Information concerning your 2018 salary statement

Dear Colleagues,

Below you will find the most useful data to facilitate your understanding of your salary statement.

- **Cost-of-living adjustment**
  The ETH Board (CEPF) and the EPFL Direction have decided to allocate a 0.6% cost-of-living adjustment as of 1.1.2018 to all categories of personnel: professors, NSS personnel, doctoral assistants, postdoctoral researchers, scientific assistants, scientific staff and administrative and technical staff with fixed-term contracts.

- **New Salary System (NSS)**
  On 14 December 2017, the CEPF decided to allocate 1.2% of the payroll to personnel concerned by the NSS. This percentage will continue to be allocated for recognition of work experience and salary increases.

- **Non-NNS personnel categories**
  The increments remain unchanged in relation to last year.

- **Family allowances**
  Family allowances have been adapted in accordance with the 0.6% cost-of-living adjustment allocated as of 1.1.2018 and are thus as follows:
  - CHF 4,462.- or CHF 371.85 per month for the first child,
  - CHF 2,881.- or CHF 240.10 per month for additional children under 16 years of age,
  - CHF 3,256.- or CHF 271.35 per month for additional children over 16 years of age.

Additional information and reminders

**Absence management**
In accordance with the Rules and Regulations concerning Working Time Management, [https://polylex.epfl.ch/employees](https://polylex.epfl.ch/employees) (cf. 4.1.4), all employees are required to use the absence management software [http://absences.epfl.ch](http://absences.epfl.ch). We would like to remind you that all outstanding holiday must be taken by the end of April of the following year. In case of particular problems, the human resources managers and the helpdesk absences@epfl.ch will be pleased to assist you.
Secondary activities
We would like to remind you that secondary activities exercised by EPFL staff members are subject to certain conditions (cf. Art. 56 of the Ordonnance sur le personnel du domaine des EPFL (RS 172.220.113) owing to the risk of conflict with the interests of EPFL or compromising the reputation of EPFL.
The request for authorisation is obligatory in the case of a seat on a board of directors.
All the necessary information and links plus the appropriate form can be found at http://rh.epfl.ch/activite-accessoire_1.

Taxation at source
- If one of the spouses is a Swiss national or C permit holder, tax is not deducted at source. Such status must therefore be declared by means of an official document.
- Any change of marital status and legal domicile, affecting your taxation and the obtaining of your C permit, must be reported to HR and a copy of the official document certifying this change must be provided.

End-of-year holidays
The official holidays are as follows:

<table>
<thead>
<tr>
<th>Date</th>
<th>Campus &amp; AG, BS, FR, NE &amp; VS outposts</th>
<th>Geneva outpost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday 24 December 2018</td>
<td>½ day, EPFL holiday</td>
<td>½ day, EPFL holiday</td>
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<tr>
<td>Tuesday 25 December</td>
<td>official holiday</td>
<td>official holiday</td>
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<tr>
<td>Wednesday 26 December</td>
<td>official holiday</td>
<td>official holiday</td>
</tr>
<tr>
<td>Monday 31 December</td>
<td>½ day, EPFL holiday</td>
<td>official holiday</td>
</tr>
<tr>
<td>Tuesday 1 January 2019</td>
<td>official holiday</td>
<td>½ day, EPFL holiday</td>
</tr>
<tr>
<td>Wednesday 2 January</td>
<td>official holiday</td>
<td>official holiday</td>
</tr>
</tbody>
</table>

Any other days off must be taken from the annual holiday entitlement or by overtime compensation.

In addition to your salary statements, HR ONLINE https://sesame.epfl.ch/hronline-en enables you to print out your salary certificate for tax purposes as well as monthly notifications for the payment of family allowances.

For any other questions or additional information, please write to us at rh@epfl.ch.

Best regards,

Susanna Swann
Human Resources Director