

# Notification of unpaid leave

Should unpaid leave last for longer than one month, your employee may continue their insurance coverage under the occupational pension plan throughout the period of unpaid leave, for a maximum of 12 months. If all benefits are to continue to be insured without any alterations throughout the period of unpaid leave and the financing of contributions (division of contributions between employer and employee) is to remain the same, no notification is necessary.

## 1 Information about the contract and your employee

We need at least one of the following three details in order to identify you:

Name of employer

Contract number

AHV number of your employee

We need all the following information about your employee:

Last name

First name

Street, no.

Zip code, town or city, country

Date of birth

Email

## Deadline

This form must reach us before the start of the unpaid leave.

## 2 Duration of unpaid leave (duration 1 – 12 months)

Start of unpaid leave:

End of unpaid leave:

Date

Date

## 3 In what form would you like to continue your occupational pension plan?

There are three alternatives available for you to be able to continue with your insurance coverage. All of the alternatives are based on the last registered annual salary, which cannot be altered during the period of unpaid leave.

### Unchanged continuation of the occupational pension plan; your employee bears all the costs throughout the period of unpaid leave

No  Yes

All the benefits (death, disability, retirement) are still insured without change. Throughout the period of unpaid leave, all of the contributions are financed by your employee. You are still liable for all the contributions to the Foundation, however you may charge them to your employee's account.

### Continuation of the risk policies, the financing of the contributions remains unchanged

No  Yes

Disability and death benefits remain insured without any change, however the savings process is interrupted during the period of unpaid leave. The financing of premiums for risk insurance (allocation of employer and employee contributions) remains unchanged throughout the period of unpaid leave.

### Continuation of the risk policies; your employee bears all the costs throughout the period of unpaid leave

No  Yes

Disability and death benefits remain insured without any change. The savings process is interrupted during the unpaid leave. Your employee finances all contributions for the risk policy throughout the period of unpaid leave. You are still liable for all contributions to the Foundation, however you may charge them to your employee's account.

## 4 Confirmation

Place, date

Employee's signature

Place, date

Employer's signature



### What benefits are provided by the occupational pension plan?

The occupational pension plan includes retirement benefits as well as survivors' and disability benefits, which are usually paid out as annuities.



### Which risk benefits are insured?

Risk insurance includes benefits in the event of disability and death. It commences on January 1 following the insured's 17<sup>th</sup> birthday.

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## 5 What happens next?

If the saving process is interrupted, your employee will receive a new pension certificate. Otherwise this form serves as confirmation of the continuation of the occupational pension plan during the unpaid leave.

Please send the completed and signed form by regular mail or email to:

Zurich Insurance Company Ltd  
Help Point BVG  
P. O. Box  
8085 Zurich  
bvg@zurich.ch



### **Do you have any questions about this form?**

Help Point BVG (phone 0800 80 80 80) is available to answer your questions from 8 a.m. to 6 p.m. from Monday to Friday.