

Introduction

Dear RAV Client:

No job is secure in today's economy, and unemployment can unfortunately affect anybody. Because losing a job is extremely difficult – for the affected person and for their family – it is our objective to help people return to the workforce as soon as possible.

The Regional Job Centres (RAV) offer support during your job search and answer any questions you may have about unemployment insurance. Our experienced HR officers work with you to decide how you can re-enter the working world as quickly as possible. In addition to individual counselling, we also provide a variety of qualification and employment programs to ensure that your job search is successful.

And yet, it is also important to remember that your future lies in your own hands: Commitment, a positive attitude and active participation are key. Only by being open and honest with each other can we create the trust necessary to help you achieve your goals.

This brochure provides an overview of your rights and obligations as a job seeker. We ask you to read it carefully and to explore our e-learning tool (www.awa.sg.ch) before your first appointment at RAV. Your HR officer will be happy to answer any questions you may still have.

The unemployment insurance fund you have selected will verify your entitlement to benefits; the fund is also responsible for calculating and paying your unemployment compensation. If you have any questions, please contact your unemployment insurance fund.

We look forward to working with you and wish you the best of success in your job search.

Peter Kuratli
Director Department of Commerce
and Labour

Walter Abderhalden
Division Head
Unemployment Insurance

Legal Basis

The legal basis for unemployment is provided by the Swiss Unemployment Insurance Act (UIA) and the Swiss Unemployment Insurance Ordinance (UIO).

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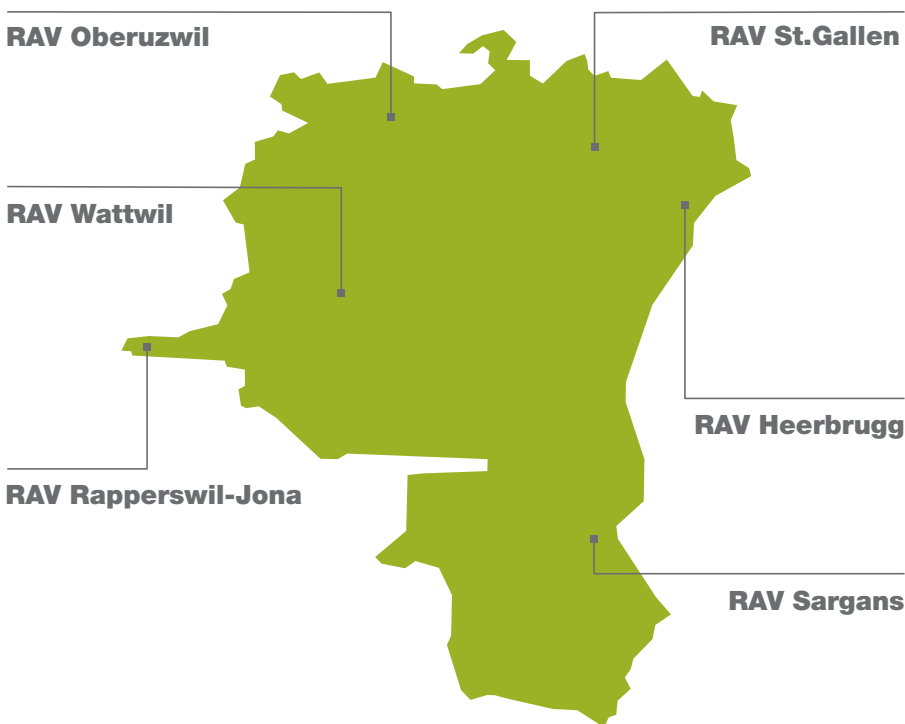
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Registration at RAV

Seeking employment during the notice period

If you have already been given notice or if you expect to lose your job, please register as soon as possible **in person** at one of the six RAV offices in the Canton of St. Gallen. At the very latest, you must register the first day that you are officially unemployed.

Your first appointment will be held at the RAV office responsible for your place of residence.



