

# Employee Handbook: Germany Region

## 1. EMPLOYMENT CONTRACT & PROBATION

- Probation Period: The first 6 months are considered probationary. During this time, the notice period is 2 weeks.
- Permanent Contract: After probation, the statutory notice period applies (minimum 4 weeks to the 15th or end of month).

## 2. ANNUAL LEAVE (URLAUB)

- Entitlement: All full-time employees are entitled to 30 working days of vacation per calendar year.
- Timing: At least two weeks must be taken consecutively.
- Expiry: Leave must be taken within the calendar year or by March 31st of the following year.

## 3. SICK LEAVE (KRANKHEIT)

- Notification: Employees must notify the employer immediately (before 9:00 AM) on the first day of sickness.
- Certificate: A doctor's note (Arbeitsunfähigkeitsbescheinigung) is mandatory if sick leave exceeds 3 calendar days.
- Pay: Full salary is continued for up to 6 weeks.

## 4. DATA PROTECTION (GDPR/DSGVO)

Strict adherence to GDPR is mandatory. Employee personal data is processed only for employment purposes. Surveillance of workstations is strictly prohibited.

## 5. WORKS COUNCIL

For issues regarding overtime, workplace safety, or dismissals, the Works Council must be consulted.