

DO YOU WORK AS A TEMP?

KEEP TRAINING!



temptraining

Training fund
for temporary workers

DO YOU WORK AS A TEMP? BENEFIT FROM DOING SO!

Signatories of the Collective Bargaining Agreement (CBA) for Staff Leasing benefit from subsidized further training.

Temporary workers receive up to **CHF 5000 for further training** and up to **CHF 2250 for loss of wages**.

WHICH FURTHER TRAINING COURSES ARE SUBSIDIZED?

temptraining supports courses that enable career progression and prepare you for the future: **language courses, occupational health and safety training or continuing professional development courses**.

What matters is that the course must take place at a temptraining-approved educational institution.

WHERE CAN I FIND MORE INFORMATION?

This brochure provides you with all the important information you need to submit an application for further training.

Further information can be obtained from your HR consultant or at **www.temptraining.ch**.

THE FOLLOWING CONDITIONS MUST BE MET:

You have worked as a temp in the last 12 months for a minimum of

176 hours: you are entitled to CHF 1000 for further training and a maximum of CHF 250 for loss of wages.

352 hours: you are entitled to CHF 2000 for further training and a maximum of CHF 750 for loss of wages.

528 hours: you are entitled to CHF 3000 for further training and a maximum of CHF 1250 for loss of wages. **★ EXAMPLE**

704 hours: you are entitled to CHF 4000 for further training and a maximum of CHF 1750 for loss of wages.

880 hours: you are entitled to CHF 5000 for further training and a maximum of CHF 2250 for loss of wages.

You are a signatory of the CBA for Staff Leasing.

The further training prepares you for the labor market or enables your career progression.

The selected course takes place at a temptraining-approved educational institution in Switzerland.

The further training has not yet started. If a course has already started, your application will be declined.

**If you meet these conditions,
you can submit an application for further training.**

Not sure if you meet all the conditions?

Visit www.temptraining.ch for further information.

HOW TO SUBMIT YOUR APPLICATION.

Start by checking whether you meet the necessary conditions. If so, follow the steps below to achieve your goal:

STEP 1: FIND A COURSE

Consult the training directory at www.temptraining.ch to see if the educational institution is temptraining approved, otherwise no contribution will be made.

STEP 2: CREATE AN APPLICATION

You can create an application at www.temptraining.ch. Please note that your application must be submitted to temptraining before the course commences. Send us your application together with the required documents (copy of your passport/identity card, pay slips for the required hours of temporary work, course description, etc.).

STEP 3: TEMPTRAINING REVIEWS YOUR APPLICATION

temptraining sends you a written decision.

STEP 4: ATTEND THE COURSE

If your application is accepted, you should now register for the approved course. You will pay the course costs yourself in advance.

STEP 5: TEMPTRAINING REIMBURSES THE COSTS

Once the course is complete, you may submit a request for reimbursement on www.temptraining.ch. To process this, temptraining requires the following documents: the confirmation of course attendance, a copy of the invoice and proof of payment for the course, a copy of your bank card, receipts for expenses, and evidence of your loss of wages.

* EXAMPLE:

JOSÉ LOPES WORKS AS A TEMP AND WANTS TO UNDERGO FURTHER TRAINING TO BECOME A CRANE OPERATOR.



04/01/2019 – 06/30/2019

José Lopes has worked **528 hours** as a **temporary construction worker**. He submits his application for further training.

07/01/2019 – 06/30/2020

José now has **12 months to undergo further training** with temptraining's support.

07/01/2019 – 06/30/2020

The course must start no sooner than July 1, 2019 and no later than June 30, 2020.

With **528 hours** he is reimbursed a maximum of **CHF 3000** for further training **within 12 months**.

07/01/2019 – 12/31/2019

Within the first six months José is remunerated a **maximum of CHF 1250** for his **loss of wages** during the further training.

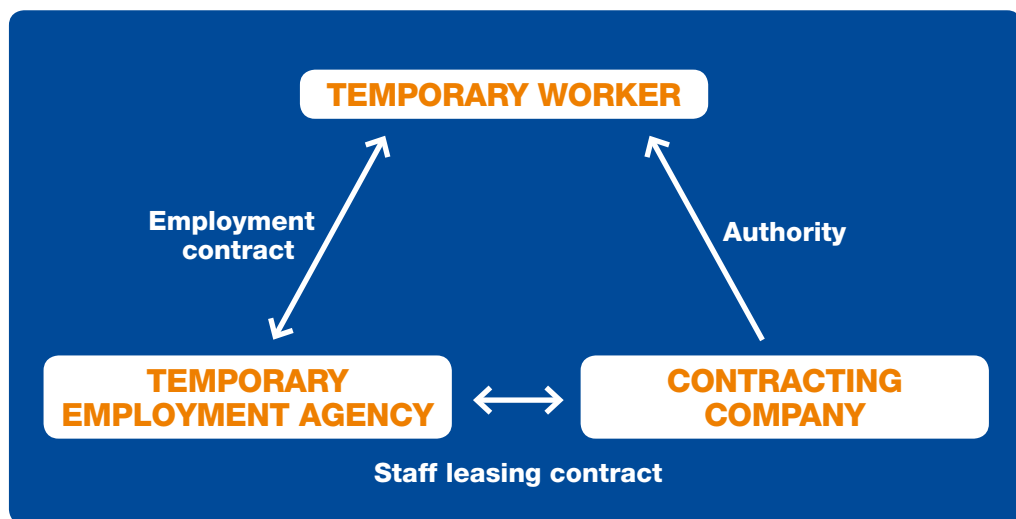
6/30/2020

Hours that José accumulates as a temporary worker from June 30, 2020 can be used for a new application for further training.

He can submit a new application as soon as he has worked at least another 176 hours.

This restarts the maximum periods of 12 months for completing further training and 6 months for receiving compensation for loss of wages.

USEFUL INFORMATION ABOUT TEMPORARY WORK.



The Collective Bargaining Agreement (CBA) for Staff Leasing is valid throughout Switzerland. In addition to a regulated minimum wage, it also offers you the following benefits as a temporary worker:

- **You are well protected in the event of an accident or illness**
- **You benefit from a good pension fund (BVG)**
- **You are entitled to subsidized further training (temptraining)**

Every year, more than 350,000 people are employed as temporary workers in Switzerland. Thanks to the further training fund provided by temptraining, they benefit from progressive further training opportunities that enable them to retain and improve their employability.