RAV St. Gallen
Unterstrasse 4
9001 St. Gallen
info.ravstg@sg.ch
+41 58 229 25 35

RAV Rapperswil-Jona
Neue Jonastrasse 59
8640 Rapperswil
info.ravrap@sg.ch
+41 58 229 76 56

RAV Heerbrugg
Berneckerstrasse 12
9435 Heerbrugg
info.ravher@sg.ch
+41 58 229 97 77

RAV Oberuzwil
Wiesentalstrasse 22
9242 Oberuzwil
info.ravobu@sg.ch
+41 58 229 93 93

RAV Sargans
Langgrabenweg
7320 Sargans
info.ravsar@sg.ch
+41 58 229 82 68

RAV Wattwil
Bahnhofstrasse 12
9630 Wattwil
info.ravwat@sg.ch
+41 58 229 91 71

AWA St. Gallen
Unterstrasse 22
9001 St. Gallen
info.vdawa@sg.ch
+41 58 229 35 47

Kantonale ALK St. Gallen
Geltenwilenstrasse 16/18
9001 St. Gallen
arbeitslosenkasse@sg.ch
+41 58 229 47 11

In a nutshell

“Registration at RAV”

Retroactive registrations are not accepted. You must register in person.

Registration with the RAV

www.rav.sg.ch

Business hours

Monday through Friday
8.00 – 11.30 am
2.00 – 5.00 pm

Guidelines

The State Secretariat for Economic Affairs (SECO) has published a brochure which provides an overview of the processes, rights, obligations and sources of information for unemployed persons or persons facing unemployment. The brochure is available in German, French and Italian.

More information:

The brochure is available at your RAV office or can be downloaded at:

www.treffpunkt-arbeit.ch

> Publikationen > Broschüren > Info-Service für Arbeitslose

E-learning

RAV knowledge online: E-learning

<http://www.awa.sg.ch/home/e-learning.html>

Looking for employment prior to registration

We recommend you start looking for work as soon as you have been given notice.

Document your efforts to find work and keep a record of all sent applications as well as the responses you have received from prospective employers.

Legality of the termination

If you believe your termination may not be legal, please contact your unemployment insurance fund.

Termination of employment relationships

Temporary employment contracts

A temporary employment relationship ends on the date originally agreed upon. Notice of termination is not required in such cases (exception: termination with immediate effect).

Permanent employment contracts

A permanent employment relationship may be terminated unilaterally by either party. In this case, the contractual notice period must be observed (exception: termination with immediate effect).

Notice periods in employment relationships under private law

If no agreements to the contrary have been made in the collective employment contract or in an individual employment contract, the statutory notice periods in accordance with the Swiss Code of Obligations apply:

During the 1st year of employment:	1 month, at the end of any given month
From the 2nd to the 9 th year of employment:	2 months, at the end of any given month
As of the 10 th year of employment:	3 months, at the end of any given month

Trial period in employment relationships under private law

If no agreements to the contrary have been made (either in writing or in a collective employment contract), the first month is the probationary period.

The maximum duration of a probationary period is three months. If an employee is unable to work during the probationary period due to illness, accident or other obligations, the trial period is extended by the duration of the absence.

If neither the collective employment contract nor the individual employment contract contains provisions for the trial period, the statutory notice period of seven days applies.

Date of effect

Terminations do not enter into effect until the employee has received notice.

In the event that notice of termination is sent via registered mail and the employee is not at home, a notification will be issued. The termination enters into effect as soon as the employee retrieves the notice of termination, but no later than seven days after receiving notification of delivery.

The notice period begins at the earliest the first day after the notice has been issued.

Tips

Tips for your job search

A systematic approach

An intensive job search in itself is a full-time job, and a well organised job search will produce quicker results. We have compiled some useful tips to help you structure your search:

- Make sure your application is engaging and complete.
- Be realistic about your options.
- Develop a suitable application strategy.
- Compile checklists as well as a summary of all applications you have sent.
- Keep a record of any open applications.

Job vacancies

Use various channels to scout for job vacancies:

- Your personal network
- Job fairs on the Internet
- Classified job ads in traditional print media (daily newspapers, industry magazines, etc.)
- Social media platforms (Facebook, Xing, etc.)
- Private employment agencies

Submitting a solid application

Discuss your job search with your HR officer at RAV.

More information:

SECO has published a brochure on how to submit a good application, available in German, French and Italian at:

www.treffpunkt-arbeit.ch > Publikationen > Broschüren > Bewerbung

Application office

Visit our application offices – no appointment is required.

