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

All ETH Zurich employees are entitled to a minimum of five weeks' annual holiday. This information can also be found on your personal ETHIS account, there your annual vacation time is calculated based on your ETH contract.

Each of the ECF is required to take 20 days of vacation during the 10-month fellowship. Please try to avoid taking all your vacation at the end of the fellowship. Ideally, vacations should also not coincide with major community events, such as our **Open House** and **Farewell Event**, and we kindly ask you to avoid being absent on Thursdays, if possible, as this is the day when all fellows are usually present. We ask you to take all vacation days before your fellowship ends.

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.
Early Career Fellows record any absence of at least half a day in the "Who is around the Sternwarte?" calendar, including regular absences due to outside work. (further explained below)

- ETHIS
- FAQ about ETHIS

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

- Vacation
- Illness
- Accident

Illness:
If you are absent for more than three days, you must send HR a medical certificate. You can attach it directly into ETHIS as you mark your absence in the section "absence from/to".
To attach your medical certificate, go to *"absence from/to*". The type of absence is *"Illness (with med.certificate)"*. Once you have chosen this you will be able to upload the document(s) and register your absence.

Research-related travel:
Regarding research trips and conference travel, you may apply for up to 10 days over the course of the early career fellowship. Again, please try to plan in a way that minimizes absence during community events. The usual process is to briefly discuss your plans with Mario Wimmer and then submit the official request (Financial Support Application) and process your planned absences through ETH's internal system (ETHIS) to ensure you are covered by insurance.

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 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 (You have to apply for this on ETHIS in advance and if you want financial support from the collegium please provide a financial support application signed off by Mario)
- 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 (You have to notify Edona and Mario via email if you are sick; in case you are sick for more than 3 days, ETH requires confirmation by your GP/physician)

Compulsory registration in case of an accident/illness
Please inform your line manager (wimmer@collegium.ethz.ch) and Edona Idrizi (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 Edona Idrizi.

Public holidays in Zurich

- Public Holidays
- Academic calendar