

| le savoir vivant |



# BEING A PARENT AT UNIL

Guide for (future) parents  
and managers

*Unil*  
UNIL | Université de Lausanne  
Bureau de l'égalité

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## SMALL GUIDE – BIG ADVENTURE !

Becoming a parent is a happy event! But the adventure of parenthood also involves its share of challenges. Juggling family life and professional activity is still all too often practically equivalent to squaring the circle, especially for women. Lack of childcare facilities, limited parental leave, often difficult and precarious working conditions... the Equal Opportunities Office sees all these difficulties at close quarters on a daily basis.

Women in the university community, mothers or mothers-to-be, ask themselves lots of questions. *How can I fit in my study time after the birth of my child? What effect will my maternity leave have on the duration of my contract as Assistant? Is it possible to breastfeed at UNIL?*

*Fathers – and others concerned by parenthood – also ask themselves questions. Will I be entitled to paternity leave? Who will look after my children? How can I obtain acknowledgement for my family tasks?*

Managers too have an important role to play. *How can we manage the specific situations, requests and needs of parents under my responsibility? How can we encourage the balancing of an academic career and family life, in order to make the most of my staff's potential?*

This guide gathers the answers to all these questions. It endeavours to support those concerned by parenthood so that becoming and being a parent at UNIL is indeed a happy event for everyone.

We hope you enjoy reading it!

*Equal Opportunities Office, University of Lausanne*



# 1. YOU'RE STUDYING AT UNIL

Having a child while you're a student and assuming your new parental role is not always easy to reconcile with university work. Such an event means the schedule must be adapted in accordance with these new circumstances. The University of Lausanne wishes to enable students in this situation to make a success of both their family life and their education.

## 1.1 pregnancy, studies and employment

If you're pregnant and are unable to attend a class because of a health problem related to your pregnancy, your absence does not generally speaking have any particular consequences. It is however appropriate to inform the teaching staff member concerned of your absence. If, on the other hand, the class entails an attendance check, you will give a copy of the medical certificate to your Faculty's secretariat or directly to the teaching staff member, in accordance with the procedures laid down in your programme's study regulations.

If you're unable to attend an examination due to health reasons, it is essential that you inform your Faculty's secretariat prior to the date of the examination and present a medical certificate, in accordance with the procedure laid down in your programme's study regulations.

You're pregnant or your partner is pregnant? The UNIL Health Centre offers students free confidential consultations on all health matters. The Health Centre also provides medical guidance to students who are not well acquainted with the Vaud health network. Contact: [www.unil.ch/accueilsante](http://www.unil.ch/accueilsante)

**Worth knowing:** According to the *Loi fédérale sur l'assurance-maladie* (LAMal), pregnant women are exempted from participation in the costs (excess and deductibles) of standard health care related to pregnancy, dating from the beginning of the latter. Furthermore, they are exempted from participation in the costs of all health care as from the 13th week of pregnancy and until 8 weeks after the birth.

If you're pregnant and you participate in hazardous activities or practical work, inform the person responsible for the activity of your condition and they will contact the Security, Environment, Prevention Unit – UniSEP in order to assess the strenuousness and hazardousness of these tasks.

If you're pregnant and engaged in gainful employment in parallel to your studies, you are entitled to protective measures and specific rights related to your employment. *See Point 2.1 You're pregnant > Protective measures and rights.*

## 1.2 Being a parent and studying

You're looking for daycare facilities for your child? Please consult Chapter 4. You wish to rearrange your studies in order to fulfil your family responsibilities? Here are some possible solutions.

### Leave and interruption of studies

It is possible to request a period of leave of one or two semesters from the University. According to Article 94 lit. f of the *Règlement d'application de la Loi sur l'Université de Lausanne (RLUL)*, the leave may be granted for reasons of pregnancy and maternity or duly attested medical reasons. This leave is renewable. According to Directive 3.2. of the University of Lausanne Rectorate *Taxes et délais* (Art.3, al.3), the total number of semesters of leave may not exceed three semesters for a Bachelor and two semesters for a Master or a Master of Advanced Studies, except in the case of a dispensation granted by the University of Lausanne Rectorate for valid reasons.

If you are on leave, you remain enrolled at the University. You must therefore pay a reduced semester fee.

Leave application form :  
[www.unil.ch/immat](http://www.unil.ch/immat) > étudiants UNIL > demande de congé

If you wish to interrupt your studies on account of maternity or paternity, it's possible to exmatriculate yourself. In this case however, you will lose your student status and will have to go through the admission procedure again if you wish to

re-enroll. You could then be subject to new study regulations or a study plan that came into force during your absence. It should be noted that exmatriculation also has implications concerning entitlement to study grants and other financial assistance.

Exmatriculation form : [www.unil.ch/immat](http://www.unil.ch/immat)  
> étudiants UNIL > formulaire demande d'exmatriculation  
If you receive a grant or other financial support, please contact the Social Affairs and Student Mobility Office - SASME : [www.unil.ch/sasme](http://www.unil.ch/sasme)

 **Worth knowing:** Each Faculty has its own way of working and internal directives concerning examination procedures or range of courses. Students who are parents should thus obtain information from their study advisor and/or the Deanship of the Faculty in which they are enrolled.

### You're studying at UNIL and you're from abroad

If you are a national of an EU/EFTA member country that benefits from the Agreement on the Free Movement of Persons between Switzerland and the European Union, the annual renewal of your residence permit is possible only if you are immatriculated (which is the case if you are on leave).

If you are a citizen of a non-European country, and thus do not benefit from the Agreement on the Free Movement of Persons, you can claim a right of residence of a maximum of eight years for studies in Switzerland. In the event of unforeseen

circumstances, pregnancy being considered as such, the *Service de la population of the Canton of Vaud* should be informed. The latter will then take this into account when any request for a renewal of the residence permit is being assessed.

## Master on a part-time basis

It is also possible to do a Master on a part-time basis.

### *Art. 5 Directive de la Direction 3.12 - Motifs d'ordre familial*

<sup>1</sup> *Tout étudiant ayant un motif important et durable d'ordre familial, tel que, notamment, une charge de famille (enfant(s), conjoint, parent(s) malade(s) ou en situation de handicap, etc.) peut adresser une demande d'études à temps partiel.*

<sup>2</sup> *L'étudiant joint à sa demande motivée toute pièce attestant sa situation : copie du livret de famille, certificat médical, etc.*

The part-time corresponds to studies on a 50 % basis of full-time studies throughout the duration of the studies. Please note however that you cannot change this regime during the study programme: you must enrol on either a full-time or part-time basis as from the start.

Information and submission of applications to the Admissions Office - SII: [www.unil.ch/immat](http://www.unil.ch/immat)

 **Worth knowing:** You wish to combine breastfeeding and the continuation of your studies, on a full- or part-time basis? The UNIL Health Centre places premises equipped with a refrigerator at your disposal where you can breastfeed or express your milk: [www.unil.ch/accueilsante](http://www.unil.ch/accueilsante)

## 1.3 financial assistance

### Financial assistance for families

If you and your child live in Switzerland, you are entitled to a monthly allowance for your child, by virtue of the *Loi fédérale sur les allocations familiales* (LAFam). If you live in the Canton of Vaud in particular, you can also receive one single lump-sum allowance upon the birth or adoption of a child. For more information, please see Chapter 5.

Information and applications for family allowances via the site of the Caisse cantonale vaudoise de compensation: [www.caisseavvaud.ch](http://www.caisseavvaud.ch) > particuliers > allocations familiales

 **Worth knowing:** Students who are parents with low incomes can also seek support from the social services of their commune, which, following an assessment of the parents' financial situation, will be able to provide additional assistance.

### Cantonal grants and loans

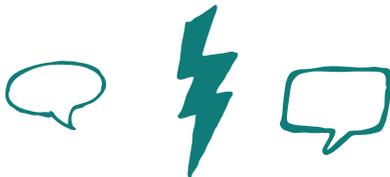
Each canton allocates study grants and offers loans to students. For students who are parents, the amount of the grant will be calculated according to their financial situation. If you become a parent in the course of your studies, you can request a new calculation of living costs and if necessary the amount of the grant can be reassessed.

## UNIL Social Fund

You're not entitled to a grant? You receive an inadequate amount from the Grants Office of your canton or other assistance fund? In these cases, you can apply to the Social Affairs and Student Mobility Office for support. Assistance can be provided in the following forms:

- Temporary help (one-time relief from financial problem).
- Additional study allowance (monthly payment).
- Subsidy for medical expenses (dentist, glasses, etc.).
- Partial exemption from course enrolment fees (only for those who do not receive a cantonal grant).

