



## 2018 SWITZERLAND BENEFITS SUMMARY

*Employees are eligible for most benefits programs from the first day of employment.*

**Public Holidays:** The employees are entitled to 12 or 13 public holidays in total (depending on the “canton”) but the number varies as there’s no substitution if a holiday falls in a weekend.

**Vacation:** The employees are entitled to 5 weeks of holiday (=25 days) in case of full time employment. Until the age of 20 and as of the age of 50, the employee is entitled to 6 weeks of holiday.  
Seniority days are applicable in the 5<sup>th</sup>, 10<sup>th</sup> and 15<sup>th</sup> year of service (+2 / +3 / +4 days).

**Group insurance: retirement / death / disability:** This scheme covers the legal requirement as well as the extra-legal part. The employee pays 1/3<sup>rd</sup> of the contribution and this is deducted through payroll, employer pays 2/3<sup>rd</sup> of the contribution. The amount of the total contribution is based on the gross salary submitted to social security and the age of the employee:

- 25-34: 7%
- 35-44: 15%
- 45-54: 20%
- 55-65: 20%

### **Sickness:**

- the employees are paid 80% of their salary the first 2 years (up to 100% depending on the seniority and for a limited period of max 6 months)
- after 2 years, disability is covered by the government (1<sup>st</sup> pillar) and group insurance (2<sup>nd</sup> pillar) (see above)

The insurance is paid for 100% by the employer.

### **Accident Insurance** – there are 2 different insurances:

- Worldwide accident insurance applicable in case an accident occurs during a business trip:
  - Lump sum of 3x salary payable in the event of accidental death (limit 1,000,000\$)
  - Lump sum between 25% & 100% of the compensation paid out in case of accidental death in the event of disability (% depends on type of disability)
- Local accident insurance 24/24 – 7/7 (occupational & non occupational accidents):
  - The first 3d of absence are waiting days (no pay out)
  - as of day 4 the employee is paid out 80% of his/her salary

The insurances is paid for 100% by the employer.

**Company car:** The employees with a salary grade 15 and above are eligible to a company car. Sales employees in the following positions are eligible as well: field application engineers, field sales engineers, field application system engineers, sales account managers, global account managers, sales directors and VP sales. The lease budget is available in the EMEA car policy.

**Fuel Card:** Employees with a company car are entitled to a fuel card. The fuel card can only be used in Switzerland and the surrounding countries.

**Child allowance:** A legal child allowance is paid through payroll by the employer to employees with kids. The amount paid out is linked to the age of the child.

**Supplementary Salary:** The salary is paid in 12 installments + 13<sup>th</sup> month (50% paid in June and 50% paid in December).

**Restricted Stock Units (RSU's):** A stock grant is a promise to award actual stock at some point in the future, subject to certain requirements (time restrictions). There is no purchase involved. Only exempt salaried employees are eligible (salary grade 12 and above).

**Bonus:** Employees (non-sales) as of grade 11 are eligible to the corporate bonus program. The target payout is a % of the base salary and linked to the salary grade.