



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