More information:

Link to St. Gallen's application offices (in German):

www.awa.sg.ch > Arbeitslose und Stellensuchende >

RAV-Bewerbungsbüro/Bewerbungshilfe

Rights

Your rights as a RAV client

Eligibility for unemployment benefits

You are entitled to unemployment benefits if you

- Are fully or partially unemployed;
- Are a resident of Switzerland, have completed your mandatory minimum scholastic education and have not yet reached the age of retirement;
- Have fulfilled compulsory contribution requirements or are released from fulfilling requirements;
- Are employable, have incurred a quantifiable loss of work (at least two consecutive business days) and meet the specified requirements (please see the section “Your obligations as a RAV client” page 12 onward).

If you have specific questions about your entitlement to receive unemployment benefits, please contact your unemployment insurance fund.

Unemployment benefits

You are entitled to receive five daily allowances per week (Monday through Friday).

As a rule, unemployment compensation is equivalent to 70% of your insured earnings.

If you are a parent with dependent children (under 25 years of age), your unemployment compensation is equivalent to 80% of your insured earnings.

If you have dependent children, you may also file a claim for family benefits.

If you have specific questions about your entitlement to receive unemployment benefits, please contact your unemployment insurance fund.

More information:

SECO has published a brochure with guidelines for insured workers, available in German, French and Italian at: www.treffpunkt-arbeit.ch > Publikationen > Broschüren > Info-Service für Arbeitslose

In a nutshell

“Compulsory contribution requirements”

In order to be eligible for unemployment benefits, you must have made contributions to an unemployment insurance fund for a minimum of 12 months during the past two years.

“Employable”

You are willing and able to accept reasonable employment offers and to complete assigned measures.

“Specified requirements”

You must come in person to all RAV appointments and make a verifiable effort to find employment.

“Insured earnings”

Average of your gross salary earned in the past six or, if higher, 12 months prior to becoming unemployed; at most CHF 148,200 .

Duration of unemployment compensation

Depending on your personal circumstances (e.g. contribution requirement, age, dependents) you will receive unemployment compensation for four months to two years.

Contribution period in months	Age / Child support payments to be made	Terms and conditions	Number of per day compensation amounts due
12 to 24	up to 25, no dependent/s		200
12 to < 18	from 25		260 ***
12 to < 18	with dependent/s		260 ***
18 to 24	from 25		400 ***
18 to 24	with dependent/s		400 ***
22 to 24	from 55		520 ***
22 to 24	from 25	Insured receives disability payments equivalent to a degree of disability of at least 40%.	520 ***
22 to 24	with dependent/s	Insured receives disability payments equivalent to a degree of disability of at least 40%.	520 ***
Released from the contribution requirement			90

*** People in these categories are entitled to 120 additional daily allowances if they become unemployed during the final four years prior to reaching the official age of retirement.

For the purpose of a deductible, the first payment may not be made until after a waiting period is complete. The length of the waiting period is based on income and number of dependents.

RAV appointments

Your RAV HR officer will meet with you at least every two months, and more frequently if required. If you cannot keep an appointment for a good reason, please notify your HR officer at least 24 hours in advance.

Job market measures

Job market measures make your professional profile more attractive and boost your chances to be hired. Job market measures include:

- Diverse courses/voluntary work
- Practical training
- Subsidies for on-the-job training
- Funding for self-employment
- Consulting and coaching

You can make arrangements for job market measures with your HR officer. Job market measures may, however, also be assigned.

If you need funding for courses and continuing education, you may submit a request to your HR officer at any time.

More information:

SECO has published a brochure with information on job market measures, available in German, French and Italian at:

www.treffpunkt-arbeit.ch

> Publikationen > Broschueren > Info-Service für Arbeitslose

Days off

You are entitled to five days of paid holiday (unmonitored) for every 60 days of official unemployment. During your paid holiday, you are not required to go to appointments or to actively look for employment.

However, please do not forget to complete the form the form requesting you to update your personal information (in German, French and Italian) and to submit it to your unemployment insurance fund in due time to avoid a delay in the payment of benefits.

You have the option to accrue days off for later, but you cannot take them early. You must take at least one week off at a time. Any days off you do not take will be forfeited after the specified period of time. If you are planning to take time off, please submit a written request to your RAV HR officer at the latest two weeks in advance.

Data privacy

RAV and your unemployment insurance fund fully comply with the provisions of applicable data privacy laws. You have the right to review the data saved and processed by RAV or your unemployment insurance fund at any time.

