

Leaving the CIG

Unemployment benefit

Information regarding your eligibility to unemployment benefit is available on the Confederation website: <https://www.ch.ch/en/foreign-nationals-unemployed-switzerland/>

The HR department will mail you a letter to inform you ahead of the end of your contract.

You may then contact [the Regional Employment Center \(ORP\)](#) of your town to get assistance in the process of searching for another job.

You must:

- Start looking for a new job while you are working out your notice period. If you are employed on a limited term contract, you are required to start looking for work three months before the end of your employment contract. If you do not meet this obligation, your benefits will be reduced.
- Be sure to keep all documentation related to your job search, such as job offers, applications and rejection letters. You will need to present them to your Regional Employment Center counsellor.
 - o The work certificate is a legal Swiss document provided by the HR office at the end of the employment contract. It is a truthful and benevolent reference which completes your application file for benefits but is also required to apply for job offers in Switzerland. It will be useful if:
 - you will be unemployed at the end of your contract and you want to request unemployment benefits
 - you do not wish to pursue a career in academia but want to pursue an alternative career in Switzerland

In these 2 cases, please request a work certificate from your PI a month before the end of your contract

- o The recommendation letter is written by your PI, at your request, to attest of your performance and give an opinion about your scientific project and your capacities to fulfil it.

Checklist for your last working day

- Remaining paid holidays have to be taken before the last working day
- Inform your lab secretary of your last day at work. She will inform Julie Papet about when your campuscard access must be cancelled
- Laptop contracts for assistants: the laptop belongs to the CIG if the employment lasts less than 3 years
- Indicate to your secretary a new email and postal address to contact you if needed.
- Keep your campuscard as it will be reused if you work again at the UNIL within the 18 following months.
- Your email address will automatically remain valid for 6 months
- Return your locker key to your secretary
- Return any Genopode key to your secretary
- Leave your working space tidy and cleaned
- Inform the safety manager of what needs to be discarded or given away on your bench. He will give you the procedure to follow depending on the products
- This guide informs you about what to do with your “UNIL 2nd pillar”, also named employer’s pension fund :
https://www.bundespublikationen.admin.ch/cshop_mimes_bbl/8C/8CDCD4590EE41EE8BAB52B2761762284.pdf (assistants and students contribute to the Retraites Populaires while the PIs and PAT pay contributions to the CPEV)