

DER KANZLER

Universität Duisburg-Essen • 45117 Essen • Sachgebiet AwP

By email

To be forwarded
to all UDE staff membersGeneral, Financial and Other
Personnel Matters, Central
Beihilfe OfficeBritta Oppermann
Phone.: 0201-183-2065

sg-awp@uni-due.org

20.12.2022

Information regarding the introduction of electronic certificates of incapacity for work (*elektronische Arbeitsunfähigkeitsbescheinigung*; eAU)

Dear Sir or Madam,

From 1 January 2023, all employers will be included in the electronic system for processing medical certificates (eAUs). This means that the University will from then on receive data on sick leave for staff with statutory health insurance exclusively in electronic form. The central sick leave administrators within the Personnel & Organisation Division will then retrieve the information in your medical certificates directly from the **statutory health insurance providers**. Therefore, staff employed under a collective bargaining agreement no longer need to submit paper-based medical certificates to their employer. (For exceptions, see the question 'Do all medical practices participate in the eAU system?'.) For civil servants, the previous process continues to apply (submission of paper-based medical certificates).

What does not change?

Staff are still obliged to inform their employer of their incapacity for work and its anticipated duration without delay. As before, a doctor must confirm the incapacity for work after the third calendar day of the said incapacity at the latest (in individual cases, this may be necessary from the first day of incapacity for work if the employer has stipulated this requirement).

As a rule, it continues to be necessary to inform the responsible line manager of any illness by 10 am. Furthermore, an email containing this information (*Krankmeldung*) must be sent to the central sick leave administrators within the Personnel & Organisation Division (General, Financial and Other Personnel Matters Department) as usual. The temporary krank-gesundmeldung@uni-due.org group mailbox is available for this purpose. Others, e.g. line managers or colleagues, can also submit this notification on your behalf upon consultation.

To ensure your email can be allocated more quickly, please specify the organisational unit (faculty, central service or facility, division) you belong to in the subject line (e.g. Krankmeldung, Fak. GesWi).

The obligation to report that you are fit again to return to work (*Gesundmeldung*) – specifying the date of your recovery if applicable – to the email address stated above also continues to apply.

What changes for staff with statutory health insurance?

For staff with statutory health insurance who report sick, only the submission of paper-based medical certificates is no longer necessary. Your physician reports the data in your medical certificate to your health insurance provider in electronic form and the University will in future also digitally retrieve this data from your health insurance provider. The relevant certificate will only continue to be issued for your personal records.

Procedure during the outage of electronic systems:

Since the sick leave administrators do not currently have access to SAP and thus do not have information on the individual staff members' health insurance providers, information on incapacity for work cannot be retrieved from the health insurance providers at the moment.

Therefore, we would like to ask that you request paper-based medical certificates for submission to your employer from your physician for the time being. This is possible upon the patient's request. This certificate must not contain any information on your diagnosis. Please send these paper-based medical certificates **exclusively by post** to the addresses below as long as the systems are down:

Universität Duisburg-Essen
Dezernat Personal & Organisation
Sachgebiet AwP
45117 Essen or 47048 Duisburg

To whom does the change apply?

The eAU process applies exclusively to staff with statutory health insurance – that includes marginal part-time employees and civil servants who have voluntarily taken out insurance with a statutory health insurance provider. It only applies in cases where the employee is ill themselves, i.e. the usual process continues to apply for absences due to a child being ill. If you have taken out private health insurance, the previous process involving paper-based certificates also continues to apply to you without any exceptions.

Do all medical practices participate in the eAU system?

No, private practices that do not participate in the statutory health insurance system, physicians based abroad and rehabilitation facilities in cases where their services are covered as part of a pension insurance or an accident insurance scheme do not participate in the new process. You will need to continue to request paper-based certificates from these healthcare providers and submit them to your insurance provider and the University.

What data is transmitted by the health insurance provider?

The health insurance provider transmits the same data to employers that was previously stated in the medical certificate (employee's name, start and end dates of the incapacity for work, specification as to whether it is the first certificate or an extension, and whether there is any indication that the incapacity for work is the result of a work-related accident). As was the case before, the University will not be informed of the doctor's diagnosis.

What happens if the data transmission fails?

As a rule, statutory health insurance physicians have been obliged to transmit medical certificates to health insurance providers electronically since 1 July 2022. If the practice is unable to transmit the data, e.g. for technical reasons, they will give you a printed copy of the certificate for your health insurance provider, which you will have to submit to them yourself.

If an eAU should actually be 'lost', the University can ask you to present a paper-based certificate. However, in such exceptional cases, the colleagues in charge at the Personnel & Organisation Division will contact you directly.

Please do not submit the certificates that were provided to you for your personal records as these include your diagnosis. In such cases, ask your physician for a certificate that does not contain your diagnosis.

Kind regards,

p.p. Britta Oppermann