To find out more, please consult the UNIL Social Affairs and Student Mobility Office : [www.unil.ch/sasme](http://www.unil.ch/sasme)



## 2. YOU'RE WORKING AT UNIL

In this section, intended for (future) parents, you will find information concerning arrangements to be made and rights in the event of pregnancy, as well as the various types of leave available to parents at UNIL.

### 2.1 You're pregnant

#### What must be done and within what time frame?

First of all, you must inform your direct superior of your pregnancy, providing a medical certificate confirming the expected date of childbirth.

**Worth knowing:** You have no obligation to announce your pregnancy within a specified deadline, but if you wish to benefit from protective measures, you must announce it officially. This especially applies if you work in an environment that exposes you and your baby to particular hazards. In any case, it is necessary to inform the employing entity of your pregnancy within a reasonable time frame, so that the latter can organise a possible replacement.

Following the announcement of your pregnancy, you will receive a risk identification form, which you will fill in with your manager. You can also discuss your working arrangements together and how your various functions will be carried out during your maternity/breastfeeding leave.

**Worth knowing:** If you're a UNIL employee and need advice for the preparation of this discussion or at any time, you can ask Human Resources and/or the occupational health nurse. The latter will inform you concerning legal provisions and advise you concerning protective measures relating to your job. See UNISEP: [www.unil.ch/unisep](http://www.unil.ch/unisep) > domaines de travail > sécurité et santé au travail > infirmière en santé au travail

Furthermore, if you are an Assistant Professor, Qualified Assistant, Junior Lecturer, Lecturer or Research Associate, it is wise to request a prolongation of your employment contract. *See Point 2.5.*

#### Protective measures and rights

As soon as you announce your pregnancy, you will benefit from protective measures and specific rights.

#### Protection against dismissal

Throughout the pregnancy and the 16 weeks following childbirth, the employing entity cannot dismiss an employee, subject to motives leading to immediate dismissal for valid reasons<sup>1</sup>. Notice given during this period is considered null and void and has no effect, subject to what is stated above.

<sup>1</sup> Art. 336c of the *Code des obligations* (CO).

If you become pregnant during the period of notice, the dismissal is suspended until 16 weeks after the birth of the child (this does not apply in the event of resignation). The period of notice then begins again.

However, if you are pregnant or you have just given birth, you may hand in your notice in compliance with the standard deadlines. Please note: only mothers whose employment contract is still in effect on the day of childbirth are entitled to income compensation allowances in the event of maternity (*except in the case of a UNIL fixed-term contract, within the limits explained under Point 2.3*).

If you are pregnant and have a fixed-term contract, the latter will terminate on the date agreed upon in the contract. If you give birth during the period covered by the contract however, the latter will be extended until the last day of the maternity leave. *For the specific provisions applicable at UNIL, see Point 2.3.*

**Worth knowing:** During the trial period, the employing entity can terminate the contract at any time at seven days' notice. The notice is in principle valid, as a woman dismissed due to her pregnancy during the trial period does not benefit from any protection against dismissal. The validity of the dismissal can however be disputed in virtue of the Federal Act on Gender Equality.

## Health protection

### *Dangerous or forbidden tasks*

Pregnant women and breastfeeding women cannot perform dangerous or difficult tasks unless a risk analysis has established that there is no threat to the health of the mother or child, or appropriate protective measures have been taken<sup>2</sup>.

The following are considered dangerous or difficult tasks (as from specific thresholds, determined in the ordinance):

- Moving of heavy loads.
- Movements or positions causing premature fatigue.
- Work involving impacts, jolts or vibrations.
- Working in the cold, heat or humidity.
- Work involving harmful beams or noise.
- Work involving dangerous chemical substances or microorganisms.
- Work based on a very restrictive organisation of working hours.

A Directive of the University of Lausanne Rectorate (1.38.) specifies the conditions relating to the health protection of pregnant women at UNIL. *See Point 3.* If you are pregnant or wish to become pregnant, or if you are breastfeeding, you can request information from an occupational health nurse working on the site or your safety coordinator.

<sup>2</sup> Art. 62 *Ordonnance 1 relative à la loi sur le travail* (OLT 1) and *Ordonnance sur la protection de la maternité* (OProMa).

## Working hours and schedules

As from the beginning of the pregnancy, the maximum daily working time is nine hours. Subsequently, other restrictions apply for activities that are mainly carried out in a standing position.

During the first seven months of pregnancy, a woman who works between 20:00 and 6:00 can request to do equivalent work during the daytime<sup>3</sup>. Equivalent work is defined as involving the same salary, and intellectual demands and skills comparable to those required for the work carried out hitherto. During the eight weeks preceding childbirth, nightwork is forbidden<sup>4</sup>.

## Absences, salary and holiday entitlement

During your pregnancy, you can, upon simple notification, either not go to work or leave your working place<sup>5</sup>. As in the event of illness or accident, your salary will be paid if you are unable to work due to your pregnancy, for a limited period of time and depending on certain circumstances<sup>6</sup>. You will then have to prove, by means of a medical certificate, that you are prevented from working for health reasons.

 **Worth knowing:** For UNIL staff with a permanent employment contract, the salary is paid 100 % for the first 12 months and 80 % for the three following months. During the trial period, the salary is paid for one month maximum.

<sup>3</sup> Art. 35b al. 1 of the *Loi fédérale sur le travail dans l'industrie, l'artisanat et le commerce* (LTr).

<sup>4</sup> Art. 35a al. 4 LTr.

<sup>5</sup> Art. 35a al. 2 LTr.

<sup>6</sup> Art. 324a al. 3 CO and art. 58 of the *Loi sur le personnel de l'Etat de Vaud* (LPers).

 For UNIL staff with a fixed-term contrat, the salary is paid:  
– the 1st year for one month  
– the 2nd year for two months  
– the 3rd year for four months  
*(art. 58 of the Règlement d'application de la LPers (RLPers-VD)).*

In the event of pregnancy, the holiday entitlement is maintained. However, the employing entity can reduce the duration of your holidays if you have been unable to work for more than two complete months per calendar year due to your pregnancy<sup>7</sup>. The reduction thus does not start until after the 3<sup>rd</sup> complete month of absence.

 **Worth knowing:** According to the *Loi fédérale sur l'assurance-maladie* (LAMal), you are exempted from participation in costs (excess and deductible) for standard medical care relating to the pregnancy as from the beginning of the latter. Furthermore, you are exempted from participation in the costs of all medical care as from the 13th week of pregnancy and until 8 weeks after the birth.

## Maternity leave

The *Loi fédérale sur les allocations perte de gain* (LAPG) stipulates that any mother engaged in gainful employment at the time of childbirth (employee, self-employed or unemployed) is entitled to a maternity leave of 14 weeks, paid at the rate of 80 % of the salary, on the following cumulative conditions:

- She has paid AVS contributions during the nine months of pregnancy (shorter periods in the case of premature childbirth).

<sup>7</sup> Art. 329b al. 3 CO, art. 65 of the *Règlement d'application de la LPers* (RLPers-VD).

- She has been engaged in gainful employment for at least five months during the pregnancy (regardless of employer, rate of activity and duration of each job).
- She has an employment contract at the time of childbirth.

If these conditions are not fulfilled, the salary will be paid according to the same regulations as in the case of incapacity for work. Cantonal provisions, personnel regulations and collective employment agreements may stipulate more generous benefits. This is notably the case for UNIL staff (except Student Assistants).  
See *Points 2.2 et 2.3*.

**Worth knowing:** There is also a cantonal maternity allowance, allocated to families who have been domiciled in the Canton of Vaud for at least nine months prior to the birth of the child, whose income is insufficient or who are not entitled to federal maternity benefits. This is the case, for example, with an adoption, or when the mother is not engaged in gainful employment (particularly during unpaid leave prolonging maternity leave). This allowance is granted for a period of up to six months after childbirth (even 12 months if the child or mother experiences health problems).

