



Information Session

Unemployment Insurance Office

Regional Employment Office and Unemployment Funds

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Agenda



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Register with the
Regional
Employment Office
(REO)

Benefit of the
Unemployment
Insurance Fund
(UIF)

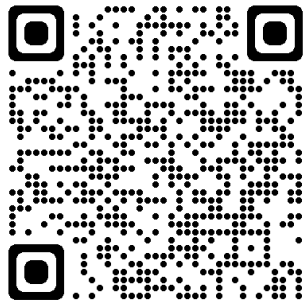
Rights and
obligations of REO
clients

Tips for the
job search

Registration
on site

Register with the REO

- In person and without appointment at a REO of your choice in the canton of Bern
- or
- Online registration www.job-room.ch/aav



Register with the REO

Which documents do you need to bring?

- Identity card with photo (passport / ID / driver's licence)
- Settlement Permit / Residence Permit
- Copy of the termination letter
- Copy of the last employment contract
- Social security card / Health insurance card
- Complete application file
- Copies of medical certificates
- Written evidence of job search





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Unemployment Insurance Funds in the Canton of Berne > free choice of Fund



Register with the Unemployment Insurance Fund (UIF)

Which documents do I need to bring or send?

- Application for unemployment benefit
- IBAN of your bank or Postcheck-account
- Registration with the Regional Employment Office (REO)
- Employer's attestation (*Arbeitgeberbescheinigung*)
- Copy of the last 12 pay slips
- Copy of the employment contract
- Copy of the termination letter
- Form maintenance obligation towards children (*Unterhaltspflicht gegenüber Kindern*) incl. birth certificate



Cross-border commuter



If you are in possession of a G residence permit, you will need an **international employer's certificate** from your employer. This must be submitted to the KSI specialist service of the unemployment insurance fund so that you can receive the PDU 1 form. You can then use this to make a claim in your country of residence, provided you have earned sufficient contribution periods.

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Benefits from the Unemployment Insurance Fund

Advice and support



Unemployment benefits
("daily allowances")



Entitlement is granted to anyone who...

is wholly or partially unemployed.

has completed the contribution period or is exempt from it.

has completed compulsory education.

is employable.

(willing, entitled and able to take up a job)

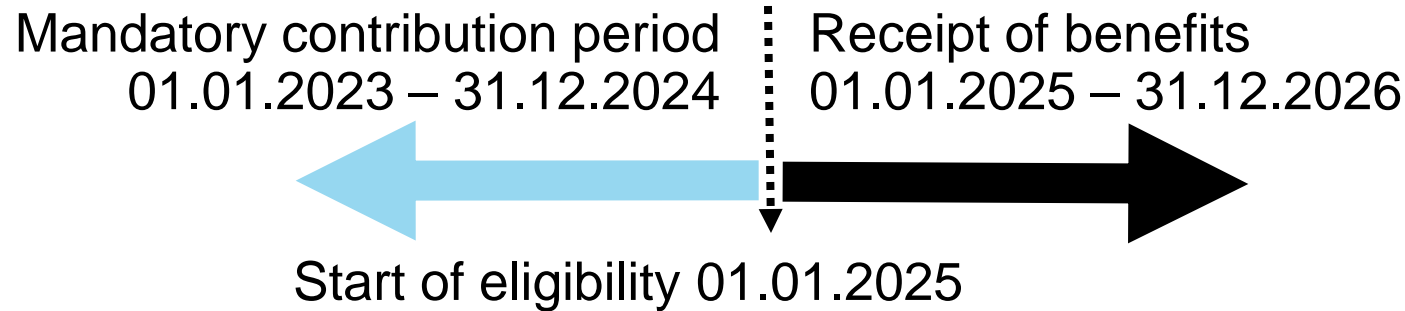
does not draw an *AHV* pension.

is resident in Switzerland.

complies with the control regulations.

demonstrates a creditable loss of working hours.

