Weekly working schedule / Public holidays / Annual holidays / End-of-year holidays
Provisions for 2017

1. **Weekly working schedule**: 41 hours/week

2. **Public holidays for the Canton of Vaud** (not falling on Saturdays or Sundays):

<table>
<thead>
<tr>
<th>Date</th>
<th>Holiday Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 January (Monday)</td>
<td>Swiss National Day</td>
</tr>
<tr>
<td>14 April</td>
<td>Jeûne fédéral</td>
</tr>
<tr>
<td>17 April</td>
<td>Christmas</td>
</tr>
<tr>
<td>25 May</td>
<td>Boxing Day</td>
</tr>
<tr>
<td>5 June</td>
<td>(St Stephen’s Day)</td>
</tr>
</tbody>
</table>

Days preceding public holidays (Good Friday, Ascension Day and Swiss National Day): the normal working schedule ends one hour earlier.

**Compensation for public holidays**: is not granted when public holidays fall during periods of absence for illness, accident, military service or maternity leave. When public holidays fall during a holiday period, compensation is granted provided that the public holiday does not fall on a Saturday or Sunday.

3. **Annual holidays**

**Annual holiday entitlement begins on 1 January and expires on 31 December.** Exceptionally, when professional obligations prevent the employee from taking all or part of their holiday, they are authorised to compensate this loss if possible by 30 April of the following year. Since holidays are accorded to enable employees to rest and relax, they should, if possible, not be divided into more than two parts.

The duration of holidays per calendar year is as follows:
- up until the end of the calendar year during which the employee reaches their 20th birthday: **6 weeks**
- up until the end of the calendar year during which the employee reaches their 49th birthday: **5 weeks**
- as from the start of the calendar year during which the employee reaches their 50th birthday: **6 weeks**

Apprentices are also entitled to **6 weeks** holiday per year.

**Reduction of holiday entitlement** when the employee commences or ends their employment during the year:

\[
Entitlement = \frac{\text{Number of days of holiday} \times \text{period of activity in calendar year days}}{365}
\]

Reduction of holiday entitlement in the event of absence due to illness, accident or military service is calculated as follows:

\[
Reduction = \frac{\text{Number of days of holiday} \times (\text{absence in calendar year days} – 90 \text{ days})}{365}
\]

In the event of unpaid leave exceeding 30 days in the calendar year, holiday entitlement is reduced as follows:

\[
Reduction = \frac{\text{Number of days of holiday} \times (\text{absence in calendar year days} – 30 \text{ days})}{365}
\]

In the above calculations, fractions below 0.25 are not taken into account. For fractions ranging from 0.25 to 0.75, a half day is counted and for fractions greater than 0.75, a whole day.

4. **End-of-year holidays**

End-of-year holidays are normally taken between 24 December (Sunday) and 2 January (Tuesday), which corresponds to **3 days, or 24.6 hours** of working time to be compensated for the end of year 2017/beginning of year 2018. This time must be compensated before the end-of-year holidays, either by a deduction of the duration of normal annual holiday entitlement or by extra hours or overtime (Art. 55 OPers-EPF) worked during the current year.

5. **Legal references**

https://polylex.epfl.ch/employees

4.1.4 – Rules and Regulations concerning Working Time Management:

https://polylex.epfl.ch/files/content/sites/polylex/files/recueil_pdf/ENG/4.1.4_r_gestion_temps_travail_an.pdf

Absence management: http://absences.epfl.ch