

INFORMATION SHEET - Unpaid Leave

Before you take unpaid leave, several options are available to you for maintaining your insurance cover with the Alvoso Pension Fund while you take unpaid leave. During unpaid leave, insurance cover will not continue automatically.

You have the option of applying to us to continue either full or partial insurance cover, the cost of which will be chargeable to you.

Continuation of previous insurance cover

- Insurance cover remains in effect to its full extent as before. Both savings and risk contributions continue unchanged.
- We record the situation as being the same as before; but we do not send out any further documentation, since the insurance cover and the contributions remain unchanged.
- It then needs to be clarified between you and your employer whether the contributions should continue to be shared, as before, or whether you should pay the entire premium yourself.

Continuation of previous risk insurance

- Savings contributions are suspended for the duration of any unpaid leave and only risk insurance is continued to the same extent as before.
- It then needs to be clarified between you and your employer whether the risk contributions should continue to be shared, as before, or whether you should pay the entire premium yourself.

Suspension of insurance

- An employee can opt to forgo insurance coverage during unpaid leave in accordance with the pension plan. If the insurance is suspended, neither the employee nor the employer pay any contributions for the duration of the unpaid leave. During this period, all vested benefits will remain with the Alvoso Pension Fund.
- Insurance cover is then reactivated at the end of the unpaid leave

Important:

- Contributions (the risk contribution and any administrative costs) are charged in full to the employer, which itself arranges how they should be shared with the employee.
- If contributions are not paid or not paid on time, insurance cover cannot be continued

As soon as the employee has chosen one of the above solutions, the employer is required to inform us of the start and duration of the unpaid leave, as well as the option chosen; it does this either by e-mail to info@alvoso-pensionskasse.ch or in writing, using the signed form (Notification of General Amendment) before the unpaid leave starts.

Any questions?

Our staff in the Secretariat will be happy to help.