Benefits of the Unemployment Insurance Fund



Contribution period in months	Age/Duty to support (dts)	Conditions	Daily allowances
12 - 24	up to 25 without dts	-	200
12 - <18	from 25 or with dts	-	260*
18 - 24	from 25 or with dts	-	400*
22 - 24	from 55		520*
22 - 24	from 25 or with dts	Receipt IV pension (IV degree min. 40%)	520*
Exempt from contribution		** IV pension ceases as of 01.01.2022	90/180**

* These categories of insured persons are entitled to an additional 120 daily allowances if they became unemployed within the last 4 years before reaching the AHV retirement age.

Benefits of the Unemployment Insurance Fund

The amount to which you are entitled depends on your **insured earnings** (13th month's salary, bonuses, etc.).

Relevant is your average income during the last 6 or 12 months worked.
(Higher average)

Minimum: CHF 500.00

Maximum: CHF 12'350.00



Benefits of the Unemployment Insurance Fund

Daily allowance in percent

- 80 % - Duty to support children
 - Insured earnings below CHF 3,797.
 - Degree of disability ≥ 40 %
- 70 % - all other insured persons

Between 3'797.- and 4'340.- there is a fixed allowance of 140.- / day.

Lump sum

Completed studies	CHF 153.-- 80% = CHF 122.40
Completed apprenticeship	CHF 127.-- 80% = CHF 101.60
Other	CHF 102.-- 80% = CHF 81.60



Benefits of the Unemployment Insurance Fund

General waiting days

Insured earnings	Duty to support children up to the age of 25	No duty to support children up to the age of 25
Up to CHF 3 000	0	0
CHF 3 001 – 5 000	0	5
CHF 5 001 – 7 500	5	10
CHF 7 501 – 10 416	5	15
As of CHF 10 417	5	20

Duty to support children is limited until the child reaches the age of 25 (daily allowance approach).

Benefits of the Unemployment Insurance Fund

Insurances

AHV / IV / EO

- Contributions are deducted from the daily allowance

Occupational pension provision

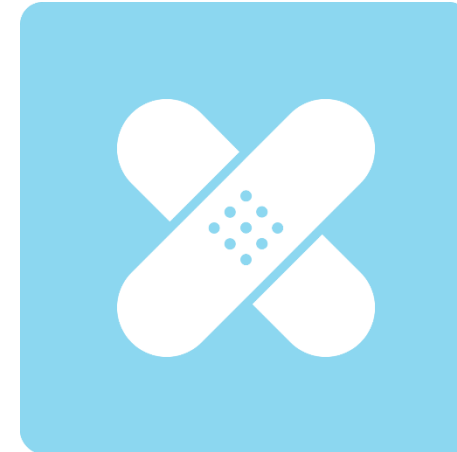
- Covers only the risks of death and disability
(Can be paid in from the age of 58 or, depending on the pension fund, even from the age of 53 -> savings contribution)

Accident

- Insured against non-work-related accidents with **SUVA**

Illness

- Maximum 30 calendar days in case of continuous illness
- Maximum 44 daily allowances within a framework period





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Rights

- Individual advice
- Placement
- Labour market measures
- Drawing daily allowances
- Control-free drawing days (holidays)
- Accident insurance
- Daily sickness allowances
- Benefits when looking for work abroad



Duties

- Job search, including proof (already **during the notice period!**)
- Acceptance of reasonable work
- Further, individually agreed arrangements in cooperation with your personnel consultant



Duties

Work is deemed to be unreasonable if ...

it does not comply with
the usual working
conditions

it requires a daily
commute of more than 4
hours

you earn a salary that is less than
70 % of the insured earnings,
unless you receive compensation
payments as part of your interim
earnings

it does not correspond
to your personal
circumstances (age,
health, family)

it does not give due
consideration to your
abilities or to your
previous work (does not
apply to under 30-year-
olds)

it makes it more difficult to return to
your job if there is a prospect of
doing so in the foreseeable future



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Tips for the job search



For a successful job search, you need an **attractive and complete application file**:

- Letter of motivation
- Curriculum vitae
- Copies of all work certificates
- Copy of professional or academic degrees
- Copies of diplomas / continuing education certificates

Tips for the job search

Use **several channels in parallel**:

- Personal and social networks
- Online job portals
- Company websites
- Advertisements in newspapers and magazines
- Private employment agencies



