

Termination form for your employees

As an employer you are under an obligation to notify your employees of their insurance situation when they leave their employment with your company. This data sheet summarizes the most important points.



The masculine forms of personal and possessive pronouns are used exclusively in this document to enhance readability and should always be understood to stand for the corresponding feminine forms as well.

1 Occupational retirement provision (BVG)

The previous pension plan of the employee who is leaving has to transfer the termination benefit to the pension plan of the new employer. If it is not yet certain who the new employer will be, the insured person must inform you whether he wishes to keep the pension coverage in the form of a vested benefits policy or a vested benefits account. If the employee fails to provide you with such information, the termination benefit will be transferred to the auxiliary fund with interests at the earliest after 6 months and at the latest after 2 years.

A cash payment is possible in the following cases if the employee who is leaving should so request

- Permanent departure from Switzerland (restriction if leaving for a country of the EU or EFTA)
- Commencement of self-employment
- The termination benefit amounts to less than one year's contribution by the insured person

2 Income replacement insurance due to illness

Please inform your employee about the right of transfer to individual insurance. Your employee has this right of transfer if the employment relationship is being terminated, the employee is resident in Switzerland and is not starting a job with a new employer, or the new employer does not offer an income replacement insurance due to illness.

The employee may transfer to individual insurance during a period of 90 days from the date of leaving the company or after having received benefits (due to a continuous consistent case of sickness).

There is no right of transfer

- If the employee is to become resident in another country
- From the time an AHV pension is drawn or the earlier attainment of regular AHV retirement age
- For persons with a temporary contract of employment of 3 months or less
- For temporary staff working on only an occasional basis

3 Accident insurance

End of LAI insurance coverage

When the employee leaves, the company accident insurance (LAI) for non-occupational accidents will end on the 31st day after the date when the employee's entitlement to at least half his salary ends.

Insurance by special agreement (possibility for continued insurance coverage)

By taking out an insurance by special agreement (i. a. medical expenses and income replacement), insurance for non-occupational accidents can be extended for a further 6 months at most (costing CHF 40 per month). The premium must be paid before the end of the LAI insurance coverage.

Starting a job with a new employer

- **Before** the end of LAI insurance coverage: Your employee will continue to be insured through the accident insurance provided by his new employer, without interruption of coverage.
- **After** the end of LAI insurance coverage: Your employee can extend insurance for non-occupational accidents by means of insurance by special agreement.

Unemployment – entitlement to claim unemployment benefit

- Start of entitlement **before** the end of LAI insurance coverage: Insurance coverage is guaranteed within the framework of the LAI insurance via the Federal Accident Insurance Institution.
- Start of entitlement **after** the end of LAI insurance coverage: Your employee can extend insurance for non-occupational accidents by means of insurance by special agreement

Inclusion of accident coverage in health insurance (LSI)

If your employee does not start a job with a new employer and is not entitled to draw unemployment benefit, he must apply to his health insurance fund for **inclusion in accident coverage** within the framework of the obligatory health insurance under the LSI (medical expenses) **within one month** of receiving this information. If LAI insurance by special agreement has been taken out, the employee can be included on the first day after the end of LAI insurance by special agreement in order to avoid double insurance coverage. Please inform your employee of this legal obligation.

If your employee's weekly working time amounts to **less than 8 hours**, both in your company and with any other employer, he has previously had no insurance coverage for non-occupational accidents and for legal reasons accident coverage is already included in his obligatory health insurance with his health insurance fund under the LSI. In such case your employees do not have to do anything.

Supplementary insurance (UVGZ) (possibility of continued insurance coverage)

Please inform your employee about his right to transfer to individual insurance. Identical cut-off times apply and the same restrictions as in the case of income replacement insurance due to illness.

4 Checklist

During our discussion regarding the termination of his employment, the employee was informed of the following insurance matters:

- Transfer of the termination benefit to the new pension plan, to a vesting institution or cash payment
- Income replacement insurance due to illness: The right to transfer to individual insurance
- Accident insurance Possibilities of continued insurance coverage
- Inclusion of accident coverage in the obligatory health insurance with the health insurance fund under the LSI

5 Confirmation

With his signature the employee confirms that he has been informed about his rights and obligations in connection with leaving the company as regards the occupational retirement provision, income replacement insurance due to illness and accident insurance and, on request, has received the following documents:

- Guidelines for employees upon change of employment (occupational retirement provision)
- Individual extension of LAI insurance for non-occupational accidents (insurance by special agreement Switzerland)
- Data sheet regarding transfer from group income replacement insurance due to illness to individual insurance
- Request for quotation for transfer from group income replacement insurance due to illness to individual insurance

The forms mentioned above can be found on the Zurich website.

- For income replacement insurance due to illness and accident insurance at <https://www.zurich.ch/en/corporate-customers/accident-and-sickness/documents>
- For occupational retirement provision at <https://www.vita.ch/en/all-about-vita/downloads>

Surname and first name of employee

Date and place

Signature of employee
