



## Directive on Staff at UZH with Children Requiring Care – Paid Leave for Restricted Ability to Work as a Result of Care Duties (Coronavirus SARS-Co-2 Prevention) of 27 October 2020

### 1. Purpose of the Directive

Based on the Canton of Zurich's legal practice in connection with the special situation, the Executive Board of the University has decided to grant UZH staff with children requiring care paid leave on the basis of § 91 para. 2 of the implementation ordinance to the employment act of the Canton of Zurich in accordance with the following directive.

### 2. Validity of the Directive

This directive applies from 27 October 2020 and is only valid for the current special situation ("besondere Lage") until further notice. If necessary, the directive can be extended via e-mail.

### 3. Procedure for Staff with Children Requiring Care

Employees who are unable to work at their full usual employment level due to childcare obligations as a result of the special situation<sup>1</sup>, for example because an entire school class has been instructed to quarantine, will be granted paid leave for their lost or reduced ability to work if the following conditions are met in full:

- 1) the children requiring care are in primary school or younger, or they are minors entitled to intensive care allowance as per art. 42ter para. 3 of the Swiss Federal Act on Invalidity Insurance (InvIA), or the children are no older than 20 and attend a special needs school;
- 2) childcare outside the employee's home is unavailable, for example because the authorities have ordered a school class to go into quarantine; the relevant order of the authorities is to be submitted to the relevant line manager without delay;
- 3) the employees have no other childcare options, such as in particular the second parent, and have undertaken reasonable efforts to find alternative childcare options. Employees may be required to disclose their efforts.

If the conditions listed above no longer apply in individual cases, in whole or in part, the entitlement to paid leave expires to the corresponding extent.

For each calendar month, the missing time resulting from the lack of childcare that is needed to reach an even working hours balance will be added in the form of paid leave. Employees are excluded from recording surplus hours/overtime and compensating any previously accumulated negative working time balance as long as paid leave is granted in connection with their care duties.

Employees should carry out (some of their) work from home or on site, as far as this is possible while caring for their child.

These regulations also apply to staff who are employed on an hourly basis.

---

<sup>1</sup> Employees may not be obligated to work during the time childcare facilities are not available; the statutory duty of care as per art. 276 of the Swiss Civil Code takes precedence.