Benefits when looking for work abroad

If you are searching for employment in a EU or EFTA member state, you have, under certain circumstances, the option to export your Swiss entitlement to unemployment benefits for a maximum period of three months (benefits export). Ask your RAV what your available options are.

If your search for employment abroad should not produce any results, you must return to Switzerland before the agreed deadline and register with RAV.

Reminder

“Address Scan-Center”

Amt für Wirtschaft und Arbeit
Scan-Center
Teufenerstrasse 25 / PF 2
9001 St.Gallen

from 09.09.2016:

Geltenwilenstrasse 18 / PF 2
9001 St.Gallen

Obligations

Your obligations as a RAV client

Availability

If you are a recipient of unemployment insurance benefits, it must be possible for others to reach you within 24 hours by regular mail, e-mail or phone.

Disclosure and reporting

In conjunction with your disclosure and reporting obligations, you are required to provide RAV and your unemployment insurance fund with all information needed to determine your eligibility for unemployment benefits.

Moreover, you must immediately inform RAV and your unemployment insurance fund of any changes related to your entitlement to unemployment benefits, in particular if you:

- Start a new job or have interim earnings;
- Participate in a trial program at a company;
- Take time off or will be absent for other reasons (14-day advance notification required);
- Are unable to work due to illness or accident (notification must be sent within one week after the first day of inability to work);
- Cannot keep an appointment (notification prior to appointment required);
- Must perform military service, civil defence or civil service;
- Change your address, phone number or other contact information;
- Have applied for or received pension benefits or daily allowances from another insurance fund;
- Begin work in a self-employed capacity.

The job search and your obligation to accept a reasonable job offer

As a RAV client, you must do everything within reason to avoid unemployment or to reduce the time of unemployment. As part of your obligation to limit damage, it is your responsibility to look for employment and to do so, if necessary, outside of your past professional experience or beyond the hours you would like to work.

Your obligation to look for a job begins even before you actually become unemployed, for instance, already during the notice period or while you are working in a temporary employment arrangement.

You are required to immediately accept any reasonable job offer.

Documentation of your efforts to find employment

For each calendar month (= control period), you must submit a written report to your RAV, documenting your efforts to find employment; the report is due at the latest by the 5th day of the subsequent month.

Unless you have an acceptable excuse, forms that are submitted after the 5th of the subsequent month are not accepted. The verification form must be completed legibly and in full (by hand or using a computer).

More information:

The electronic version of the form to document your efforts to find employment (in German, French and Italian) is available under the following link:

www.treffpunkt-arbeit.ch > Formulare > Für Arbeitslose

Form to document efforts to find employment

You will receive the form to document efforts to find employment from SECO each month (available in German, French and Italian).

This form is valid only for the month listed at the top right corner.

Please sign and submit the original form. Your RAV office must receive it no later than the **5th day of the subsequent month** or on the **first business day after the 5th of the month**. You may also send the form to the "Scan-Center", for the attention of RAV, no later than the 5th (postmark). This rule also applies if you are absent during the time period between two months. If you have not received your documents by the end of the month, please contact your RAV immediately.

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Arbeitslosenversicherung Eingangsdatum / Datum des Poststempels

Nachweis der persönlichen Arbeitsbemühungen

Name und Vorname AHV-Nr. Monat und Jahr

Datum der Bewerbung (Beispiel) Tag Monat 0 1 1 2	Firma, Adresse Kontaktperson, Telefon-Nr.	Stellenbezeichnung	Zuweisung RAV	Pensum				Bewerbung		Ergebnis der Bewerbung		
				Vollzeit	Teilzeit (%)	Schriftlich / elektronisch	Persönlich	Telefonisch	noch offen	Vorstellungsgespräch	Anstellung	Absage
Tag	Monat											

Datum: _____ Unterschrift der versicherten Person: _____

Beilagen: _____

Hinweis

Die versicherte Person muss alles Zumutbare unternehmen, um Arbeitslosigkeit zu vermeiden oder zu verkürzen, insbesondere ist es ihre Sache, Arbeit zu suchen, wenn nötig auch ausserhalb ihres bisherigen Berufes (Art. 17 AVIG).

Die Pflicht, sich persönlich um Arbeit zu bemühen, gilt bereits vor Eintritt der Arbeitslosigkeit (z.B. während der Kündigungsfrist oder dem befristeten Arbeitsverhältnis).