You can obtain more information from the *Caisse cantonale vaudoise de compensation*: [www.caisseavsvaud.ch](http://www.caisseavsvaud.ch) > particuliers > allocations pour perte de gains et de maternité



To find out more about the rights of (future) working mothers:  
[www.informaternite.ch](http://www.informaternite.ch)  
Work and health: pregnancy, maternity, breastfeeding (SECO): [www.seco.admin.ch](http://www.seco.admin.ch) > Services et publications > Publications > Travail > Conditions de travail > Brochures et dépliants  
Maternity – employee protection (SECO): [www.seco.admin.ch](http://www.seco.admin.ch) > Services et publications > Publications > Travail > Conditions de travail > Brochures et dépliants

### **Federal Act on Gender Equality: prohibition of discrimination**

The Federal Act on Gender Equality, which came into force in 1996, aims to implement the principle of equality between men and women in the field of employment. It prohibits any form of discrimination – direct or indirect – between male and female employees on account of their gender, especially in relation to civil status, family situation or, in the case of women, pregnancy.

This prohibition applies throughout the employment relationship, from recruitment to termination of contact, and concerns all domains: particularly the allocation of tasks, organisation of working conditions, remuneration, professional training and development, promotion and termination of employment. For instance, it is considered discriminatory:

1. To offer a less interesting and less well-paid job to a female employee who is returning to work after maternity leave.
2. Not to employ a woman because she is pregnant or could become pregnant.

**Worth knowing:** During the job interview, the female worker is not obliged to spontaneously announce a pregnancy nor to reply to questions regarding the possibility of a current or future pregnancy, as long as the latter has no significant effect on the work performance or safety of the mother.

Since it is very difficult to prove discrimination, the law stipulates a reduced burden of proof to provide by the person concerned. As long as the female worker can render the discrimination plausible, the employer has to prove that no discrimination has been committed. The reduction of the burden of proof does not apply to discrimination at the recruitment stage however<sup>8</sup>.

See Federal Act on Gender Equality: [www.ebg.admin.ch](http://www.ebg.admin.ch)



<sup>8</sup> Art. 6 of the Federal Act on Gender Equality.

## 2.2 family leave at UNIL

### Beneficiaries

#### The special case of Student Assistants

The *Règlement sur les assistants à l'Université de Lausanne* incorporates Student Assistants with *Etat de Vaud* auxiliaries as far as leave for family reasons is concerned. Thus, female Student Assistants benefit for instance from maternity leave provided for by the LAPG of a duration of 14 weeks as from the birth of the child, paid at a rate equal to 80 % of the salary.

*Art. 32 Règlement sur les assistants à l'Université de Lausanne Congés*

<sup>3</sup> *Les assistants étudiants sont soumis aux mêmes dispositions que le personnel auxiliaire de l'Etat de Vaud.*

#### *Art. 155 RLPers-VD Auxiliaires*

<sup>2</sup> *Le contrat du personnel auxiliaire est soumis au CO, sous réserve des dispositions relatives aux vacances, aux allocations familiales, à l'assurance accidents, à la maladie et aux jours fériés, pour lesquelles les dispositions du présent règlement sont applicables aux collaborateurs engagés par contrat de durée déterminée s'agissant de la durée du paiement du salaire en cas d'incapacité de travail (art. 58, al. 1, lit. c). Les collaboratrices bénéficient des allocations de maternité conformément aux dispositions de la loi fédérale sur les allocations pour perte de gains et maternité.*

Neither breastfeeding leave, adoption leave, nor parental leave is provided for in this post at UNIL. Paternal leave of a duration of one to three days will be granted as standard leave, as stipulated

under Article 329 al. 3 CO. The duration of leave for sick children is three days<sup>9</sup>.

## Other UNIL employees

Assistants, Junior Lecturers, Senior Lecturers, Lecturers, Professors and administrative and technical staff can benefit from seven types of leave for family reasons. SNSF-financed staff are entitled to maternity leave and have the possibility of requesting the other types of leave, with the exception of partial leave. *See also Point 2.6.*

## Leave in short

The Directive 1.35. of the University of Lausanne Rectorate relating to leave for family reasons specifies the duration of these types of leaves.

### Paid leave

- Maternity leave (four months) and breastfeeding leave (one month), for the mother.
- Paternity leave (five working days), for the father.
- Adoption leave (four months) for the mother or father (may be shared between two parents working for the *Etat de Vaud*).
- Sick children leave (five days max. per year), for the mother or father.

<sup>9</sup> Art. 36 al. 3 LTr.

## Unpaid leave

- Parental leave (between six and 12 months), for the mother or father (may be shared between two parents working at UNIL).
- Extended leave for family reasons (between two weeks and 12 months), for the mother or father (can be shared between two parents working at UNIL).
- Partial leave (in principle up to 12 months), for the mother or father.



**Worth knowing:** Unpaid leave does not count as working time (with the exception of partial leave). If you have a fixed-term contract, your contract will therefore be suspended for the duration of the leave and the remaining duration of the contract will come back into effect as from the end of the leave (which amounts to a prolongation of the contract equivalent to the duration of the leave). Regardless of the nature of your contract, you will not be entitled, during the unpaid leave, to any compensatory benefit in the event of incapacity. You must also arrange accident coverage as from the 31<sup>st</sup> day at your own expense. The payment of contributions to the pension fund being suspended, you will be able to maintain it provided that you pay the employee's AND the employer's shares.

It is possible to accumulate leave (for example, paternity leave and partial leave). With the exception of the granting of parental leave following maternity/adoption/breastfeeding leave, the accumulation of leave cannot exceed 12 months per child.



## 2.3 Leave in detail

### Maternity leave

Maternity leave lasts for four months<sup>10</sup> and starts on the day the child is born.

From 1 April 2017, it is also valid if the mother stops work during the two weeks preceding the birth. Young mothers whose leave is already underway at this date may also benefit from the change.

*Art. 35 al. 1 lit. a LPers Congés divers*

*Le service accorde aux collaboratrices un congé maternité de quatre mois.*

 **Worth knowing:** During their maternity leave, staff members receive their full salary (with the exception of Student Assistants, whose leave lasts 14 weeks paid at a rate of 80 %).  
*See Point 2.2.*

*Beneficiaries of maternity leave:* Entitlement to the payment of daily allowances is linked to the lucrative activity of the female worker. If you fulfil the conditions stipulated by the LAPG (*see Page 10*), you are entitled to maternity leave, even if you have only recently been employed by UNIL<sup>13</sup>.

If you have a fixed-term contract, you benefit from the same maternity leave conditions of four months, provided that the child was born during the period covered by your contract with UNIL. If you give birth during the two weeks following the expiry of the contract (the date of the actual childbirth and not the due date being valid), you will also be entitled to the maternity leave of four months and your contract will then be extended until the expiry of the maternity leave or breastfeeding leave. *See also Point 2.5.*

### Replacement during maternity leave

The unit to which you are attached can, if necessary, replace you during your maternity/breastfeeding or other type of leave. Since the introduction of federal maternity insurance, the University of Lausanne receives the equivalent of 80 % of the salary of women on maternity leave during a period of 14 weeks. The payment of the costs incurred for replacement staff is borne by the Faculties and Services concerned according to their budget.

<sup>10</sup> Art. 35 al.1 lit. a LPers.

<sup>13</sup> Art. 68 al. 1 RLPers-VD.

## Death of the child before or after delivery

If the pregnancy has lasted at least 23 weeks, you are entitled to maternity leave.

## Hospitalisation of the child following delivery

If your child is hospitalised for more than three weeks, the mother can request that the entitlement to allowances should come into effect as from the child's return home<sup>15</sup>. The maternity leave is correspondingly deferred. The entitlement to receiving the salary is guaranteed during the eight weeks following childbirth.

## Breastfeeding leave

If you are breastfeeding, you are entitled to one month of additional paid leave. You must inform your superior and Human Resources of your intention to request this leave, at the latest at the end of the second month of maternity leave<sup>16</sup>. According to the *Directive d'application du Conseil d'Etat « Congé d'allaitement – présentation d'un certificat médical »*, you must provide a medical certificate confirming the fact that you are breastfeeding, at the earliest at the beginning of the second month following childbirth and at the latest at the end of the maternity leave<sup>17</sup>.

<sup>15</sup> Art. 68 RLPers-VD, art. 16c al.2 of the *Loi fédérale sur les allocations perte de gain en cas de service et de maternité* (LAPG) and Art. 24 of the *Règlement fédéral sur les allocations pour pertes de gain* (RAPG).

<sup>16</sup> Art. 73 RLPers-VD.

<sup>17</sup> See also Art. 74 RLPers-VD.

