

# ***INFORMATION of the personnel department***

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Dear employee,

Welcome to Kliniken Südostbayern AG as you begin your employment with us.

To help you avoid unnecessary inconvenience and effort, we kindly ask you to review this information sheet carefully:

- **Proof of Service Periods:**  
Employees are required to provide proof of any previous service periods eligible for recognition within three months. Periods for which proof is not submitted on time will not be credited.
- **Salary Payments:**  
Salaries are paid on the last day of each month, with the accounting period being the respective month. Please ensure that any updates required for payroll processing (e.g., changes in marital status, dependents, bank account details, name, address, applications for capital-forming benefits, etc.) are submitted to the HR and Education Department by the 15th of the month at the latest. Updates received after this date cannot be processed for the current month's payroll due to technical constraints. Time-related bonuses are paid out two months later. Changes can be requested via Rexx.
- You are **entitled to holidays** after an employment period of 6 months.
- If you are included in the roster programme, the holiday must be coordinated with the superior and must immediately be entered into the roster programme **prior to the holiday**.
- Some departments receive a holiday card for self-monitoring. There you can record the holiday period, the days of holiday as well as the remaining days of holiday and submit it to the superior for signing off and entry into the roster programme. **You may not start the holiday until it is entered into the roster programme.**

## **Illness and Reporting Requirements**

1. **Notification Obligation:** Employees are required to immediately inform their employer of any incapacity to work and its expected duration. Please notify your direct supervisor (or, in the case of trainees, the school) personally by telephone as soon as you know that you cannot attend work. This must be done no later than the start of your working hours. A phone call is sufficient. If a third party is responsible for the incapacity, this must also be reported to the HR and Education Department.
2. **Proof of Illness:** The traditional paper-based "yellow" certificate of incapacity for work has been replaced by the electronic certificate of incapacity for work (eAU) as of January 1, 2023, which is now mandatory for employers. While the obligation to present the paper certificate has been eliminated, the requirement to notify the employer remains.  
Employees must generally provide proof of incapacity by the fourth calendar day of illness and, in some cases, from the first day. Employees are still required to immediately notify their employer of their illness and expected duration and, if necessary, consult a doctor.  
Although statutory health-insured employees are no longer required to submit a paper certificate to their employer, they will still receive a copy for their records as a legally mandated form of evidence. Employees should verify the dates on the copy to prevent delays caused by discrepancies in requests to health insurance providers, which may lead to processing delays and recalculations in payroll.
3. **Illness During Leave:** If you become ill during your vacation, inform your supervisor immediately on the day of illness. Vacation days lost due to illness will be credited back to your leave balance if reported in a timely manner. Late notification after returning from vacation will not be accepted, and entitlement to vacation credit will be forfeited. Additionally, a medical certificate is required from the first day of illness, following the eAU process within Germany or in paper form if abroad.

**Accidents:** All accidents, whether work-related or private, must be reported to the HR and Education Department. Work accidents must be reported immediately to the Municipal Accident Insurance Association of Bavaria. Private accidents will be reviewed for potential liability claims.

**Keys:** Employees entrusted with keys are responsible for their careful handling. Lending keys to others is prohibited. Any loss or damage to the functionality of keys must be reported immediately. In the event of permanent loss or non-return upon termination, any resulting costs may be charged to the employee.

Due to a collective agreement, employees of the clinics can **convert parts of their salary** and invest them in an additional pension scheme. Thanks to the exemption from taxation and social security charges, the net expenditure is actually clearly lower. However, only Sparkasse, Bayerische Versicherungskammer and Allianz Klinik-Rente come into consideration as providers. Among other things, the district clinics offer the deferred compensation via the so-called support fund. You have received sufficient information material. Please also remember that the employer grants a monthly subsidy of 15%.

#### **General Notes**

- Insurance Discounts:  
As Kliniken Südostbayern AG is a nonprofit organization, you may be eligible for discounts on car insurance or other policies. Please inquire directly with your insurance provider.
- Travel and Training Expenses:  
Business and training trips must be approved in advance via Rexx. Requests for reimbursement of travel expenses must be submitted within six months of the travel date. Otherwise, the claim will expire.
- Document Copies:  
For documents required in original form, we can provide complimentary photocopies.
- Smoking and Substance Use Policy:  
Please adhere to the smoking and substance use prohibitions in place at our facilities (refer to Orgavision for details).
- Orgavision:  
Orgavision contains up-to-date information about KSOB, as well as all procedural instructions and forms provided by the HR Department.
- Payroll Checks:  
Please review your payslips for accuracy and pay attention to any notes included.
- "myKSOB" App:  
Access credentials for the "myKSOB" app will be sent to your personal email address in advance. If no private email address is on file, the credentials will be sent to your work email address. The app includes instructions for all internal systems, such as Atoss.

If you have any further questions, please do not hesitate to contact us.

**Your personnel department**