

Sick Leave: Important Information

Notification and proof of inability to work

If an employee is unable to work due to illness, they are required to give notice immediately, including how long they expect they will be sick. Immediate notification means that the employee must inform the employee responsible for sick leaves **and** the respective supervisor (given they are not the same person, or there isn't a different internal arrangement) on the first day of the illness **by 10:00 AM** at the latest.

If there are any changes, the department must be informed accordingly. Employees with several supervisors are also obligated to inform these departments as well.

To ensure that the supervisor does actually receive the sick notice, the employee must contact them via telephone. If other methods of communication (e-mail, fax, WhatsApp, text message) are used, there could be a delay in the supervisor receiving the information.

In the case of employees subject to a collective agreement, if the sick leave lasts longer than three **calendar days** (including weekends and holidays), it is required that they present a sick note from their doctor.

Examples:

- An employee gets sick on Monday and is unable to work. If they are still unable to work on Thursday, they must present a sick note by Thursday at the latest.
- An employee gets sick on Friday and is unable to work. If they are still unable to work on Monday, they must present a sick note by Monday at the latest.

The case of civil servants deviates somewhat from this rule. The employee must present a sick note if their sick leave will last longer than three **working days**.

If these requirements are not adhered to, the employee will be faced with the usual disciplinary measures. Furthermore, the responsible HR department may insist that the employee provides a sick note from their doctor on the first day of their illness. In this case **all** of the days taken for sick leave must be proved with a sick note from the doctor.

If the illness lasts longer than stated in the sick note, the employee is obligated to immediately submit a follow-up or new sick note, and inform their supervisor straight away.

The **original copy** of the sick note (copy for the employer) is to be **sent immediately, via the department**, to HR's Vacation and Leave of Absence Management (Urlaubs- und Krankheitsverwaltung).

The guidelines mentioned above also apply if an employee is unable to work due to **precautionary medical measures or rehabilitation**.

Vacation Management (Urlaubsverwaltung) must immediately be informed of

- when these measures were put into practice,
- how long they must be observed, and
- if they will be extended

as well as be presented with a letter of approval for these measures. A letter from the respective rehab clinic must also be submitted.

Illness during work

Illness occurring during work principally does not count as a sick day. In this case the employee must enter "geht" ("leaving") in the time management system, and be entered as "Krank im

Dienst" ("sick during work") in GISBO by the employee responsible for sick leave. The hours planned for this shift will be generated by the system.

Illness during holidays

If an employee is sick during their holidays, they can only get this time back if they **immediately notify** their department of the illness **and submit a sick note from the doctor as proof** of being unable to work (refer above to the requirements for notification and proof).

An unauthorized extension of the holidays is not allowed.

The entry of the rescheduled holidays is carried out by Vacation Management (Urlaubsverwaltung).

Illness before the start of holidays

If an employee is sick before their holidays start but takes them anyways, they must be recorded as healthy in GISBO before the start of their holidays, by the employee responsible for sick leave.

Sick and healthy entries for academic staff members

It is important to note that academic staff members are also entered as sick in GISBO, and again as healthy by the employee responsible for sick leave.

Non-academic staff members are automatically entered as healthy when they log into GISBO to record their hours. Because academic staff members do not use the electronic time management system, it is necessary that the employee responsible for sick leave enters them as healthy when they start working again.

Please visit Vacation and Leave of Absence Management (Urlaubs- und Krankheitsverwaltung) for more information.