## Breastfeeding at UNIL

When you recommence your activity at the University of Lausanne, you will be accorded the time necessary for breastfeeding or expressing your milk. During your child's first year, you can count this time as paid working time as follows:

### Art. 60 al. 2 OLT 1

- a. pour une journée de travail jusqu'à 4 heures :  
30 minutes au minimum;
- b. pour une journée de travail de plus de 4 heures :  
60 minutes au minimum;
- c. pour une journée de travail de plus de 7 heures :  
90 minutes au minimum.

 **Worth knowing:** The UNIL Health Centre can provide you with premises, equipped with a refrigerator, where you can breastfeed or express your milk: [www.unil.ch/accueilsante](http://www.unil.ch/accueilsante)

## Paternity leave

Paternity leave of five working days is granted to fathers<sup>18</sup>. This leave may be taken directly after the birth or during the following month. It can also be divided up, provided this does not interfere with the smooth functioning of the department<sup>19</sup>.

### Art. 75 RLPers Congé paternité

<sup>1</sup> Sur présentation de l'acte de naissance ou d'une pièce officielle, le collaborateur a droit à un congé de paternité.

<sup>2</sup> Pour autant que la bonne marche du service le permette, le congé peut être fractionné. Il doit être pris au plus tard dans le mois qui suit la naissance.

<sup>18</sup> Art. 35 al 1 lit. c LPers-VD.

<sup>19</sup> Art. 75 RLPers-VD.

**Worth knowing:** Homoparenthood situations are resolved by analogy. This also applies to other parental leave, such as leave for sick children.

## Adoption leave

In the case of adoption, the parent employed by UNIL is entitled to an adoption leave of four months<sup>20</sup>. The conditions are laid down by the RLPers.

In the event that both parents are employed by the Vaud cantonal administration (UNIL or outside UNIL), the adoption leave is granted to one person. At the couple's request, it can be split between the parents<sup>21</sup>.

### Art. 77 RLPers-VD Conditions

- <sup>1</sup> Dès l'octroi de l'autorisation d'accueil d'un enfant en vue d'adoption, le collaborateur a droit à un congé d'adoption.
- <sup>2</sup> Le congé est accordé pour autant que le collaborateur l'ait sollicité au plus tard à réception de l'autorisation d'accueil.
- <sup>3</sup> Les dispositions relatives au temps de travail compensatoire du congé de maternité s'appliquent si la condition prévue à l'alinéa 2, lettre a, n'est pas remplie.

### Art. 78 RLPers-VD Couples travaillant à l'Etat

- <sup>1</sup> Le service accorde le congé à l'un des parents lorsque les deux travaillent à l'Etat.
- <sup>2</sup> Sur demande du couple, le congé peut être réparti entre les conjoints.

<sup>20</sup> Art. 35 al 1 lit. e LPers.

<sup>21</sup> Art. 78 RLPers-VD.

## Leave for sick children

Article 35 al. 1 lit. d LPers stipulates that you (father or mother) are entitled to five working days per year in order to take care of your sick child. The number of days is fixed and does not depend on the number of children in the family, according to the terms and conditions stipulated by Article 76 RLPers-VD.

### Art. 76 RLPers-VD Congé pour enfants malades

- <sup>1</sup> Le service accorde au collaborateur un congé par famille, en cas de maladie ou d'accident d'un enfant. Pour les familles nombreuses, des dispositions particulières peuvent être prises sur préavis du SPEV.
- <sup>2</sup> Le congé est accordé à concurrence de cinq jours par an au maximum, au collaborateur qui assume la charge ou la garde effective d'un enfant.
- <sup>3</sup> Dans le but d'éviter un cumul, il est accordé à l'un des parents lorsque les deux travaillent à l'Etat.
- <sup>4</sup> Le service peut exiger la présentation d'un certificat médical.

## Parental leave

Parents can obtain unpaid parental leave<sup>22</sup>. This is granted once per child of under 12 years of age. It is granted to a mother or father who has worked uninterruptedly for 12 months at UNIL or for the Etat de Vaud. If you both work at UNIL, you can share this leave. It has a duration of 6 to 12 consecutive months, in accordance with Directive 1.35. of the University of Lausanne Rectorate, unless the mother takes this leave immediately after the maternity or breastfeeding leave. It can then last a minimum of two months.

<sup>22</sup> Art. 35 al. 1 lit. f LPers.

At the end of the leave, it is guaranteed that the employee will return to the same post that they occupied before the leave was granted. Parental leave for another child is granted provided that you have worked uninterruptedly for at least two years since the previous parental leave.

#### **Art. 79 RLPers-VD Principes**

<sup>1</sup> Le service accorde un congé parental non rémunéré au collaborateur qui désire suspendre son activité pour se consacrer à son enfant.

<sup>2</sup> Il est accordé une fois par enfant.

#### **Art. 80 RLPers-VD Conditions**

<sup>1</sup> Le congé parental est accordé aux conditions suivantes:

a. L'enfant est âgé de douze ans au maximum à la date où débute le congé;

b. Le collaborateur présente sa demande au service au plus tard trois mois avant la date à laquelle il souhaite bénéficier du congé;

c. Le collaborateur exerce de manière ininterrompue une activité à l'Etat depuis douze mois au moins (temps de service).

<sup>2</sup> Sous réserve des lettres a et b, un congé parental pour un autre enfant est octroyé pour autant que le collaborateur ait exercé une activité ininterrompue pendant deux ans au moins depuis l'expiration du dernier congé parental.

#### **Art. 81 Durée**

<sup>1</sup> Le congé est de six mois au moins.

<sup>2</sup> Il ne peut pas être fractionné.

#### **Art. 82 Exception**

<sup>1</sup> En dérogation à l'article 81, un congé parental d'une durée inférieure à six mois, mais au minimum de deux mois, peut être accordé à la mère lorsqu'il suit immédiatement le congé maternité et/ou le congé d'allaitement.

### **Extended leave for family reasons**

This unpaid leave is granted to a father or mother who wishes to look after their child. This leave lasts from between two weeks to 12 months consecutively. It cannot be divided up for the same person, but it can be shared between the parents if both work at UNIL. An extended leave for another child is granted provided that the employee has worked uninterruptedly for at least 12 months since the last extended or parental leave

#### **Art. 84 RLPers-VD Congés prolongés**

<sup>1</sup> Le service peut accorder des congés prolongés aux collaborateurs qui désirent suspendre leur activité, sur la base d'une demande motivée, pour autant que les activités du service n'en soient pas perturbées.

#### **Art. 84 RLPers-VD Congés prolongés**

<sup>1</sup> Le service peut accorder des congés prolongés aux collaborateurs qui désirent suspendre leur activité, sur la base d'une demande motivée, pour autant que les activités du service n'en soient pas perturbées.

See Directive 1.35. of the University of Lausanne Rectorate, point 2.2 ([www.unil.ch](http://www.unil.ch) > UNIL interne > Documents - Formulaires > Textes légaux > directives internes à l'UNIL)

## Partial leave

This entails a temporary reduction of the level of activity, which may be granted to a mother or father wishing to look after their child. The minimum level of occupation is 50 % and the salary is reduced in accordance with the new level of activity. This leave is in principle of a duration of a maximum of 12 months. At the end of the leave, the employee resumes their activity at the previous level until the expiry of the contract.

### *Directive de la Direction 1.35. Congés pour raisons familiales*

<sup>2,3</sup> (...) *D'entente avec la hiérarchie, une réduction du taux de travail pour des raisons familiales plus longue (plus de 12 mois) est en principe possible, si les circonstances la justifient ou si le collaborateur ou la collaboratrice a un contrat de durée indéterminée.*

## Other leave

As an employee of the *Etat de Vaud* (UNIL or outside UNIL), you are entitled to several types of short-term paid leave, for family-related reasons.

- Family carer leave: up to 12 days per calendar year, if you must provide, on a regular and permanent basis, assistance or care for a family member (including a child), whose health is seriously or permanently impaired and who is dependent on your assistance.
- Significant family circumstances: up to two days.
- Marriage or registered partnership: four days.
- Death of close family member<sup>23</sup>: up to three days.

<sup>23</sup> According to art. 83 RLPers-VD.

