Users guide

How to manage your absences @ EPFL?

WHAT?

« Absences » include:

- Holidays, leaves (not worked)
- Working hours outside of office (trainings, professional travel, conferences, telework)
- Compensations for overtime and extra hours (worked before)

Attention – this definition of absences is not about presences at work. Once the percentage of your contract at EPFL and the usual weekly presences are defined, it manages only absences. It is an inverse approach, which should correspond better to the reality of the academic world, given the need for planning and reporting and the management’s responsibility as duty of the employer.

WHERE?

absences.epfl.ch

This website is accessible also from outside campus, but you will need to login with your EPFL-account and password (“tequila/gaspar”).

WHY?

- To manage your rights and balances (holidays, seniority)
- To inform your colleagues and superior of your absences (planning, graphics, summary)
- To manage your worked hours (on average 41h/week) in the frame of flexible working hours at the EPFL
- If your position at EPFL is financed by a grant – timekeeping is compulsory; a monthly report, based on your input into the software, has to be printed and signed by you and your superior
- To check and validate your annual balance at the end of each year

The legal basis for your rights and obligations are available in the “Rules and Regulations concerning Working Time Management (RGT)” polylex 4.1.4. (help menu)

HOW?

- Open the website absences.epfl.ch (you can switch to English on the upper right part of the screen)

1. My absences

1.1. Register an absence:

- Click on the concerned date (first day of absence)
First and last (half-) day of your absence (or the duration if absences are announced in hours)

The reason of your absence – to choose from the pull down menu; (reasons are available according to your profile in the system)

1.2 Manage your extra hours and overtime hours baskets:

- You can manage your extra hours and compensations (as far as you are not phd-student – « assistant-doctorate »), between -20h and +/-60h without the need of official validation by your superior. At the difference, overtime is subjected to validation by your superior beforehand.

The extra hours basket

- The principle of flexible working hours has been adopted at the EPFL. The employees can manage their extra hours in the absences management system without need of a formal approbation from their superior.

- The extra hours are limited: the limit of the basket is given by the RGT: “number of necessary hours for the Christmas compensation + weekly hours of the employee” (ex: for 2014: Christmas compensation hours = 20.5h + weekly hours for a full time job = 41h = 61.5h; for a part time job of 50%: 20.5 hours + 20.5 hours = 41h).

- The negative limit of the basket is -20h.

- If the extra hours compensation leave is higher than 0.5 day, the same validation parameters as for holidays are applied.

The overtime basket

- Legal bases, RGT art. 7.3: Overtime is authorized only if, as far as possible and unless there is an emergency, it is planned by agreement between the employee and their superior or done on the instructions of the latter.

- Overtime hours are the hours above the upper limit of extra hours. They are submitted to an explicit authorization of the superior. In the system, an automatic validation e-mail is sent to the superior when overtime is registered in the basket.

- Overtime hours are always submitted to validation

Extra hours and overtime must be compensated for by taking the equivalent leave
1. **Declare** here your additional working hours whenever they occur

![Extra presence baskets](image)

![Declare extra hours](image)

2. **Consume** your extra hours or overtime hours by announcing your absence with the reason « compensation from the extra hours balance ».

![Absence in days/half days](image)

1.3 **My summaries**

- Here you can edit various lists and in « my balances » see a picture of your current balance state which is dynamically actualized given to your workload and the duration of your contract. The rights are calculated according the time management policy of the EPFL.

![My summaries](image)
2. My planning’s

- Here you have the possibility to see the planning of your entire unit. Via the «display options» you can also see the absences of your colleagues: for the day, the week, and the month.

3. Me@epfl

- On this page you see a actual picture of your contractual data

The shared planning enables an information sharing with your working colleagues. You can add a colleague of your instance or send a planning sharing invitation to every EPFL accredited person who uses the absences management system.

Managing of your current weekly presence

- You can configure here your usual working-schedules in hours per half-day and assign them to a unit.
4. Contact

- Here you can find the important contacts in the absences management

<table>
<thead>
<tr>
<th>Contacts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrators for ENAC-LCE</td>
</tr>
<tr>
<td>First name and last name of the absences administrator of your unit</td>
</tr>
<tr>
<td>Contact admin</td>
</tr>
</tbody>
</table>

Helpdesk absences, RH: absences@epfl.ch

Contact us from outside EPFL: the address absences@epfl.ch is available only from EPFL Intranet. In order to send us a mail from outside, please follow the instructions from http://mehow.epfl.ch/intranet.html

5. Help

- On this page you can find various information about the absences management system and also some news (what’s new), the policies from the EPFL about absences management, and also the FAQ.

If you need some help, please contact us

- Our helpdesk: absences@epfl.ch and also;

Absences FORUM
Every Tuesday
From 9h30 to 10h30
BI A1 468
Free entrance, without registration