee must inform HR Consulting.
- After three months of incapacity for work at the latest, Case Management will contact the employee directly to clarify the need for support.

Medical certificates / accident certificates

- A doctor's certificate or accident certificate is required from the fourth day of absence at the latest.
- Employees must submit all medical certificates/accident certificates to their supervisor immediately. The supervisor will then forward them directly to HR.
- The medical certificate/accident certificate should be issued for a maximum of one month (with an end date).
- The cause of the incapacity for work (illness or accident) must be stated on the certificate.
- In the case of part-time work and partial incapacity for work, the doctor's certificate/accident certificate must state the level of employment to which the partial incapacity for work relates.
- If employees are planning to take holiday during an incapacity for work, their ability to take holiday must be confirmed in writing by the treating doctor before the start of the holiday. In addition, employees who have had an accident must inform the accident insurance (SUVA) about the holiday plans in advance.

Continued salary payment

- In the event of incapacity for work due to illness or accident, the salary will continue to be paid after the end of the probationary period for 365 days in the first two years of employment or for a maximum of 730 days from the third year of employment. In the case of fixed-term employment, the continued salary payment ends upon expiry of the contract or, at the latest, upon expiry of the maximum entitlement to continued salary payment of 365 or 730 days.
- Partial incapacity for work does not extend the period of continued salary payment.

- In the first year of continued salary payment, the full gross salary including allowances is paid. From the 366th day, 90 per cent of the gross salary including allowances is paid.

Integration measures

- In the event of prolonged absences, the HR Consulting and Case Management will support employees and their supervisors in their reintegration.
- Early involvement of these specialist units is important for successful support.
- In consultation with the HR Consulting, Case Management will invite employees to a binding initial meeting.
- Employees and their supervisors are also welcome to contact the specialist units directly.

Duty to cooperate

Employees are obliged to do everything possible and actively participate in measures to reduce the duration and extent of their incapacity for work in order to prevent the occurrence of a long-term incapacity for work.

Reduction of holidays

In the event of absences due to illness or accident lasting longer than a total of three months within a calendar year, the annual holiday entitlement will be reduced. In the event of prolonged absence due to illness or accident, the holiday entitlement will be reduced by 1/12 for each full month of absence from the second calendar year onwards.

Medical examination by a medical examiner and occupational physician

ETH Zurich may arrange for a medical examination by an independent medical examiner or an occupational health examiner.

Social insurance benefits from the disability insurance

Depending on the development of the health situation, the employee will be required to submit an application to the disability insurer within six months after the beginning of the incapacity for work. Case Management will support employees in this process.