### *Art. 35 LPers Congés divers*

<sup>4</sup> *Les services sont compétents pour accorder un congé de courte durée, notamment pour certaines circonstances familiales.*

### *Art. 83 RLPers-VD Congés de courte durée*

<sup>2</sup> *A titre exceptionnel, le service peut accorder d'autres congés de courte durée jusqu'à dix jours ouvrables dans des circonstances particulières.*

**Worth knowing:** Related to Art. 83 RLPers-VD above, Directive 35.2 of the *Etat de Vaud* defines “special circumstances” as being “any event that affects an employee’s life due to its importance and gravity”. The employee may be asked to provide proof regarding the request for leave.

Assistance and services for family carers  
in the Canton de Vaud:  
[www.vd.ch](http://www.vd.ch) >  
Thèmes > Social > Vivre à domicile > Proches aidants



## 2.4 How to apply for leave

### Paid leave

- Maternity leave: present a medical certificate to your superior. After the birth of the child, send a copy of the birth certificate to Human Resources.
- Breastfeeding leave: *see Point 2.3.*
- Paternity leave: send a copy of the birth certificate or other official document to Human Resources.
- Adoption leave: submit the request upon receipt of the adoption authorisation at the latest.

### Unpaid leave

In order to request parental, extended or partial leave, get your request signed by your superior (Faculty, Head of Service).

The request must be sent to Human Resources three months before the date of the start of the leave at the latest. Exception: the female employee who wishes to take parental leave immediately after maternity or breastfeeding leave must submit her request one month before the date of the start of the leave at the latest<sup>24</sup>.

**Worth knowing:** In the case of unpaid leave taken as a prolongation of maternity/breastfeeding leave, you can ask to receive the maternity allowance from the Canton of Vaud. The latter is granted, depending on income, to families domiciled in the canton for at least nine months prior to the birth of the child.

<sup>24</sup> Art. 82 al. 2 RLPers-VD.

It is granted for a period of up to six months after childbirth (or 12 months in the event of health problems experienced by the child or the mother). More information can be obtained from the *Caisse cantonale vaudoise de compensation*: [www.caisseavsvaud.ch](http://www.caisseavsvaud.ch) > particuliers > allocations pour perte de gains et de maternité

Please note that you must:

- Provide a detailed letter.
- Specify the type of leave desired and its duration.
- If applicable, enclose the required certificates.
- Add any documents you consider relevant.
- For persons with a fixed-term contract, request at the same time a possible prolongation of the contract.

*See Point 2.5.*

*For staff financed by the SNSF, see Point 2.6.*

The UNIL Human Resources department carefully considers the initial assessment made by your superior and ensures that the conditions concerning the granting of leave are complied with. By virtue of the authority delegated by the University of Lausanne Rectorate, HR decides whether or not to grant the requested leave and notifies you of its decision (with a copy to your superior.)



## 2.5 effect of leave on duration of contract

Human Resources automatically grants a prolongation of the contract equivalent to the actual duration of the leave for family reasons (except for paternity leave and sick children leave).

You can request a prolongation of longer duration than that of the leave (within the limits mentioned below). Your request, duly justified, must then be sent to Human Resources at the latest three months before the starting date of the aforementioned leave, i.e. at the same time as the request for leave itself.

The prolongation following maternity/breastfeeding or adoption leave does not require this procedure. For example, an Assistant who gives birth during the first year of her contract can request a prolongation at the start of the fifth year of the contract. The prolongation will take place at the end of the last contract.

### You're an Assistant or a Junior Lecturer

If you become a mother while you have an employment contract at UNIL and you have been granted one or several periods of leave (maternity, breastfeeding, adoption, parental and/or prolonged), you may be given a fixed-term contract of one year maximum at the end of the last contract, **up to a total limit of 72 paid months**.

If you become a father while you have an employment contract at UNIL and you have been granted parental, extended and/or adoption leave, your contract can be prolonged by six months maximum, **up to a total limit of 66 paid months**. These principles are valid within the legal framework provided for by the *Règlement sur les assistants à l'UNIL*.

#### Examples

You're a female Assistant and have had a child during the period of your five-year Assistant's contract (60 months). You can request a 12-month prolongation of your last Assistant's contract. The duration of the maternity/breastfeeding period is included in these 12 months, giving a maximum total of 72 paid months.

You're a male Assistant and have been granted a 12-month period of parental leave during your five-year (60-month) employment as Assistant. If you wish, you can request a six-month prolongation of your last contract, giving a maximum total of 66 paid months.

**Worth knowing:** If you have been granted partial leave for family reasons, your contract can be prolonged by the duration and level of activity of the leave. For example, following a 50% reduction of the level of activity during a period of two months, your contract can be prolonged by one month. This possibility is also available to the professional categories mentioned below.

## You're a Lecturer, Assistant Professor or Research Associate

If you become a mother while you have an employment contract at UNIL and you have been granted one or several periods of leave (maternity, breastfeeding, adoption, parental and/or extended), you may be given a fixed-term contract of one year maximum upon the expiry of the last contract.

If you become a father while you have an employment contract at UNIL and you have been granted parental, extended and/or adoption leave, you may be given a fixed-term contract of six months maximum upon the expiry of the last contract.

These principles are valid once for each child born during your employment at UNIL.

### Example

You're a female Lecturer employed at UNIL with a two-year employment contract, renewable for an additional two years. You have your first child during the period covered by the first contract. Your contract is renewed for two years as initially anticipated. During the period covered by the second contract, you have a second child. At the end of your second contract, you can request a renewal of one year per pregnancy, i.e. you are potentially entitled to a renewal of two years according to the principle "one baby = one year".

**Worth knowing:** In the case of leave taken for family reasons, the procedures for granting permanent contracts or tenure for Tenure-Track Assistant Professors may be postponed, upon a written request submitted to the UNIL Rectorate via the employee's superiors, by one year maximum. Please note that this request may be made only once.



## summary table of family leave entitlement for UNIL staff subject to LPers conditions

Assistants, Junior Lecturers, Lecturers (MA), Senior Lecturers (MER), Assistant Professors (PAST), Associate Professors, Full Professors, administrative and technical staff (PAT)

MOTHERS	Duration		Paid leave		Possibility of prolongation of fixed-terms contract (Directive 1.35.)			Possibility of prolongation of fixed-terms Etat de Vaud			UNIL / Etat de Vaud contract before request
	All staff subject to LPers conditions (PAT + academic staff except Student Assistants)		yes	no	Assistants, Junior Lecturers			MA, PAST Research associates			
	min	max			yes	no	max	yes	no	max	
Maternity leave		4 months	x		x		12 months	x		12 months/child*	
Breastfeeding leave		1 month	x		x		12 months	x		12 months/child*	
Adoption leave **		4 months	x		x		12 months	x		12 months/child*	
Parental leave ***	2 or 6 months	12 months		x	x		12 months	x		12 months/child*	12 months
Extended leave ***	2 weeks	12 months		x	x		12 months	x		12 months/child*	
Partial leave °		12 months		x	x		Variable acc. to duration + % of employment	x		Variable acc. to duration + % of employment	
Sick children leave **		5 days/yr	x			x					x

Maximum duration of accumulated leave: 12 months per child (Directive 1.35. of the University of Lausanne Rectorate Congés pour raisons familiales).

\* For each child born during the period covered by the UNIL employment contract.

\*\* Granted to the mother OR father if both work for the *Etat de Vaud*; the adoption leave can also be shared between the parents.

\*\*\* Can be shared between the parents if both work at UNIL.

° Leave not available to SNSF-financed staff.

**FATHERS**

	Duration		Paid leave		Possibility of prolongation of fixed terms contract (Directive 1.35)						UNIL / Etat de Vaud contract before request
	All staff subject to LPers conditions (PAT + academic staff except Student Assistants)				Assistants, Junior Lecturers			MA, PAST Research associates			
	min	max	yes	no	yes	no	max	yes	no	max	min. duration
Paternity leave		5 days	x			x			x		
Adoption leave**		4 months	x		x		6 months	x		6 months/child*	
Parental leave***	6 months	12 months		x	x		6 months	x		6 months/child*	12 months
Extended leave***	2 weeks	12 months		x	x		6 months	x		6 months/child*	
Partial leave <sup>o</sup> durée et taux		12 months		x	x		Variable acc. to duration + % to employment	x		Variable acc. to duration + % of employment	
Sick children leave**		5 days/yr	x			x					

Maximum duration of accumulated leave: 12 months per child (Directive 1.35. of the University of Lausanne Rectorate Congés pour raisons familiales).

\* For each child born during the period covered by the UNIL employment contract.

