

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.