

## 14 LEAVE

### 14.1 Entitlement to leave / taking leave

Employees have the following leave entitlements in each calendar year

- up to and including the age of 39 25 days' leave
- from the age of 40 up to and including the age of 44 27.5 days' leave
- from the age of 45 30 days' leave

If an employee joins or leaves the company during the course of a year the leave will be granted on a pro rata basis.

Leave must generally be taken in the calendar year for which it is granted and will be determined by the employer in consideration of the employee's leave wishes. Two weeks of leave must be taken together. Employees shall notify the employer of their leave wishes in good time on a registration form. The approved leave will be entered in a central leave plan accessible to all employees.

If employees have taken more days of paid leave than they are entitled to by the time that the employment relationship ends, the employer may reclaim the excess salary paid for this leave.

### 14.2 Reduction of the leave entitlement

If employees are absent from work for more than one month during a calendar year through no fault of their own (e.g. due to sickness, an accident or compliance with legal obligations), the leave entitlement will be reduced by 1/12 for each full month of such an absence as from and including the second month.

If any employee is absent from work as a result of pregnancy the leave entitlement will be reduced by 1/12 for each full month of such an absence as from and including the third month. There will not be any reduction in the leave entitlement in the case of maternity leave.

In the case of other absences, the leave entitlement may be reduced as of and including the first full month.

### 14.3 Public holidays

The following days are public holidays and will be included in the working time and paid for:

New Year	Ascension Day
St Berchtold's Day (2 January)	Swiss National Day (1 August)
Maundy Thursday	Knabenschiessen (second weekend of September) in the afternoon
Good Friday	24 December
Easter Monday	Christmas
Sechseläuten in the afternoon	Boxing Day (26 December)
1 May	31 December
Whit Monday	

Employees working on one of these days can claim compensation in each case.

#### 14.4 Special leave, short absences

The following events entitle an employee to special leave. They will be deducted from the working time and paid, in accordance with the level of employment. It is not allowed to take special leave retrospectively if the event falls outside working time (e.g. during regular leave).

<b>Event</b>	<b>Days / time</b>
Own wedding (including civil ceremony) or registration of the partnership	2
Wedding or registration of the partnership of close relatives	1
Father at the birth of a child (also multiple births); the leave must be taken within 6 months of the birth	10
Death in the family	3
Death of other relatives or close acquaintances	Funeral
Moving home when in an ongoing employment relationship	1

Personal matters such as doctor's appointments and visits to government offices must generally be dealt with during times off work. If this is not possible in exceptional cases and such absences conflict with working time, the employer's permission must be obtained. An absence falling within working time does not generally count as working time.