\*\* Granted to the mother OR father if both work for the *Etat de Vaud*; the adoption leave can also be shared between the parents.

\*\*\* Can be shared between the parents if both work at UNIL.

<sup>o</sup> Leave not available to SNSF-financed staff.

## 2.6 specific provisions of SNSF

The SNSF is endeavouring to implement gender equality in the domain of encouraging research and stipulates specific measures intended for parents.

 **Worth knowing:** Note that the SNSF is in the process of revising its regulations concerning career promotion. To obtain the latest information, please contact the appropriate division of the SNSF or consult the relevant regulations and directives on the SNSF site: [www.snf.ch](http://www.snf.ch)

### Leave for family reasons

#### Salaried staff within the framework of SNSF projects

If you are a researcher receiving a salary within the framework of a research project financed by the SNSF, you have the possibility of requesting the various types of leave available for family reasons (with the exception of partial leave) and are entitled to the maternity leave provided for by local regulations, in this case, UNIL. If you are pregnant, inform UNIL of your pregnancy and then the person responsible for the project will notify in writing the appropriate division (or, for NCCRs, the project manager of the scheduled maternity leave). Your contract can be prolonged in accordance with the available budget. At the request of subsidy recipients, the SNSF increases, if necessary, the duration of the subsidy by the duration of the payment of the salary in the event of maternity or adoption. The duration of the subsidy can be prolonged by one year maximum. For more information, please contact the appropriate division.

#### Researchers receiving an SNSF mobility grant

If you are a female researcher receiving an SNSF mobility grant, you are entitled, if you give birth during the period covered by your grant, to four months of paid maternity leave. If you are a male researcher receiving an SNSF mobility grant, you may be granted, upon submission of a justified request, paid paternity leave of four months maximum during the period covered by your grant. This leave will be granted only on certain conditions, for example if your spouse cannot take care of the child for health reasons or if she has less than four months of maternity leave. The cumulative duration of maternity and paternity leave granted to parents for the same child must not exceed four months. In the event of maternity or paternity, the maximum duration of the grant can be prolonged by a duration corresponding to that of the leave.

 **Worth knowing:** The amount of the grant depends on your civil status, family obligations and cost of living in the country of residence. Child allowances are granted to you by the SNSF if your partner does not receive any from another source.

#### 120 % support grant

You're a postdoctoral researcher employed on a basis of at least 80 % on a research project funded by the SNSF? You are pursuing an academic career and at the same time are the main carer for your pre-school-aged children? The SNSF offers you the "120 % support grant".

This measure enables you to temporarily reduce your level of activity, thanks to the appointment of an auxiliary employee.



### 3. YOU'RE A MANAGER

We know nowadays that, for some women, an academic career is pursued to the detriment of family life, and vice versa. Looking after children, teaching and doing research remains a veritable obstacle course. For instance, only a minority of women can count on a partner who agrees to follow them in international mobility. And for parents, men and women, who have small children, balancing private and professional life is often difficult.

As a manager, you can commit yourself to changing this situation and contributing to organising working conditions to make this balancing act less difficult, for mothers and fathers alike. This will also enable you to derive full benefit from the potential of those working with you.

#### Some advice

- Anticipate parenthood situations in your staff management. According to Directive 1.38. of the University of Lausanne Rectorate concerning the health protection of pregnant women, it is the responsibility of managers to inform staff, at the time of hiring, of the risks involved within the framework of their professional activities. Also, provide for the costs of replacements for maternity leave and other leave for family reasons in the planning of your research projects and budgetary processes.

- Circulate information to all staff regarding daycare facilities for babies and infants and legislation concerning the rights of parents in relation to leave and social insurance (this guide and the Information for Parents Flyer of the Equal Opportunities Office are useful sources of information).
- Take into account the needs of employees with family responsibilities when scheduling meetings (for example, team meetings, Faculty Council meetings) as well as exam and course timetables.
- Adopt a benevolent attitude towards requests for leave for family reasons. If necessary, look for optimal replacement solutions during the leave period with the parents.
- Establish a positive culture and communication in your team with regard to (future) parents.
- For major events (symposiums, colloquiums, conferences), organise childcare solutions or make arrangements for parents to attend with their children. You can obtain more information from the Equal Opportunities Office.

#### **Request for leave for family reasons**

(according to Directive 1.35. of the UNIL Rectorate)

If your employee wishes to take parental, extended or partial leave, their request has to be signed by you. It is up to the direct superior to ensure beforehand that the conditions relating to the granting of leave are fulfilled.

## Pregnant employees

When a woman announces her pregnancy, it has generally been underway for several months and the first health checks have already been carried out. You can therefore take the necessary measures regarding your employee's state of health according to the medical certificate that she presents, a copy of which you will send to Human Resources.

**Worth knowing:** The Federal Act on Gender Equality aims to implement the principle of equality between men and women in the field of employment. It prohibits all discrimination - direct or indirect – between male and female employees on account of their gender, particularly in relation to civil status, family situation or, in the case of women, pregnancy. This prohibition applies throughout the employment relationship, starting with recruitment. *See Page 11.*

As soon as you learn of the pregnancy, you must immediately carry out an evaluation of your pregnant employee's work environment. In fact, in Switzerland, employers are legally obliged to carry out a risk assessment and take the appropriate measures to protect the health of their pregnant employees. *See Point 2.1.*

### How to proceed ?

In accordance with Directive 1.38. of the University of Lausanne Rectorate *Protection de la santé des femmes enceintes*:

- With the pregnant (or breastfeeding) employee, examine her activities and identify any hazards to which the pregnant

woman and her child could be exposed, with the help of the safety coordinator. If hazards are identified, you must rapidly take the necessary measures, such as adapting the activity. The hazards identified and measures taken are stated on the form sent by HR for this purpose to employees who have announced their pregnancy.

- You must then forward the document to HR with a copy to UniSEP (to the address: [proma@unil.ch](mailto:proma@unil.ch)). If the presence of hazards is presumed, UniSEP will evaluate the appropriateness of carrying out a risk assessment and planning a meeting with the UNIL occupational health nurse. For more information : [www.unil.ch/unisep](http://www.unil.ch/unisep)  
> domaines de travail > sécurité et santé au travail

During the discussion with your employee, do not hesitate to call attention to the gender equality promotion policy of the University of Lausanne, explaining that special provisions exist to support the work-family balance. Also discuss a possible replacement with her during her maternity/breastfeeding leave.

**Worth knowing:** Since the introduction of federal maternity insurance, the employing unity receives income compensation allowances (APG) during 14 weeks equivalent to 80 % of the salary of women on maternity leave. This enables the Faculties and Services concerned, according to their budget and requirements, to organise and bear the cost of a temporary replacement.

For more information concerning employers' obligations towards their employees and the various types of leave available, please refer to Point 2.



## 4. YOU'RE LOOKING FOR CHILDCARE FACILITIES

In the Canton of Vaud, as elsewhere in Switzerland, although progress has been made, there is still a lack of childcare facilities. To maximise your chances of finding a place, it is better to consider different childcare possibilities simultaneously. Below is an overview.

**Worth knowing:** You have recently arrived at UNIL as employee, researcher, Professor or Visiting Professor and you have just moved to Switzerland? The Welcome Centre provides you with practical information concerning life in the Lausanne area, particularly for families (childcare, etc.). It also offers specific assistance to dual-career couples. To find out more: [www.unil.ch/welcomecentre](http://www.unil.ch/welcomecentre)

### 4.1 Nurseries

In order to request a nursery place for your preschooler, you must register them with an early childhood care facilities network. You can register them in the network covering your commune of residence and/or the network that has a convention with your employer: for UNIL, the Réseau-L (Lausanne), which includes the on-campus nurseries.

For all addresses of available networks, please see the internet site of the *Fondation pour l'Accueil de Jour des Enfants* (FAJE): [www.faje-vd.ch](http://www.faje-vd.ch) > Réseaux

**Worth knowing:** In addition to nurseries incorporated into the networks, there are also non-subsidised nurseries. However, the prices charged by these nurseries do not depend on the parents' salary and can be as much as CHF 3'000 per month for a full-time place. For the addresses of all the nurseries, see:

- The site of the *Bureau d'information aux parents de la Ville de Lausanne* (nurseries in the Lausanne area): [www.lausanne.ch/bip](http://www.lausanne.ch/bip)
- The site of *Vaud Famille*: [www.vaudfamille.ch](http://www.vaudfamille.ch)

### University nurseries and Lausanne network

The university campus has three nurseries for children of UNIL and EPFL staff and students: *la Croquignole*, *la Croq'cinelle* and *le Polychinelle*.

