

Check list for the end of a fixed-term contract (Switzerland)

When your **fix-term contract ends**, you must be aware of **several important measures** – in terms of labor law as well as authorities (for example RAV, AHV, medical insurance).

Here is an overview of what you need to do and when:

Before the end of a fix-term contract

1. Check your contract end date (approx. 3 months in advance)

- A fixed term contract **ends automatically on the agreed date** — **no termination notice is required**.
- Check whether your contract will **truly expire** or **may be extended**.
- Ask for **written confirmation of the end date** if unclear.
- Also request written confirmation of any planned extensions or new job offers.

2. Request a qualified reference or an employment certificate

- You are entitled to a **qualified reference** (with assessment) or a **simple employment certificate** (e.g. for the RAV).
- Ideally request this **before your contract ends**, so you can include it in job applications or submit it to the Regional Employment Centre (RAV).

3. Notify the RAV (Regional Employment Centre)

- You must **register as “looking for work” at least 3 months before your contract ends**, even if you are still employed. This helps you **avoid sanctions or waiting periods** when applying for unemployment benefits.

Important:

- If you take on temporary work during your unemployment period, you may be entitled to partial compensation for up to 12 months — 70% or 80% of the difference between your insured salary and your actual income.
More details can be found in the factsheet on unemployment insurance : [Factsheet unemployment insurance](#)
- You can register as job-seeking person **even while still employed**.
- Registration is possible online or in person at your local RAV office ([Regional Employment Center](#)).

4. Collect application documents

You will need to prove that you **actively applied for jobs** during the last 3 months of your contract. As a rule of thumb: 2–3 job applications per week are expected.

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During the final working days

- Check your **final payslip** and ensure any **remaining vacation days** are accounted for.
- Request **written confirmation of your final working day**, and arrange an **exit interview**, if applicable.
- Make sure you receive your **qualified reference** and, if possible, a personal reference.
- Collect your **AHV insurance card** and, if applicable, your **pension fund (BVG) certificate**.
- Clarify the status of **insurances** (e.g. daily sickness benefits, accident insurance) – some coverage continues for up to 30 days after leaving your job (this is **called post-employment coverage or Nachdeckung** in German).

After the contract ends

1. Inscription at RAV

- If you become unemployed, contact **your regional RAV office by phone (+41 31 636 70 00) or online ([Job-Seeker](#))**, ideally 3 months before your contract ends or at the latest on the first day of unemployment.
- Documents you'll need:
 - ID / residence permit
 - AHV number
 - Employment contract and written confirmation of end of contract
 - Job references
 - Proof of job applications
 - Bank details

2. Apply for unemployment benefits

- The RAV will forward your registration to an **unemployment insurance fund (ALK)**.
- The ALK will contact you afterwards with instructions for the next steps.
- Please note: there may be a **waiting period** and **penalty days** if you register too late.

3. Review Insurance Coverage

- **Accident insurance:** After your contract ends, mandatory accident insurance for non-work accidents continues for 31 days. If you wish to extend this coverage, you can take out a so-called interim accident insurance, which can last for up to six months.
To do this, you must contact your (former) employer. If you don't take out this insurance, you must include accident coverage in your health insurance ([Interim accident insurance](#)).
- **Pension fund (BVG):** You must transfer your pension assets to a vested **benefits account (Freizügigkeitskonto)**.

4. Residence permit (if you are a foreign national)

- If your **permit is tied to your employment** (e.g., an L permit), **you must report your situation promptly to your municipality or the cantonal migration office.**

Checklist – Summary

Timeframe	Procedure	Responsible
3 months before	Inform RAV / Register as seeking employment	You / RAV
During this time	Submit job applications (2-3 per week), collect proof	You
Before contract ends	Request job reference, check insurance coverage	Employer / You
Final Working Days	Request payslip, vacation balance, exit documents	Employer
Day after contract ends	Register with RAV	RAV