

Personal details

Surname, first name

Department / team

Employee number

Period

Unfit for work since

Expected until

Reported on

Time

- ☐ First report
- ☐ Follow-up report on an incapacity already reported
- ☐ A child's illness (section 45 SGB V)

Medical confirmation

Since 1 January 2023 employers retrieve the certificate of incapacity electronically from the health insurer (section 109 SGB IV). Employees no longer have to hand in a paper certificate, but they still have to see a doctor and inform the business.

- ☐ Confirmed by a doctor; the electronic certificate of incapacity is with the health insurer
- ☐ No doctor seen yet

Cover and handover

Cover provided by

Urgent tasks that have to be handed over

Confirmation

The duty to report and provide evidence follows from section 5 of the Continued Remuneration Act (EntgFG): the incapacity and its expected duration must be reported to the employer without delay. If it lasts longer than three calendar days, medical confirmation must be obtained no later than the following working day; the employer may ask for it earlier.

This form is for internal records. The diagnosis does not need to be stated and should be left out for data protection reasons. This English version is provided for convenience. German law applies, and the statutes cited are German law. Where a German version is signed as well, the German version prevails.

Date, employee signature

Date, manager signature