

Contract Changes PhD Students/PostDocs/Employees/Lecturers: Deadlines and required documentation:

Change of Address

Please notify the departmental secretary without delay.

Change of Bank or Postal Account

Please notify the departmental secretary 2-3 weeks before the regular monthly payment (around the 25th of the month), as the central HR accounting initiates the payment about 10 days before 25th. To be on the safe side it is advisable to keep the former account for one more month.

Change of Civil Status

Please notify the departmental secretary without delay.

- All changes of civil status (marriage, divorce, child birth, death of spouse) must be communicated immediately to the departmental secretary providing official documentation. The documents must be translated into English if not in one of the official Swiss languages. Marriage, child birth and divorce are also subject to a new income tax rating (even if e.g. the divorce was pronounced abroad) and failure to notify the university could lead to additional tax bills as well as problems with the foreigner's authority and the permit.
- Birth of a child: Please submit a copy of the birth certificate as soon as possible to the departmental secretary (check all required documentation for the Swiss civil authority **at least 3 months before** the birth, else a birth certificate will only be issued with long delays and the child can't get a permit and passport). To receive extra family payments (child and child care benefit or differential payments) a confirmation of the partner's employer is needed where he confirms to issue no family payments. Also the form „Antrags- und Mutationsformular für Sozialzulagen“ must be filled in and signed by both parents. It is possible to receive the family payments retrospectively if the required documentation is delayed. The payment rules are complicated and take into account different work and residence cantons of the child and partner.

Change of the present employment (e.g. change of financing between cantonal funds and a grant)

Deadline: please notify the departmental secretary **3 weeks before** the 1st of the month.

- change from cantonal funds to third-party-grants: check if employers' as well as employees' contributions due to salary increase must be paid to the occupational benefit plan of the employee.
- employment as PostDoc after passed PhD-defense: basing on the higher salary employers' as well as employees' contributions must be paid and taken into consideration.

End of Contracts

Contracts can only be terminated at the end of a month

- If the contract is still valid a resigning letter must be written taking into account the notice periods (e.g. 1, 2 or 3 months). The letter must be countersigned by the superior.
- Contracts can be terminated by the end of the current month by mutual consent.
- Full professors and extraordinary professors can resign at the end of a semester with a notice period of 6 months.
- Lecturers can resign at the end of a semester with a notice period of 3 months.
- Retirement: Even for the regular retirement at age 64/65 a resigning letter taking into account the notice periods is needed.
- Occupational benefit plan: Check with Bernische Pensionskasse, what needs to be done with the capital sum when leaving (depending on future country of residence the legal requirements can be different), Information will only be given to the insured persons themselves.
- Accident Insurance: possibility to extend the accident insurance for a further six-month period.