Die versicherte Person muss der zuständigen Anstalt für jede Kontrollperiode (Kalendermonat) bis spätestens am 5. Tag des Folgemonats schriftliche Angaben über ihre Bemühungen um Arbeit einreichen (Art. 26 AVIV). Dazu dient dieses Formular. Schriftliche Unterlagen wie Kopien von Bewerbungsschreiben oder Absagebriefen sind beizulegen.

Nach dem 5. Tag des Folgemonats eingereichte Arbeitsbemühungen können nicht mehr berücksichtigt werden, ausser es liegt ein entschuldbarer Grund vor.

Versicherte Personen, die sich nicht genügend um zumutbare Arbeit bemühen oder eine solche ablehnen, werden je nach dem Verschulden bis zu einer Dauer von höchstens 60 Tagen in der Anspruchsberechtigung eingestellt (Art. 30 AVIG).

Mit unwahren oder unvollständigen Angaben macht sich die versicherte Person strafbar (Art. 105 ff. AVIG).

Datum der Bewerbung (Beispiel) Tag Monat 0 1 1 2	Firma, Adresse Kontaktperson, Telefon-Nr.	Stellenbezeichnung	Zuweisung RAV	Pensum				Bewerbung		Ergebnis der Bewerbung		
				Vollzeit	Teilzeit (%)	Schriftlich / elektronisch	Persönlich	Telefonisch	noch offen	Vorstellungsgespräch	Anstellung	Absage
Tag	Monat											
0 6 0 5	Muster AG, Losstrasse 5, 9000 St.Gallen / Herr Müller	Hilfsarbeiter Produktion	X	X	X					X		Lohnangebot zu gering
1 2 0 5	ABB Technik, Teilstrasse 12, 8001 Zürich Tel. 055 11 12 13	Betriebsarbeiter			X	X			X			
2 0 0 5	ZAZ GmbH, Hauptstrasse 13, 9320 Arbon / Frau Meierhans	Lagermitarbeiter		X	X				X	X		Anstellung per 01.06.2015 - Vertrag
2 0 0 5	Schluss AG, Schulstrasse 23, 9320 Arbon / Herr Rutz / 083 777 12 12	Mithilfe Hauswartung	X	X	X				X	X		Stelle schon besetzt

Obligation to limit damage

Limiting damage

In order to comply with your obligation to limit damage, you must:

- Make efforts to find new employment already during the notice period (i.e. beginning with the receipt of a written or verbal notice of termination) or during the last three months of your temporary employment, i.e. if unemployment is foreseeable (seasonal employment);
- Make efforts to find work if you are only partially able to work (due to illness or accident);
- Make regular efforts to find work throughout the entire month; if you have not been given any other instructions at least eight (8) contacts with potential employers per month must be made (assigned contacts not included);
- Provide complete and verifiable information; in particular, if inquiries have been made in person or by phone, you must list the name of the person as well as the address and phone number of the company;
- Continue to make the usual efforts to find work even while participating in job market measures (e.g. courses or training programs);
- Continue to make efforts to find work while on unpaid leave;
- Make your own efforts to find work. Submitting an inquiry/address to a private employment agency is counted as a personal effort to find work one time only;
- Continue to make efforts to find work even if you have pending job applications. You will not be released from the obligation to look for employment until you have received a written employment contract requiring you to start work within 30 days.

Reasons to discontinue benefits

Noncompliance with the obligations and instructions may result in the suspension of your daily allowance.

The following in particular may be reasons to suspend your daily allowance:

- Unemployment arising through your own fault;
- Failure to submit, or late submission of documents, inadequate efforts to gain employment;
- Violations of the requirements (in particular, unexcused absence from a RAV appointment);
- Noncompliance with agreements or instructions;
- Failure to participate in mandatory job market measures;
- Refusal of reasonable job offers;
- Failure to make disclosures or submit reports;
- False or incomplete information.

In a nutshell

“Obligation to limit damage”

The insured person is required to undertake all reasonable measures to avoid unemployment or keep the time of unemployment to an absolute minimum.

“Suspension of daily allowance”

No employment benefits will be paid on days on which your allowance has been suspended.

Daily allowance is suspended if a job seeker fails to meet obligations.

