

## How the sick note works at the University of Erfurt

### 1) Sick note to line manager

Staff at the University of Erfurt are obliged to notify the university **immediately** of any incapacity for work or service and its expected duration. As a rule, this notification should be made to the respective line manager in good time before starting work (by telephone or e-mail).

**2a) Employees with statutory health insurance (and student/research assistants)** If employees with statutory health insurance are unable to work for **longer than three calendar days**, an **electronic sick note** must be submitted on the following working day at the latest using the form provided on the intranet: electronic sick note (A-Z: electronic sick note [www.uni-erfurt.de/interner-service/service/persoenliches/krankmeldung](http://www.uni-erfurt.de/interner-service/service/persoenliches/krankmeldung)). To do this, your incapacity for work and its expected duration must be determined and certified by a doctor. Please enter this data in the electronic sick note form.

**The mandatory submission of a certificate of incapacity for work in paper form will no longer be required for the above-mentioned group of people from 1 January 2023.** Please also notify the flexitime officer by telephone, post or email via the functional email address [gleitzeit@uni-erfurt.de](mailto:gleitzeit@uni-erfurt.de) only in exceptional cases. This also applies to staff at the Gotha Research Library.

If the incapacity to work lasts longer than stated in the certificate, you will need a new medical certificate and please also report the continued incapacity to work via the electronic sick note.

**2b) Privately insured persons (and student assistants)** If the incapacity for work of privately insured employees lasts **longer than three working days**, the persons concerned must submit a medical certificate confirming the existence of the incapacity for work and its expected duration to Department 2: Human Resources via their respective line manager no later than the following working day. If the incapacity lasts longer than stated in the certificate, a new medical certificate must be submitted. **This means that the previous procedure does not change for this group of people!**

### **Notes:**

In individual cases, the University is authorised to request the submission of a medical certificate earlier, from the first day of absence due to illness.

In the event of an early return to work before the end of the sick note (staff member has recovered early and feels fit for work), please inform Department 2: Human Resources by e-mail at [gleitzeit@uni-erfurt.de](mailto:gleitzeit@uni-erfurt.de) and your respective health insurance fund independently.

**The above procedure does not apply to absences due to illness of the child, rehabilitation measures and hospitalisation with a certificate of hospitalisation.** In these cases, the notification and proof must be submitted in paper form as before.