

Information and advice for employees in the event of illness

In principle, every employee who is unable to work is legally obliged (§ 5 Abs. 1 EFZG) to inform his/her employer immediately of the incapacity for work and its probable duration - normally on the first day in the first operating hours.

In case, the absence from work lasts longer than three calendar days, the employee must have his/her inability to work certified by a doctor. Additionally, he/she must inform his/her superior and the personnel department of the exact period of the incapacity for work confirmed by the doctor.

The employer is authorized to refuse continued payment of salary as long as the employee does not submit the medical certificate (§7 EFZG).

Children sick? Conditions for entitlement to time off and sick pay

According to § 45 SGB V, an employee is entitled to unpaid leave of absence by the employer and sickness benefit from the health insurance fund, if:

- the child is younger than 12 years of age
- no other person living in the household can take care of the child
- a medical certificate of necessity is available.

The following applies to visits to the doctor during working hours: A claim for paid leave of absence exists only in exceptional and justified cases or in the case of acute complaints. The employee must inform the employer in advance of the doctor's visit and provide a certificate of attendance signed by the doctor.

Who should be informed in the event of incapacity for work?

The superior and the personnel department. (The passing on of the information to the personnel department must be guaranteed!)