

Appendix 1 (Status 01.10.2010):**Notes on legal entitlements when a child is ill:****Exemption from work (without remuneration) and child care sickness benefit according to Article 45 SGB V**

Those people insured in the **statutory** German health insurance system are entitled, according to Article 45 SGB V, to unpaid exemption from work from their employer and to child care sickness benefit from their health insurance provider when their child has not yet reached the age of 12 and no other person living in the person's household can provide the care. This entitlement is fixed for every calendar year at a maximum of 10 working days for each child, for single parents at a maximum of 20 working days. When there is more than one child to be cared for then the maximum entitlement is 25 working days and for single parents 50 working days in a calendar year.

In this case, please contact the Human Resources Department and your health insurance provider.

Exemption from work with continued remuneration

Public sector employees (Tarifbeschäftigte) receive exemption from work upon application with continued remuneration according to Article 29 TV-L. Four working days/year are granted in the case of the illness of a child under 12 years old when in the current calendar year no claim exists or has existed for child care sickness benefit according to Article 45 SGB V and the requirement for care or support to be provided by the employee is confirmed by a medical attestation.

The Human Resources Department can provide you with advice in this area.

Leave of absence

It is possible to apply for a leave of absence for important reasons, such as for caring for children, while renouncing remuneration (Article 28 TV-L).

In this case, please contact the Human Resources Department.

**Special leave with continued remuneration for civil servants
(Article 68 NBG in connection with Article 9a Special Leave Ordinance)**

Civil servants receive special leave of up to four days in a holiday year while continuing to receive remuneration in the case of serious illness to a child when:

1. The child has not yet reached the age of twelve or is disabled and dependent on help and
2. No other person living in the household of the civil servant is available to fulfil the required supervision, support and care for the child according to the medical certification.

In special individual cases, it is possible to grant special leave according to Sentence 1 of up to a total of 10 working days in the holiday year, for single parents up to 16 working days, when the civil servant is placed under exceptional burden as a result of the supervision, support and care for the child. Holiday is to be calculated for the maximum duration according to Paragraph 1.

The Human Resources Department can provide you with advice in this area.

Leave of absence without remuneration for civil servants (Article 62 NBG)

On request, it is possible for civil servants to take a leave of absence without remuneration for a duration of up to 15 years for the care of children under 18 years old.

The Human Resources Department can provide you with advice in this area.