



Rights and obligations regarding unemployment insurance – A factsheet for insured persons

1 Purpose of the document

This factsheet sets out your rights and obligations with regard to unemployment insurance (ALV).

2 What rights do I have?

Before you become unemployed

You can already sign on with the regional employment centre (RAV) during your notice period.

Initial consultation and monitoring interview with the RAV

When you sign on with the RAV, you will have an initial consultation and monitoring interview within 15 days. The RAV will send you an invitation.

Additional consultations and monitoring interviews can be individually arranged with your personnel consultant.

Before and while you are unemployed

Support will be provided by the RAV which, in particular, will help you with your job search and advise you on labour market measures.

Entitlement to unemployment benefit

The unemployment insurance fund is your point of contact for all questions related to unemployment benefit. Entitlement to unemployment benefit depends on various eligibility criteria: unemployment status (partly or wholly unemployed), lost income/work stoppages, residence in Switzerland, working age, contribution period, fitness for placement¹ and monitoring regulations.

Data processing in the ALV information systems

Personal data are stored and processed in the information systems of the unemployment insurance scheme (ALV). In this connection, your rights as a jobseeker are set out in detail at “work.swiss”.

3 What obligations do I need to meet?

In relation to unemployment insurance (ALV), in principle you have the following obligations:

- Obligation to cooperate
- Duty to prevent or minimise the benefits paid out

¹ People are fit for placement if they are authorised, willing and able to take up reasonable employment in the Swiss labour market and take part in integration measures.

Obligation to cooperate: signing on and complying with monitoring regulations

- You are required to sign on with a RAV.
- As part of your obligation to cooperate, you must attend monitoring interviews and consultations without payment, and provide all the information required to examine your claim to unemployment benefit. This includes notifying your RAV and your unemployment insurance fund of any change in connection with your claim, e.g.: change of contact details, carrying out temporary work (Zwischenverdienst), attending trial workdays, taking up self-employment, sickness, accident, postponement of appointments for important reasons, birth of a child, invalidity proceedings etc.
- The RAV and the unemployment insurance fund rely on complete documentation that is correctly completed and submitted in a timely manner.
- This enables the RAV to provide targeted support with your job search, for example, and allows the unemployment insurance fund to correctly calculate and pay out on time your unemployment benefit.
- You must make sure that you can be contacted by the RAV within 24 hours (by post, email, phone or SMS).

Duty to prevent or minimise the benefits paid out

- As part of your duty to prevent or minimise benefits paid out, you are required to make every reasonable effort to prevent or shorten your unemployment.
- You must apply for jobs in a targeted way, outside of your occupation if necessary, before you become unemployed.
- You need to submit evidence of your job search to the RAV on a monthly basis.
- And you are required to accept a reasonable job.
- The RAV may require you to participate in labour market measures to improve your chances of getting a job.

4 What does this mean in concrete terms?

Before you become unemployed

If you have been laid off, you first need to check that the notice period was complied with. Start looking for a new job during the notice period and keep hold of your applications as the RAV will need to check them.

On the first day of unemployment

Report to the employment centre in person as early as possible, but at the latest on the first day for which you will be claiming unemployment (ALV) benefit. From then on, you must comply with the RAV's directives and monitoring regulations.

Initial consultation and monitoring interview with the RAV

You will be invited to attend an initial consultation and monitoring interview at the RAV within the first two weeks.

Before and while you are unemployed

You must comply with the monitoring regulations and directives of the RAV and the unemployment insurance fund. These include the obligations set out under section 3 'What obligations do I need to comply with?'

Submitting job searches and proof of efforts to find work

You must make every reasonable effort to prevent or shorten your period of unemployment. You should submit the individually agreed number of applications to the RAV by no later than the 5th day of the following month via eService or using the form 'Nachweis der persönlichen Arbeitsbemühungen' ('Evidence of attempts to find work'), as instructed by the RAV.

General principle

You are required to fulfil your obligation to cooperate and your duty to prevent or minimise benefits paid out. Failure to comply with these legal obligations may result in sanctions and therefore in a temporary suspension of financial benefits.

Claiming unemployment benefit

At the end of every month, you need to submit the following documents to your unemployment insurance fund:

- the form 'Angaben der versicherten Person' ('Details of insured person');
- any other information requested by the unemployment insurance fund.

Entitlements that are not claimed within three months will expire.

Providing untrue or incomplete information is an offence and can lead to your benefits being delayed or withdrawn, or to legal action being taken. Benefits drawn unlawfully must be repaid.

Days of leave from monitoring

After 60 days of monitored unemployment, you are entitled to five days of 'leave from monitoring'. These are days when you do not have to comply with the monitoring regulations, do not have to make any efforts to find work, and do not have to be ready for a job placement. You have to report your days of 'leave from monitoring' to the RAV two weeks in advance.

5 Further information

You will find more details on "[work.swiss](https://www.work.swiss)".



Wishing you a successful collaboration with the RAV and the unemployment insurance fund and a fruitful job search.

Last updated in December 2022