

Mandatory tasks to do when you arrive at ESL-EPFL:

1st day at ESL:

- Pass by Homeira's office (ELG 131) to complete the needed administrative tasks by EPFL, namely:
 - collecting your contract with ESL-EPFL,
 - documents for population service,
 - EPFL account creation and validation,
 - Take an appointment to make your Camipro card (personnel card at EPFL),
 - Collect your office key at ESL (needed to make a deposit of CHF 20.-).
- Visit of the lab (meeting ESL members, visit of ESL seminar room, cafeteria, etc.).
- Meet with Prof Atienza (and additional direct supervisor/s of your work at ESL).

2nd and 3rd day at ESL, if needed according to your stay duration:

- Go to population service to apply for your resident permit.
 - In the case of European residents or nationals, you only need to announce to the population service that you are staying in Switzerland for less than 90 days, which does not require a resident permit.
- Choose your private health insurance in Switzerland, which is compulsory and needs to be done within the first month.
 - You can compare possible health insurance options on www.comparis.ch.
- Opening a bank account (as non-Swiss resident) in order to be able to receive your monthly salary. Be aware that you can only open the account after applying for your resident permit.

Mandatory requirements while working with ESL-EPFL:

Once all the previous administrative tasks are completed, which must be done within the first week (maximum delay), the following rules must be respected by all ESL members:

- The total weekly working hours of EPFL is 41 hours (and 8h12 minutes per day). These hours must be done during working office time, not during the night and weekend, which cannot be accounted by EPFL.

- For full-time and full-year contracts, each employee has the right to take 25 days of holidays per year.
 - For internship contracts normally, there is no holiday during their internship but if the Professor of the lab allows holiday to him/her, then the allowance is 20 open days per year or 10 days for 6 months of internship.

- The specific days when each member can take holidays are not fixed for all ESL members, thus each time you want to take holidays or any other required absence from work (e.g., sickness, doctor appointment, etc.) you must inform Prof. Atienza and the other senior collaborators you are working with at ESL.
 - After approval of Prof. Atienza, you must register each granted leave or holidays period on the “EPFL Absences” Website: <https://absences.epfl.ch>.

- For certain ESL members, in which case you will be informed when you join ESL, it is required to report the worked hours monthly as follows:
 - In the case of full-time ESL members assigned to European Commission’s grants or projects, you must fill weekly the Chronos System at <https://research-office.epfl.ch/resources/resources-chronos/>
 - In the case of ESL members doing an internship associated to EC’s grants or projects, you must fill and print in an Excel Time Sheet (provided by Homeira). Then, it has to be validated by the responsible post-doctoral researcher working with you (or Prof. Atienza in case of her/his absence). Once it is validated then you can sign it and give it to Homeira.

- Every time your contract is renewed or extended, you must give a signed copy to Homeira and send one the signed original to the STI’s Human Resource (HR) Department of EPFL. In order to send the signed original to HR, you can use an internal envelope (ask Homeira for it).
 - Note that the second original is for you, and you must keep it all the time. Therefore, always give copies of your contract whenever it is required (e.g., population service, rental agency, etc.) as no additional originals will be provided by EPFL’s HR to you.

Departure from ESL

The ESL member who is going to leave ESL, must complete a number of mandatory administrative tasks the week of her/his departure, namely:

- Check and confirm with your direct supervisor at ESL that all documents and information of your work needed by ESL have been properly stored with the lab official tools.

- Back-up all your personal data from the computer you were using during your period at ESL, as your computer will be reused by future ESL members.
 - Inform the post-doc or direct supervisor for you at ESL that you did the back-up.

- In case you were working in EC’s project, complete the information of your last working period at ESL according to the type of position at ESL you had:

Laboratoire des systèmes embarqués

EPFL STI IEL ESL
ELG 130 (Bâtiment ELG)
Station 11
1015 Lausanne
Tél. (direct) : +41 21 693 11 32 Fax : +41 21 693 11 30



- As full-time ESL member, you must complete and validate your information in Chronos. Note that according to EPFL's regulations, for people that forget to complete the Chronos system before departure, that person will be requested to refund EPFL for the last received salary because the access to the Chronos system will be removed after your last day, thus it will not be possible to validate your last month.
- For part-time ESL members or interns, you must complete and sign the Excel Time Sheet for a final validation of your direct supervisor before leaving. Note that, according to EPFL's regulations, for people that forget to complete the working hours using Excel Time Sheets, that person will be requested to refund EPFL for the last received salary. In order to avoid refunding EPFL, the EPFL administration will require that person to come back, complete and sign the Excel Time Sheet or, alternatively, send the original by courier at your own charge.
- Give back all the materials you have from ESL (e.g., charger, adapters, etc.) to Homeira or to your direct supervisor at ESL.
- Give back the office key (if you have one) to Homeira or to your direct supervisor at ESL. When you give back the key, you will also collect back your CHF 20.- you have paid as deposit.
- Make sure you change your delivery address for all your private accounts and memberships (e.g., IEEE, ACM, etc.), otherwise the received documents will be returned to the post office.

Before your departure from Switzerland

- Every leaving ESL member must go to the population service of your registered address to announce your departure (even if you only change cantons).