



When illness interrupts the working day

Employees, auxiliary staff and civil servants are entitled to continued remuneration in the event of incapacity for work. For employees and auxiliary staff, the Continued Remuneration Act (EntgFG) in conjunction with Section 22 TV-L stipulates that remuneration is generally paid for 6 weeks. If the incapacity to work lasts longer, the health insurance fund pays sick pay. For civil servants, Section 62 of the State Civil Servants Act (LBG) together with the administrative regulations to the LBG regulate the continued payment of remuneration. Employees must immediately notify their employer of the illness on the first day and state the expected duration. A medical certificate is required from the 4th calendar day (including weekends and public holidays).

eAU (electronic sick note) instead of a sick note on paper

Since 1 January 2023, the electronic sick note (eAU) has replaced the paper sick note for people with statutory health insurance. The sick note is sent directly to the health insurance fund, from which the employer can retrieve it electronically. It is no longer necessary to submit the paper certificate. If there are technical problems retrieving the eAU, employees can still have a certificate issued by their doctor. The eAU procedure does not apply to employees with private health insurance, such as civil servants, or to sick notes issued by private doctors. In these cases, a paper sick note is still required.

This is how the sickness notification works

In the event of illness, you must inform your department (institute management, manager) before starting work, e.g. by e-mail or telephone, and state the expected duration of your incapacity to work. If you do not have a sick note, you are obliged to report in daily. In addition, inform the HR department on the first day of your incapacity for work via a web form. If you need to add further information, e.g. a (further) sick note, please complete the form again. If you are unable to do this yourself, an authorised person in your department can do this for you. The health report is also submitted via the web form.

Sick on holiday

If you fall ill during your holiday, it will be interrupted. To ensure that the sick days are not counted towards your holiday, it is important to submit a medical certificate from the first day of illness (§9 of the Federal Leave Act - BUrlG). As usual, inform your area of responsibility and the HR department about your inability to work.

For further reading:

Continued Remuneration Act - EntgFG

<https://www.gesetze-im-internet.de/entgfg/>

TV-L

<https://www.tdl-online.de/tarifvertraege/tv-l>

<https://www.tdl-online.de/tarifvertraege/tv-aerzte>

State Civil Servants Act - LBG NRW

https://recht.nrw.de/lmi/owa/br_text_anzeigen?v_id=61020160704140450650

Administrative regulations for the execution of the LBG NRW

https://recht.nrw.de/lmi/owa/br_text_anzeigen?v_id=75820170731112240978

UzK – sickness and health notification

https://verwaltung.uni-koeln.de/abteilung41/content/themen_von_a_z/k_rank_und_gesundmeldung/index_ger.html

UzK – FAQs about sickness and health notification

https://verwaltung.uni-koeln.de/abteilung41/content/themen_von_a_z/k_rank_und_gesundmeldung/faqs/index_ger.html

Federal Leave Act - BUrlG

<https://www.gesetze-im-internet.de/burlg/index.html>

Sie haben noch Fragen? Sprechen Sie uns gerne an!

Universitätsstraße 16 (Geb. 331), 50923 Köln
Geschäftszimmer: Fr. Breuer, Fr. Walther

0221-470-76151 (Mo-Do, 9:00-14:00)

personalrat-wiss@uni-koeln.de
prwiss.uni-koeln.de