



86th AIRLIFT WING

LN Sick Absence



LN Sick Absence

86 FSS/FSCLE

"Virtus Perdurat – Enduring Courage!"



86 FSS/FSCCL-E



■ *Who we are:*

*Anna Loginski & Jennifer Weishaar
(EMR Specialists)*

■ *We support you by:*

- *giving you advice and assist management in all personnel matters*
- *ensure legal and regulatory requirements*
- *establish and maintain relations with German government agencies, unions and works council*

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Training Overview



- 1. Sick Insurance in Germany**
- 2. CTA II Provisions**
- 3. Monitoring Sick Absence**
- 4. Abuse/Misconduct in Connection with sickness**
- 5. Organizational Integration Management (OIM)**
- 6. Termination due to Sick Absence?**
- 7. Questions?**



1. Sick Insurance in Germany



■ Background info about the system

□ Continuation of Pay (EfZG)

- 6-weeks continuation of pay per sickness by employer
- After that up to 78-weeks continuation of pay by health insurance

□ Sick Insurance (SGB V)

- Legal vs. private depending on income limits
- Legal (86%) vs. private (14%)



1. Sick Insurance in Germany



■ Background info about the system

□ Sick Insurance System / Benefits

- Cost-free Medical Services
- Cost-free Medication

□ Employer/Employee Share

- Total 14.6% of Monthly Income: Employee 7.3%
Employer 7.3%



2. CTA II Provisions



■ Entitlements

- Continuation of Pay → Art 29, 2.a, CTA II
- Supplemental Pay → Art 29, 3., CTA II
- On-the-Job-Accident → Art 29, 2.b, CTA II
- Cure / REHA Measure → Art 29, 5., CTA II
- Paid Release for First Doctor Visit → Art 28, 1.g (3)
- Paid Release for Examinations → Art 28, 1.h



2. CTA II Provisions



■ Obligations

- Immediate Notification → Art 29, 4.a, CTA II
- Medical Certificate → Art 29, 4.b, CTA II
- Submit Sick Slip for Each Period of Sick Absence
→ Art 29, 4.c, CTA II
- Continuation Sick Slip
- Sick during vacation



3. Monitoring Sick Absence



■ Who? / Responsibilities

□ Command Level/Leadership

- Establish Feedback Procedure
- Continuing Emphasis

□ Supervisor

- Part of Supervisory Function
- Immediate/Direct Contact with Employee

□ 86 FSS Manpower & Personnel Flight

- Advice
- Statistical Data



3. *Monitoring Sick Absence*



■ How to monitor?

➤ According obligation of sick slip

<3 days, inform supervisor

>3 days, sick slip from 1st day on

➤ Time Keeper monitors in LN-Tab

➤ Ask EMR Specialist



3. *Monitoring Sick Absence*



- **Two different types:**
 - **Repeated Short-Term Sick Absences**
 - **Long-Term Sick Absence**
 - Cost Factor
 - Operational Impact



3. *Monitoring Sick Absence*



■ Why we should monitor?

- **Cost Factor**
- **Motivation**
- **Operational Impact**
- **Other Reasons?**





3. *Monitoring Sick Absence*



■ Influencing Factors for sick absence

- **Work Climate**
- **Working Conditions**
- **Age/Pay Structure**



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4. Abuse/Misconduct in Connection with Sickness



■ Duty of disclosure

- Inform supervisor asap
- Advice: give binding instructions to all of your employees on how to proceed in case of unfitness for work

■ Duty of accountability

- Submission of sick slip

■ Late Notification/Submission

- Misconduct → Corrective Actions
 - oral admonishment
 - letter of counseling
 - letter of warning





4. Abuse/Misconduct in Connection with Sickness



■ Pattern of Short-Term Absences

- No Sick-Slip Required
- “Justified” Cases, § 29, 4.c, CTA II
- Abuse → Corrective Actions





5. Organizational Integration Management (OIM)



■ Legal Basics

➤ Social Law Book IX, Art 167(2)



“If employees are continuously or repeatedly unfit for work for more than 6 weeks within 12 months the employer checks with the responsible works council, for severely handicapped employees also with the severely handicapped representative and with consent and participation of the affected person, how to overcome the unfitness for work and what assistance or services are needed to prevent unfitness for work and to maintain employment (Organizational Integration Management).”



5. Organizational Integration Management (OIM)



■ Participants

- Employee → Voluntarily Basis
- Supervisor
- Works Council
- Servicing EMR Specialist
- Other Parties as Required (SHE Representative, BAD, Safety, etc.)





5. Organizational Integration Management (OIM)



■ OIM Procedure

- Identification of Employees
- Initial Contact (2 weeks)
- Initial Meeting
- Second Meeting
- Implementation of Measure
- Verification (after 6 months at the latest)
- Documentation





5. Organizational Integration Management (OIM)



■ Possible Discussion Topics

- Connection Workplace ↔ Sickness
- Restrictions due to Sickness
- How to Overcome Restrictions
- Cure Measure
- Employee's Goals / Ideas





5. Organizational Integration Management (OIM)



■ Benefits for both parties

Employer:

- Sick Absence Reduction
- Reduction of Sick Pay Costs
- “Smoother” Operation
(Work Flow, Work Schedules)
- Reputation / Work Climate



Employee:

- Forum to Express Health Problems / Concerns
- Assistance to Recuperate
- Maintain Employment





6. *Termination due to Sick Absence?*



- ❑ High Absence Rate
- ❑ Operational Impact
- ❑ “Future” Prognosis
- ❑ “Weighing” of Interests



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Questions?





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■ *If you have any further questions:*

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