



## UZH Candoc / Postdoc Grants (formerly *Forschungskredit*)

### Extension of employment after an absence due to illness, accident or parenthood

Recipients of an UZH Grant who are unable to work or are only partially able to work for at least one month due to illness or accident (see a), or recipients of an UZH Grant who are taking maternity leave or leave for the other parent (see b), may apply to the UZH Grants Office for an extension of the grant.

The duration of the absence, the degree of employment and the degree of incapacity for work are taken into account within the framework of the general HR regulation of the UZH, as well as the current state of the research project and the delay caused by the absence. The maximum funded extension is one year. There is no legal entitlement. The employment of a replacement during the absence is not possible.

#### a) Procedure in case to illness or accident (new regulation from 1 January 2022)

1. Notify the UZH Grants Office (support@research.uzh.ch) of your absence without further details of the illness or accident. In the event of an accident, you must complete an [accident report](#) as soon as possible.
2. Send your medical certificates regularly (at least once a month) to the person responsible for personnel in your department or institute. These serve as a basis for calculating the extension, or the daily allowance in the event of an accident and must be sent to the Human Resources Department.
3. **As soon as it is clear when you will be fully able to work again**, apply to the UZH Grants Office for an extension of your employment for the duration of the absence. Please coordinate this with the person responsible for personnel at your department/institute. The application must include information on the degree of employment, the degree of incapacity for work and the respective duration. Send the medical certificates to the UZH Grants Office if they do not contain specific information on the illness. Include a short report on the status of the research project and the delay caused by the absence and sketch the timeline until the project is completed.

You can find the UZH personnel regulations on sickness and accident, as well as information on continued payment of wages, here:

<https://www.staff.uzh.ch/en/personal/working-hours-absences/absences/illness-accident.html>.

General information on reporting sickness absences can be found here (German only): <https://www.uzh.ch/cmssl/pa/de/Vorgesetzte/ma2/ma6/Krankmelden.html>.

#### b) Procedure for parenthood (maternity leave or leave for the other parent)

1. Notify the UZH Grants Office (support@research.uzh.ch) about the upcoming leave.
2. In case of **maternity** leave, submit the application for maternity allowance together with the person responsible for personnel in your department or institute to the Human Resources Department. In case of **leave for the other parent**, submit the form to the Human Resources Department *after* paternity leave has been taken. A maximum of two weeks can be taken within six months of childbirth.

Further information and documents on reporting maternity leave or leave for the other parent can be found here:

<https://www.staff.uzh.ch/en/personal/working-hours-absences/absences/parenthood.html>.