These nurseries form an integral part of the *Réseau-L*. To find a place in one of these nurseries, you must register your child on the centralised list managed by the *Bureau d'information aux parents de la Ville de Lausanne*, regardless of your place of residence.

#### Registration in the Lausanne network: how to proceed

Registrations are made at the Bureau Information Parents in Lausanne (BIP). The BIP centralises requests for places in the *Centres de vie enfantine* (municipal and subsidised) or host families (childminders) in the Lausanne network and registers them on the *Liste d'Attente Centralisée* (LAC).

*Continued on the back*

First the child must be registered by completing the form *Inscription LAC* and returning it to the BIP. Registrations of unborn children are considered as from the fourth month of pregnancy.

You will then receive confirmation of the registration, indicating the various structures that are likely to accept your child. PLEASE NOTE! The registration is not definitive. You must update it every four months via the document you sent to the BIP or the form *Actualisation LAC*.

Information and registration: [www.lausanne.ch/bip](http://www.lausanne.ch/bip)

## 4.2 other types of childcare facilities

Other childcare possibilities are available for preschool- and/or school-age children.

### Home day care

Childminders look after one child or several children in their homes, on a regular and paid full- or part-time basis.

The home day care networks centralise day care placement requests and put families in touch with each other. Childminders are paid by the association to which they belong. Parents pay the association, as well as a subscription.

For all addresses of available networks, please see the internet site of the *Fondation pour l'Accueil de Jour des Enfants* (FAJE): [www.faje-vd.ch](http://www.faje-vd.ch) > Réseaux

### Childminder in your own home

You can also consider having your children minded in your own home, by a domestic employee or an au pair. You will find information on this subject on the *Vaud Famille* site. If you are working or studying at UNIL, the profawo association helps you free of charge to find qualified home childminders.

Contact: profawo Suisse romande, 022 321 02 78  
[sr@profawo.ch](mailto:sr@profawo.ch)

### Extracurricular childcare

At the request of parents, school-age children (4-10 years old) can be looked after outside of school hours, in the morning, at midday and/or at the end of the afternoon, in structures situated within or in the vicinity of the school. Designated *Unités d'accueil pour écoliers* (UAPE) or *Accueils pour enfants en milieu scolaire* (APEMS), these structures are incorporated into the various care networks.

For all addresses of available networks, please see the internet site of the *Fondation pour l'Accueil de Jour des Enfants* (FAJE): [www.faje-vd.ch](http://www.faje-vd.ch) > Réseaux

Otherwise, UNIL and EPFL staff and students can enrol their children in 1<sup>st</sup> and 2<sup>nd</sup> year HarmoS at Polykids/Unimômes. Composed of two nursery classes and a UAPE, this structure can accommodate 40 children, including during school holidays. Lunches and afternoon teas are included.

To find out more: [equality.epfl.ch/Polykids](http://equality.epfl.ch/Polykids)

## 4.3 emergency childcare

### **SOS Parents free emergency childcare**

Your child is ill, the person who usually looks after them is unavailable and something unexpected crops up at work? If you're working or studying at the University of Lausanne, you can contact our partner profawo and they will put you in touch with an emergency childminder. This childcare is provided free of charge by the Equal Opportunities Office on certain conditions.

To find out more: [www.unil.ch/egalite](http://www.unil.ch/egalite)

### **Sick child care service**

The Red Cross *Service de Garde d'Enfants Malades* sends an appropriately trained employee to the family's home to look after the sick child who is unable to attend school or nursery. The service is available during the day- and/or nighttime, including at weekends.

**Worth knowing:** The price of this service depends on the parents' income. Certain health insurance companies cover the costs up to a certain number of hours or amount per year.

### **Red Cross emergency childcare**

In the event of the short-term illness or incapacity of parents, the Red Cross offers the *Les Koalas* emergency childcare facility (for preschoolers), and the *Parents-Rescousse* service .

To find out more: [www.croixrougevaudoise](http://www.croixrougevaudoise)  
> Santé et Aide aux Familles



## 4.4 other temporary childcare solutions

### **SOS Parents holiday activities**

The UNIL Equal Opportunities Office organises, in collaboration with *l'éprouvette*, the University's public laboratory, and in partnership with EPFL, activity weeks during the summer holidays for children (9-12 years old) of UNIL/EPFL parents.

To find out more about what's offered by UNIL, the weeks organised by EPFL (open to children of UNIL parents) and other holiday activities : [www.unil.ch/egalite](http://www.unil.ch/egalite)

### **Baby-sitting**

The Red Cross offers a babysitting service, enabling you to place your children in the care of young Red Cross-trained babysitters.

To find out more: [www.croixrougevaudoise](http://www.croixrougevaudoise)  
> Santé et Aide aux Familles

## 5. FINANCIAL SUPPORT FOR FAMILIES

### 5.1 family allowances

#### **Birth and adoption allowance**

One single birth and adoption allowance is paid to parents domiciled – in particular – in the Canton of Vaud. This allowance is doubled in the case of multiple births.

#### **Allowance for children under 16**

As parent employed by UNIL, you are entitled to monthly family allowances for your children of under 16 years of age. If you are studying at UNIL, and not engaged in gainful employment, you can also receive allowances on certain conditions.

Family allowances (but not the birth and adoption allowance) can be paid for your children living in an EU/EFTA country (except Croatia), if you are an employee and a national of one of these countries. Family allowances can be paid for your children anywhere in the world, if you are an employee and a national of Bosnia and Herzegovina, Montenegro, Serbia or Slovenia. UNIL employees who live in an EU/EFTA country and receive allowances in their country of residence also have the possibility of requesting any difference between those allowances and allowances payable in Switzerland, on certain conditions.

## Training or invalidity allowance

A training allowance is paid for each child who is studying or doing an apprenticeship, as from the month during which the child begins the training, until the end of the training or at the latest up to the age of 25. An allowance is also paid for a child of between 16 and 20 years of age who is incapable of earning their living.

### Request for family allowance and amounts

To find out if you're entitled to family allowances and how much you would receive, please go to the site of the *Caisse cantonale vaudoise de compensation*: [www.caisseavsvaud.ch](http://www.caisseavsvaud.ch) > particuliers > allocations familiales > salariés

To request family allowances at the UNIL, complete the online form on the Human Resources site: [www.unil.ch/srh](http://www.unil.ch/srh) > Formulaires internes: Demande allocations familiales



## 5.2 Assistance in case of financial difficulties

### SOS Parents occasional financial support

The Equal Opportunities Office can grant temporary financial assistance for childcare to members of the UNIL community, upon request and depending on available resources.

To find out more: [www.unil.ch/egalite](http://www.unil.ch/egalite)

### Other financial assistance

Supplementary benefits for families (PC Familles) provide help to low-income working families.

Moreover, the *Fonds cantonal pour la famille* offers exceptional additional assistance with certain expenses (e.g. dental costs, children's leisure activities).

More information can be obtained from the site of the *Etat de Vaud* and the social insurance agency in the area where you live. The latter can offer certain types of assistance, depending on your situation, such as health insurance subsidies or, in certain communes, individual housing benefits.

Certain associations, like Pro Juventute, can also provide families with financial support.

For financial support for students, *see also Point 1.3.*

## 6. LEGAL REFERENCES

### confederation

- Code des obligations (CO).
- Loi fédérale du 25 septembre 1952 sur les allocations pour perte de gain en cas de service et de maternité (LAPG) et Règlement du 24 novembre 2004 sur les allocations pour perte de gain (RAPG).
- Loi fédérale du 24 mars 1995 sur l'égalité entre femmes et hommes (LEg).  
(N.B. Also available in English:  
Federal Act on Gender Equality).
- Loi fédérale du 13 mars 1964 sur le travail dans l'industrie, l'artisanat et le commerce (LTr) et Ordonnance 1 du 10 mai 2000 relative à la loi sur le travail (OLT1).
- Loi fédérale du 18 mars 1994 sur l'assurance-maladie (LAMal).
- Ordonnance du DEFR sur les activités dangereuses ou pénibles en cas de grossesse et de maternité (Ordonnance sur la protection de la maternité).

### état de vaud

- Loi du 12 novembre 2001 sur le personnel de l'Etat de Vaud (LPers) et Règlement général du 9 décembre 2002 d'applica-

tion de la loi du 12 novembre 2001 sur le personnel de l'Etat de Vaud (RLPers-VD).

