

Calling in sick and returning to work

If you become sick before work, please notify the HR department by e-mail (abwesenheitsverwaltung@hs-gm.de) as soon as possible, i.e. before 9 a.m. that day at the latest. Please make sure to include your manager and the team assistant responsible for you in the CC. If you do not have access to your emails, please phone your team assistant, who will then notify the HR department and your manager by e-mail. When calling in sick, please specify how long you expect to be unable to work so that your manager can plan around your absence, e.g. by cancelling lessons or other appointments. Please also specify whether you are calling in sick **with** or **without** a medical certificate (*ärztliches Attest*). The previous procedure for calling in sick – the ‘Anzeige über Arbeitsunfähigkeit/Gesundmeldung’ form – is no longer applicable.

If you receive a medical certificate after you call in sick, the HR department must be informed as soon as possible; your notice is required for us as your employer to request the medical certificate from your health insurance provider. If your illness lasts longer than three calendar days, you will need to get a medical certificate. The HR department must be informed by the fourth calendar day at the latest that a medical certificate can be retrieved from your health insurance provider. The weekend, public holidays, and, for part-time employees, days you are not scheduled to work count towards the calculation of sick days. Once you return to work, you need to send an informal e-mail to the HR department (abwesenheitsverwaltung@hs-gm.de) informing them of your recovery with your manager and the responsible team assistant in CC. The previous procedure for providing notice of your return to work – the ‘Anzeige über Arbeitsunfähigkeit/Gesundmeldung’ form – is no longer applicable.

If you fall ill shortly before your vacation, please inform the HR department if you will still be taking your vacation. The same procedure applies for part-time employees that recover on one of their days off or in cases where the vacation is continued after illness. If you fall ill during your vacation, please inform the HR department as soon as possible, either by e-mail (with your team assistant in CC) or telephone. Your inability to work will need to be certified with a medical certificate from the first calendar day. You will need to have both given notice of your illness to the HR department and provided a medical certificate to have your vacation days reimbursed (§ 9 BUrlG). If you need to take sick leave again and you are issued a follow-up medical certificate, please inform the HR department by email and state the new expected duration of your illness.

If the illness continues beyond a six-week period, the employee is still obliged to notify the employer of the extension of their inability to work by informing them that a follow-up certificate can be retrieved from their health insurance provider.

Employees with private health insurance are not affected by the eAU (*elektronische Arbeitsunfähigkeitsbescheinigung*) reporting procedure, meaning that the previous procedure for reporting sick leave continues to apply in this case.

Kind regards,

Your HR Department