

## INFORMATION SHEET

### Procedure in case of incapacity for work / health vacation.

#### Applications for recreational, educational, special leave / leave from work

In case of **incapacity for service or work**, please inform the administration responsible for you and your manager / supervisor immediately, but no later than **9:00 a.m.** Please send your medical certificate of incapacity to the administration you report to. A medical certificate must be received no later than the fourth day of incapacity for work. **Weekend days and public holidays are also counted.**

Not being able to work owing to participation in a health vacation (*Kur-/Heilverfahren*) is regarded as a non-culpable work incapacity for which sickness benefits are granted within the framework of the collective health insurance periods (usually 6 weeks) – always provided that the health vacation is authorized by a statutory pension, health or accident insurance institution, an administrative authority or a war-victim or other social service provider and is carried out in a medical or rehabilitation facility.

If a corresponding measure has been approved, then the participant must submit the following documents to Department 2:

#### **Before the start of the health vacation:**

- the authorization notice stating the duration of the treatment, as well as
- a certificate pursuant to section 9 of the Continuation of Remuneration Act and

#### **after completion of the health vacation:**

- the certificate of discharge.

In the case of a so-called *Freien Badekur* (free spa treatment), there is no entitlement to the payment of sickness benefits. In this case, a leave of absence or special leave has to be applied for under waiver of salary.

In order to stop you being listed as ill, which would ultimately lead to the suspension of your salary payment, **it is therefore important that on your return to work you report** to the administration office responsible for you.

Recreational, educational and special leave must first be requested in writing. You can obtain the application forms from your administration or on the homepage of Department 2 (**[www.dezernat2.uni-bremen.de](http://www.dezernat2.uni-bremen.de)**). Please ensure to agree on the dates of your health vacation with your supervisor and your deputies in good time. Requests for leave must be signed by both and handed over to your administration.

In principle, employees who are directly involved in teaching are not permitted to take any leave during tuition times. In this connection, please clarify details with your supervisor / manager or your administration. Recreational and educational leave can only be claimed 6 months after taking up employment in public service.

In the case of fixed-term employment, the recreational leave must be taken within the term of the employment contract. **Payment in case of residual holiday is not possible.** This also applies in the case of early termination of the employment relationship. Only if the vacation cannot be taken completely owing to illness or for service reasons will it be possible to pay compensation for residual holiday. Service reasons are to be stated in detail by the supervisor.

The annual holiday for employees within the scope of the TV-L, whose regular working hours are spread over five days in the calendar week, is 30 days in the calendar year. With a regular working time of less than 5 days a week, the claim is reduced accordingly.

The holiday should in principle be completed within the holiday year. Holidays not taken within nine months of the end of the holiday year will be forfeited.