- Directive d'application du Conseil d'Etat Congé d'allaitement / Présentation d'un certificat médical.
- Loi du 6 juillet 2004 sur l'Université de Lausanne (LUL) et Règlement du 18 décembre 2013 d'application de la loi du 6 juillet 2004 de l'Université de Lausanne (RLUL).
- Règlement sur les assistants à l'Université de Lausanne du 13 juin 2007.

### UNIL

- Règlement général des études relatif aux cursus de Bachelor (Baccalauréat universitaire) et de Master (Maîtrise universitaire) (RGE).
- Directive 1.35. of the University of Lausanne Rectorate *Congés pour raisons familiales*.
- Directive 1.38. of the University of Lausanne Rectorate *Protection de la santé des femmes enceintes*.
- Directive 3.2. of the University of Lausanne Rectorate *Taxes et délais*.
- Directive 3.12. of the University of Lausanne Rectorate *Études à temps partiel (50 %) pour les maîtrises universitaires*.



## 7. LINKS

### university services

#### Health Centre

[www.unil.ch/accueilsante](http://www.unil.ch/accueilsante)  
[accueilsante@unil.ch](mailto:accueilsante@unil.ch)

#### Equal Opportunities Office

[www.unil.ch/egalite](http://www.unil.ch/egalite)  
[egalite@unil.ch](mailto:egalite@unil.ch)

#### Complaints and Mediation Office

[www.unil.ch/mediation](http://www.unil.ch/mediation)  
[contact.mediation@unil.ch](mailto:contact.mediation@unil.ch)

#### Consultations de l'Institut de psychologie de l'UNIL

[www.unil.ch/consultation](http://www.unil.ch/consultation)

#### La Croq'cinelle nursery

[croq.epfl.ch](http://croq.epfl.ch)  
[croqcinelle@unil.ch](mailto:croqcinelle@unil.ch)

#### La Croquignole nursery

[croq.epfl.ch](http://croq.epfl.ch)  
[la\\_croquignole@epfl.ch](mailto:la_croquignole@epfl.ch)

#### Le Polychinelle nursery

[polychinelle.epfl.ch](http://polychinelle.epfl.ch)  
[polychinelle@epfl.ch](mailto:polychinelle@epfl.ch)

#### Social Affairs and Student Mobility Office (SASME)

(Legal advice, grants, accommodation, etc.)

[www.unil.ch/sasme](http://www.unil.ch/sasme)  
[info.sasme@unil.ch](mailto:info.sasme@unil.ch)

#### Admissions Office (SII)

[www.unil.ch/immat](http://www.unil.ch/immat)  
[immat.bachelor@unil.ch](mailto:immat.bachelor@unil.ch)  
[immat.master@unil.ch](mailto:immat.master@unil.ch)  
[immat.doctorat@unil.ch](mailto:immat.doctorat@unil.ch)

#### Vocational Guidance and Careers Service (SOC)

[www.unil.ch/soc](http://www.unil.ch/soc)  
[orientation@unil.ch](mailto:orientation@unil.ch)

#### Human Ressources (SRH)

[www.unil.ch/srh](http://www.unil.ch/srh)

#### UniSEP – Security, Environment, Prevention Unit

(Occupational health and safety)

[www.unil.ch/unisep](http://www.unil.ch/unisep)

#### Welcome Centre

[www.unil.ch/welcomecentre](http://www.unil.ch/welcomecentre)  
[welcomecentre@unil.ch](mailto:welcomecentre@unil.ch)

## services outside the university

### **Bureau de l'égalité entre les femmes et les hommes du canton de Vaud**

[www.vd.ch/egalite](http://www.vd.ch/egalite)  
[info.befh@vd.ch](mailto:info.befh@vd.ch)

### **Bureau Information Femmes (BIF)**

[www.bif-vaud.ch](http://www.bif-vaud.ch)  
[b.i.f@bluewin.ch](mailto:b.i.f@bluewin.ch)

### **Bureau d'information aux parents (BIP)**

(Registration in Lausanne and campus nurseries)  
[www.lausanne.ch/bip](http://www.lausanne.ch/bip)  
[bip@lausanne.ch](mailto:bip@lausanne.ch)

### **Caisse cantonale vaudoise de compensation**

(Allowances, supplementary benefits, cantonal fund for family support)  
[www.caisseavsvaud.ch](http://www.caisseavsvaud.ch)

### **Croix-Rouge vaudoise**

(Babysitting and sick child care)  
[www.croixrougevaudoise.ch](http://www.croixrougevaudoise.ch)

### **Division logement – Canton de Vaud**

(Individual accommodation assistance)  
[www.vd.ch/themes/vie-privee/logement/aides-subventions/individuelle](http://www.vd.ch/themes/vie-privee/logement/aides-subventions/individuelle)

### **Espace Prévention**

(Prevention and health in the Canton of Vaud)  
[www.espace-prevention.ch](http://www.espace-prevention.ch)

### **Fondation pour l'Accueil de Jour des Enfants (FAJE)**

(Childcare networks)  
[www.faje-vaud.ch](http://www.faje-vaud.ch)  
[info@faje-vaud.ch](mailto:info@faje-vaud.ch)

### **Fondation Profa**

(Sexual health consultation – family planning, perinatal advice, couple counselling, help centre for burglary victims)  
[www.profa.ch](http://www.profa.ch)

### **Swiss national Science Foundation**

[www.snf.ch](http://www.snf.ch)

### **Infor.Maternité** [www.informaternite.ch](http://www.informaternite.ch)

(Information concerning rights of (future) working mothers, offered by Travail.Suisse, [www.travailsuisse.ch](http://www.travailsuisse.ch))

### **Mamagenda**

(Interactive tool for managing pregnancy in the workplace)  
[www.mamagenda.ch](http://www.mamagenda.ch)

### Office des bourses d'études – canton de Vaud

[www.vd.ch/themes/formation/bourses/generalites](http://www.vd.ch/themes/formation/bourses/generalites)  
[info.bourses@vd.ch](mailto:info.bourses@vd.ch)

### Planning familial de la Maternité du CHUV

[www.chuv.ch/dgo](http://www.chuv.ch/dgo)  
[Planning.Familial@chuv.ch](mailto:Planning.Familial@chuv.ch)

### Pro Familia Vaud

[www.profamiliavaud.ch](http://www.profamiliavaud.ch)

### Pro Juventute

Advice to parents by telephone 058 261 61 61

### Pro Juventute Vaud

[www.projuventute-vaud.ch](http://www.projuventute-vaud.ch)  
[secretariat@projuventute-vaud.ch](mailto:secretariat@projuventute-vaud.ch)

### profawo

(Emergency childcare, help with family/work balance)  
[www.profawo.ch/fr](http://www.profawo.ch/fr)  
[sr@profawo.ch](mailto:sr@profawo.ch)

### Service de la population – canton de Vaud

[www.population.vd.ch](http://www.population.vd.ch)

### Service des assurances sociales et de l'hébergement

(Information concerning family allowances, carers, etc.)  
[www.vd.ch/autorites/departements/dsas/assurances-sociales-et-hebergement](http://www.vd.ch/autorites/departements/dsas/assurances-sociales-et-hebergement)  
[info.sash@vd.ch](mailto:info.sash@vd.ch)

### Vaud Famille

(Advice on breastfeeding, childcare options, health, adoption, birth, etc.)  
[www.vaudfamille.ch](http://www.vaudfamille.ch)  
[info@vaudfamille.ch](mailto:info@vaudfamille.ch)



école LOI  
SOUTIEN égalité  
DISPONIBILITÉ  
SANTÉ GUIDE  
protection  
CONGÉS TEMPS  
grossesse AIDES  
THÈSE maternité  
ADOPTION ALLAITEMENT  
FNS MOI congé parental  
doctorat discrimination  
horaires TEMPS CARRIÈRE  
CONGÉS SOLIDARITÉ SOUTIEN  
professeure PROTECTION REVENUS grossesse ASSISTANT  
garderie horaires discrimination FNS  
concentration PATERNITÉ  
SOUTIEN ACCOMPAGNEMENT allaitement MÈRES  
vie familiale protection partiel  
RESPONSABLE maternité CIRCONSTANCES  
accord MALADES SANTÉ horaires  
LOI conciliation  
durée et taux  
CONGÉS  
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