

## Notification of unpaid leave

**Unpaid leave is a voluntary, and typically single, break from work requested by the insured person, during which the employment relationship continues.**

In the case of regular or job-specific work interruptions, please use the form "[Suspension of Work/Resumption of Work](#)".

Contracting office: \_\_\_\_\_

\*Contract no.: \_\_\_\_\_

Personnel category (P cat): \_\_\_\_\_

\*Policy no.: \_\_\_\_\_

\*Company: \_\_\_\_\_

Street, no.: \_\_\_\_\_

Zipcode, city: \_\_\_\_\_

### 1 Personal details concerning the insured person

\*Last name: \_\_\_\_\_

\*First name: \_\_\_\_\_

\*Street, no.: \_\_\_\_\_

\*Zipcode, city: \_\_\_\_\_

\*Date of birth: \_\_\_\_\_

\*Nationality: \_\_\_\_\_

### 2. Important information

- Unpaid leave of less than one month in duration does not require to be notified. The occupational benefits insurance will continue to its full extent under the provisions of the regulations.
- If the unpaid leave lasts for more than six months, a departure takes place when the leave commences. The risk cover is limited to the follow-up cover of one month following commencement of the unpaid leave.
- The insured person must submit this notification prior to the commencement of unpaid leave.
- The employment relationship may not commence with the taking of unpaid leave.
- The insured person may not perform any other regular gainful activity during the unpaid leave.
- The financing of the contributions is to be agreed individually between the employee and the employer. The employer remains liable for the premiums vis-à-vis the foundation in each case.

You can find further information concerning the event of unpaid leave in the customer information sheet «Unpaid leave» on the Internet: [www.swisscanto.ch](http://www.swisscanto.ch) → Berufliche Vorsorge → Publikationen → Infoblätter

### 3. Duration and type of insurance coverage

In agreement with the employer, the insured person wishes the following solution for the duration of the unpaid leave:

\*End of the entitlement to salary: \_\_\_\_\_

\*Resumption of work: \_\_\_\_\_

**1. Continuation of pension benefits**

The insurance will be continued in full for the duration of the unpaid leave. The provisions of the valid pension fund regulations shall apply.

**2. Interim risk insurance**

The savings process will be suspended for the duration of the unpaid leave, but the risk coverage will remain in place. The provisions of the valid pension fund regulations shall apply.

**3. Suspension**

No contributions will be levied for the duration of the unpaid leave. During this period, the insurance coverage will be reduced to the legal minimum benefits on the basis of the salary reduced by the salary-free period.

#### 4 LAI interim accident insurance

The accident coverage according to the LAI lapses 30 days following commencement of the unpaid leave. The insured person has the option of continuing the accident coverage under the LAI interim accident insurance for a maximum of 180 days.

The foundation requires that such interim accident insurance be concluded for the period of unpaid leave.

The employer has a duty to provide its employees with information in this respect.

The LAI interim accident insurance

is concluded with: \_\_\_\_\_, until: \_\_\_\_\_

to be concluded with: \_\_\_\_\_

#### 5 Signatures

The insured person confirms the choice of insurance coverage during the unpaid leave and takes note of any reductions in benefits that may arise as a result:

\_\_\_\_\_  
Place, date

\_\_\_\_\_  
Signature of the insured person

The company declares its agreement with the choice of insurance coverage during the unpaid leave:

\_\_\_\_\_  
Place, date

\_\_\_\_\_  
Stamp, signature of the company

**Please return this form to:** Your contracting office or Swisscanto Collective Foundation, Branch office,  
St. Alban-Anlage 26, P.O.Box 3855, 4002 Basle