

Time management for Early-career Fellows with ETHIS: How to record absences (vacation, illness, accident)

As ETH employees, Early-career fellows (employed 100%) are entitled to 170,83h vacation days throughout the tenure of their 10-month fellowship (1.9.-31.12.23 68.33h, 1.1.-30.6.24 102.5h). This information can also be found on your personal ETHIS account.

We ask you to take all vacation days before your fellowship ends, and make sure that you can take part in the regular fellowship program.

As part of scientific staff, you are obliged to record absences as per ETH regulations for the recording of working time and absences. You can find detailed information here:

Absences must be recorded in the time recording system ETHIS. Mario Wimmer will usually approve them as your line manager or get back to you if he sees any conflict.

- ETHIS
- Q&A about ETHIS

The following compilation shows which absences you must record depending on your personnel category.

- vacation
- illness
- accident

Indication of absences in the shared “*who is around the Sternwarte?*” calendar

This is the link to the shared calendar that allows us to share who is around the Sternwarte. The system does not require to sign up. You can either just use it online or add it to your calendar app (in case you use one).

1. Please indicate both recurring and individual absences if you are not around for a half day (of course there is no need to indicate this in the calendar if you are picking up books from the library or are having coffee with a colleague)
2. Please use the following codes and do not forget to add your name! Here are some examples:

- BT (Mario): Mario is out of town for business trip, e.g. conferences etc (NB You have to apply for this on ETHIS in advance and if you want financial support also submit a budget and short statement of the purpose of the trip as explained in the documents on the internal website)
- WFH (Mario): Mario works from home (including work in your studio or private office etc)
- ETH, UZH, ZHdK (Mario) Mario works from e.g. ZHdK for half a day. If you work half days or days with another group, please indicate the campus
- VAC (Mario): Mario is on vacation
- SICK (Mario): Mario is home sick (NB: You have to notify Andrea and myself via email if you are sick; in case you are sick for more than 3 days, ETH requires a confirmation by your gp/physician)



Compulsory registration in case of an accident/illness

Please inform your line manager (wimmer@collegium.ethz.ch) and Andrea Truttmann (admin@collegium.ethz.ch) immediately by phone or email. This is obligatory as per ETH regulations.

Vacation, military/community service, paid/unpaid holiday

Please discuss your vacation plans briefly with Mario Wimmer (line manager) prior to your absence. Subsequently, you submit your application through ETHIS and usually should have Mario's approval within 48 hours.

Working from home

Intellectual exchange and conversation thrive through personal interaction. Therefore, we encourage fellows to spend most of their work time at the Collegium. However, as part of ETH we also promote a forward-looking working culture, considering the individual needs of fellows. Working from home is a working model that helps you to strike a balance between work and their life. Administrative, technical and scientific employees of ETH Zurich are required to live in Switzerland. ETH employees who work from home do so from their main place of residence in Switzerland, as registered with the authorities. Usually, we expect fellows to spend at least 60% of their work hours in the Collegium. Please, discuss your needs for work from home with Mario Wimmer. You can find more information about working from home at ETH following this [link](#).

Transparency of absence - Mailbox

Please set up an **automated message** for your Collegium's email account if you are **out of office for more than two days**. The easiest way to do this, is to log on to [ETH webmail service](#) (for technical questions, please contact our IT support via email: gess-support@gess.ethz.ch)

For further details, please see here.

- [Working hours](#)
- [Recording working time and absences](#)

or feel free to contact Andrea Truttmann.

Public holidays for Zurich

- [Public holidays 2023](#)
- [Semester dates overview 2023](#)