Form requesting you to update your personal information

You will receive the form the form requesting you to update your personal information from SECO each month (available in German, French and Italian).

This form is valid only for the month listed at the top right corner. You may submit the form immediately/upon receipt to the "Scan-Center", for the attention of your unemployment insurance fund.

Arbeitslosenversicherung Angaben der versicherten Person für den Monat _____ Zu Händen Ihrer _____																																
P.P.: RAV, Unterstrasse 4, CH-9001 AHV-Nr. Geburtsdatum Telefon-Nr. Personennummer	Monat: _____ 1. Haben Sie bei einem oder mehreren Arbeitgebern gearbeitet? Ja <input type="radio"/> Nein <input type="radio"/> Falls ja, vom _____ bis _____ Arbeitgeber: _____ vom _____ bis _____ Arbeitgeber: _____ (bitte Bescheinigung(en) über Zwischenverdienst und Lohnabrechnung(e) beilegen)																															
→ Bitte beantworten Sie die Fragen Falls das Formular nicht vollständig vornehmen. Der Anspruch auf Versicherungsleistung Kontrollperiode, auf die er sich bez Unwahre oder unvollständige Angabe Unrecht bezogene Leistungen muss Ort und Datum: _____	2. Haben Sie eine selbständige Erwerbstätigkeit ausgeübt? Ja <input type="radio"/> Nein <input type="radio"/> Falls ja, vom _____ bis _____ (bitte Belege/Abrechnungen beilegen)																															
0716106-001-01-2013	3. Haben Sie an einer arbeitsmarktlichen Massnahme teilgenommen? (Bsp. Kurs, Programm zur vorübergehenden Beschäftigung, Praktikum) Ja <input type="radio"/> Nein <input type="radio"/> 4. Waren Sie arbeitsunfähig? Ja <input type="radio"/> Nein <input type="radio"/> Meldung am _____ an _____ Wegen Krankheit: vom _____ bis _____ Wegen Unfall: vom _____ bis _____ (bitte Arztzeugnisse beilegen) Aus anderen Gründen? Welche? _____ vom _____ bis _____ Haben Sie eine Taggeldversicherung für den Krankheitsfall? Ja <input type="radio"/> Nein <input type="radio"/>																															
	5. Haben Sie Militär- oder Zivildienst, resp. Zivilschutz geleistet? Ja <input type="radio"/> Nein <input type="radio"/> Falls ja, vom _____ bis _____ 6. Waren Sie in den Ferien? Ja <input type="radio"/> Nein <input type="radio"/> Falls ja, vom _____ bis _____ Waren Sie aus anderen Gründen abwesend? Ja <input type="radio"/> Nein <input type="radio"/> Falls ja, warum? _____ vom _____ bis _____																															
	7a. Hat sich Ihre Unterhaltspflicht oder diejenige Ihres Ehegatten/Ihrer Ehegattin oder Ihres/Ihrer eingetragenen Partners/Partnerin gegenüber Kindern unter 18 Jahren oder Kindern in Ausbildung verändert? Ja <input type="radio"/> Nein <input type="radio"/> (Falls ja, bitte Geburtschein, Lehrvertrag, Bestätigung der Ausbildungsstätte und/oder Abschlussdiplom beilegen) 7b. Hat eine andere Person (z.B. anderer Elternteil) Anspruch auf Kinder- und/oder Ausbildungszulagen? Ja <input type="radio"/> Nein <input type="radio"/> Dies ist immer der Fall, wenn diese Person ein Mindestwerbseinkommen von CHF 585.-- pro Monat erzielt (Stand: 1. Januar 2013)																															
	8. Haben Sie Leistungen einer anderen in- oder ausländischen Sozialversicherung verlangt oder erhalten (z.B. IV, SUVA, berufliche Vorsorge, AHV-Rentenvorbezug)? Ja <input type="radio"/> Nein <input type="radio"/> (Falls ja, bitte Kopie der Verfügung und der Abrechnung beilegen)																															
	9. Suchen Sie im gleichen Umfang (%) Arbeit wie im Vormonat? Ja <input type="radio"/> Nein <input type="radio"/> Falls nein, in welchem Umfang suchen Sie insgesamt Arbeit? _____ % ab wann? _____																															
	10. Sind Sie weiterhin arbeitslos? Ja <input type="radio"/> Nein <input type="radio"/> Arbeitsaufnahme am _____ Bemerkungen: _____																															
	Bitte frei lassen <table border="1" style="width: 100%; text-align: center; border-collapse: collapse;"> <tr> <td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td> </tr> </table>	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		

Important

Your unemployment insurance fund cannot process forms that are not completely filled in or that have not been signed. This may result in a delay in the payment of your benefits.