Tips for the job search

- Application by post or by e-mail?
In person? Online?
- Spontaneous applications?
- Preliminary call? Follow-up?
- Good preparation for the interview





work.swiss



10 minutes break



Programm

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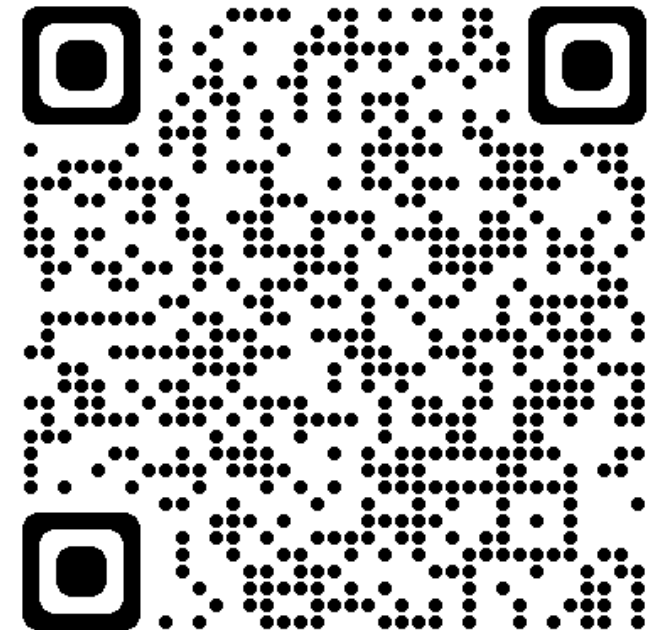
Registration
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Registration on site



The AHV or social security number is required for electronic registration.

www.job-room.ch/aav





Contact

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Appendix



You must pay attention to this in order to avoid suspension days!

- **New job same employer**

You have received notice of termination from your employer. At the same time, it/he/she has offered you a new job. If the job is reasonable, this could trigger suspension days with the Unemployment Insurance Fund if the person does not take up the job.

- **Notice of termination pending a change of contract**

You have received a notice of termination pending a change of contract from your employer. If the job is reasonable, this could trigger suspension days with the Unemployment Insurance Fund if the person does not take up the job.

Page 20 of the presentation describes what can be considered unreasonable from the legislator's point of view, *i.e.* what you are allowed to refuse.

- **Applications 1**

Insured persons who want to claim unemployment insurance benefits must make early, intensive and active efforts to find reasonable job in order to avoid unemployment. The obligation to search for a job begins as soon as the termination is known, but no later than 3 months before the registration at the REO. In the case of a fixed-term employment relationship, the obligation to search for a job starts from the beginning of the employment, but no longer than 3 months before registering with the REO.

Ex.: Termination notified on 22.12 as per 31.03. Insurance starts on 01.04.
The application period before the entitlement lasts from 01.01. to 31.03.

or Termination notified on 02.03. as per 30.04. Insurance starts on 01.05.
The application period before the entitlement lasts from 02.03. to 30.04.

You must pay attention to this in order to avoid suspension days!

- **Applications 2**

Efforts to find work must be demonstrated for each control period or calendar month (from the first day of the month to the last day of the month) and submitted to the REO by the 5th of the following month at the latest. Evidence of efforts to find work not submitted in time may result in suspension in eligibility.

Ex.: Registration at the REO on 15.07., evidence of efforts to find work for July must be submitted to the REO for the period 15.07. to 31.07. by 05.08. at the latest.

As long as the efforts to find work haven't yet been agreed with the REO counselling service, 8 applications per month must be made in order to shorten the unemployment period.

- **Daily allowances**

For the calculation of the number of daily allowances, the contribution period is enormously important for the unemployment insurance fund. However, if you take a longer period of time off, the daily allowances could be drastically reduced and, in the worst case, you would be entitled to fewer daily allowances. See page 12 of the presentation again.

- **Legal questions about the REO or the Unemployment Insurance Fund**

Coordination of legal transactions by region:

- Bern Mittelland	031 636 03 70
- Berner Oberland	031 636 56 23
- Emmental Oberaargau	031 636 13 24
- Seeland Jura	031 635 35 19