

Absence Overview

Name, First Name
Street
Postal Code, City

Date of birth
Department CHAB, LOC, Hilvert / Kast
Year

Yearly vacation allowance: **25 days** (5 weeks: this includes the break between Christmas and New Year) - see notes on page 2

Date / period (dd.mm.) to (dd.mm.)	Vacation days transferred / awarded		Accounting of vacation days		Details to each entry [vacation, expired days, illness, accident, conference, interview, relocation, marriage, others]
	Days carried forward from prev. year [to be used before March 31]	Days awarded for current year (d) [if employed entire year]	Taken (d)	Balance of remaining days [if employed entire year]	
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Total (date:)	0				Transfer

Absence Overview

Please note the following general vacation policy for members of the Hilvert and Kast groups:

- 1) All vacation periods must be discussed with your supervisor and reported on the appropriate form in the secretaries' office. This also applies to other types of absences, such as professional conferences, moving or sick days, military service, etc.
- 2) Days fully spent for attending professional conferences count as work days. In return, you are expected to present your work at the conference and you are obliged to provide an assessment of other relevant presentations to our group.
- 3) We will NOT disburse any unused holidays.
- 4) In general, and according to the official employment rules of the ETH, vacation days you intend to use should be taken in the calendar year to which they belong. To allow for additional flexibility, we offer to our group members that they may spend any unused holidays of a year in the immediately following calendar year, but only until March 31.
- 5) If you need to take any unused vacation days from the previous year beyond the March 31 deadline, you must present and discuss a clear alternative vacation plan with your supervisor. However, to ensure a smooth transfer of materials and know-how, we strongly advise against taking unused vacation days from the previous year within the last 3 months of your employment in our group in addition to the days allowed according to rule 4.
- 6) Please note that ETH Zurich employees are entitled to a maximum of 25 individual vacation days for each full year of employment. This is 5 days more than is standard in Switzerland, and allows for compensation during the holiday season between Christmas and New Year. During that time, the administration of the ETH will remain closed, and some infrastructural services may not be available. Officially, any working days not spent in the lab during this period must be compensated. You can take this time from your vacation day account (please fill out the absence sheet) if you are away during that period.

Peter Kast
Donald Hilvert