



Request for authorisation to work part-time for a staff member

To be returned to the Swiss Mission

Reminder of the rules and conditions under the Guidelines

Foreign staff members are generally required to work full time for their organisation. Upon request by the organisation, a person may be authorised by the Swiss Mission to work part time. They must, however, undertake in writing not to engage in any other gainful activity in Switzerland and certify that they have adequate financial resources to meet their own needs and those of their family members.

As a general rule, an employment rate below 50% is not allowed.

The reduction of an employment rate down to 50% for a temporary period (less than or equal to 12 months) of a person who is already in function does not require the approval of the Swiss Mission.

If the employment rate is reduced during the course of the working contract, family members may, in principle, keep their FDFA legitimization card.

In the case of a new part time employment, family members may not, in principle, receive a FDFA legitimization card.

Where appropriate, the organisation must submit a detailed request by letter and the Swiss Mission will reserve its position according to the outlined circumstances.

NAME OF THE ORGANISATION _____

PRINCIPAL BENEFICIARY Ms Mr

Name/surname _____

Type/Nr of the legitimization card _____ starting date of function _____

If the person has not yet taken up their function, in what capacity are they hired: _____

Private address _____

Employment rate _____ % (not less than 50%)

Exercise of a secondary gainful activity in Switzerland yes no

By signing, the above-mentioned person **undertakes not to engage in any other gainful activity in Switzerland and certifies that they have adequate financial resources to meet their own needs and those of their family members.**

Signature of the principal beneficiary _____ Date _____

Official stamp of the organisation _____ Date _____

Signature (HR departement) _____

The Swiss Mission will return to the organisation a copy of the request with its decision.

After examination, the Swiss Mission: accepts the request does not accept the request

Date _____

Signature _____