Reminder

“Address Scan-Center”
 Amt für Wirtschaft und Arbeit
 Scan-Center
 Teufenerstrasse 25 / PF 2
 9001 St.Gallen

from 09.09.2016:
 Geltenwilenstrasse 18 / PF 2
 9001 St.Gallen

Insurance

Insurance coverage during unemployment

AHV/IV/EO

Your regular AHV/IV/EO contributions are automatically deducted from your daily allowance.

This means you have no interruptions in your contribution coverage during the time you receive unemployment benefits.

Occupational pension plan

While you are unemployed, your pension coverage only insures risk of death and disability; retirement savings are not covered. As a result, the mandatory OPA (Occupations Pension Act) pension fund for unemployed individuals provides merely risk protection – similar to accident or unemployment insurance. There is no old-age pension plan.

Consequently, you cannot transfer other retirement savings – specifically, a cash payment from the pension fund of your last employer – to the Substitute Occupational Benefit Institution.

More information:

SECO has published a brochure with information on occupational pension funds for unemployed persons, available in German, French and Italian at: www.treffpunkt-arbeit.ch > Publikationen > Broschüren > Info-Service für Arbeitslose

Accident

While you receive unemployment benefits, you have accident coverage with Suva, Switzerland's largest accident insurer. The premium due for non-work-related accidents is deducted from your unemployment benefits. You must immediately notify RAV and your unemployment insurance fund if you have an accident.

Request an accident claim form from your unemployment insurance fund.

More information:

Suva has published a brochure on accident insurance coverage for the unemployed, available in German, French and Italian: www.treffpunkt-arbeit.ch > Publikationen > Broschüren > Diverses

Illness

In the event of illness, your unemployment insurance fund provides the following coverage:

- Maximum of 30 calendar days of coverage (22 daily allowances) in case of an extended illness;
- Maximum 44 daily allowances within a specified period of time.

You must notify RAV immediately in case of illness.

A doctor's note is required at the latest from the 4th day of inability to work.

Please submit the original doctor's note to the "Scan-Center", for the attention of your unemployment insurance fund.

While health insurance is mandatory in Switzerland, obtaining daily benefits insurance is not required.

Most employees are covered for loss of income resulting from illnesses by their employers.

We recommend that you inquire whether purchasing this kind of insurance while you are unemployed would be beneficial for you.

More information:

SECO has published a brochure with guidelines for insured persons, available in German, French and Italian at: www.treffpunkt-arbeit.ch > Publikationen > Broschüren > Info-Service für Arbeitslose

Maternity

If you are a female client and give birth to a child while receiving unemployment benefits, you are entitled to paid maternity leave for 14 weeks after your child is born.

To file an application for a maternity allowance, please submit a request with the responsible AHV compensation office.

More information:

The form "Maternity Allowance Application" is available at: www.ahv-iv.info > Dienstleistungen > Merkblätter & Formulare > Formulare > Leistungen der EO-MSE

Reminder

"Address Scan-Center"

Amt für Wirtschaft und Arbeit
Scan-Center
Teufenerstrasse 25 / PF 2
9001 St.Gallen

from 09.09.2016:

Geltenwilenstrasse 18 / PF 2
9001 St.Gallen

Information

Brochures

- Unemployment:
 - Guideline for insured workers
- Job market measure:
 - A first step in the re-integration process
- Benefits for those looking for work abroad

- Pension plan information for the unemployed
- Accident insurance for the unemployed

- How to submit a successful application
 - Cover letter
 - Application folder
 - Electronic applications
 - Submitting applications over the phone
 - The job interview

- Starting your career

Forms

- Application for unemployment benefits
- Employer's certificate for the unemployment insurance fund
- Documentation of efforts to find employment
- Confirmation of interim income
- Proof of child support obligations

In a nutshell

These brochures and forms are available at all RAV offices in the Canton of St. Gallen, or can be downloaded at:

www.treffpunkt-arbeit.ch



Editorial Information

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www.awa.sg.ch



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