



Workation



Personal

From 01.01.2025 on, pub. starts with Workation.

You will find all the necessary information on this below. You can also find our workation guideline as a pdf below.

And here is our FAQ page on the subject:

FAQ - Workation

Workation - What is it?

Workation offers the opportunity to work from a number of countries in other European countries.

In contrast to a business trip, **workation means that it is the employee's wish to work from abroad.**

In the case of a **business trip, it is the company's request.**

Perhaps you would like to extend your stay in the vacation country with working hours? Perhaps you are visiting relatives or friends? Workation offers you the opportunity to do this. Nevertheless, there are very similar admin issues and formalities to those for business trips that arise from social security and tax law.

Workation - but where?

The following countries have been checked and approved:

France - Greece - Italy - Croatia - Luxembourg - Netherlands - Poland - Portugal - Spain - Czech Republic

Workation - Time limits

Up to 3 months in a calendar year can be worked from the countries listed above. It does not matter whether it is one period or several periods, and the number of countries does not matter either. If there are periods of time that are arranged by the company (e.g. trade fair appearance/lecture/workshop etc.), these also count towards the 3-month limit.

Workation - Who?

All colleagues

- who are in an active employment relationship with pub. and
- whose first place of residence is in Germany and
- who have EU/EEA/Swiss citizenship or a comparable residence or work permit in the EU country to be visited.

Workation - Attention!

The stay abroad must be reported by us to the **German social insurance**. Therefore, we also carry out the A1 registration procedure in the form of a notification to your health insurance company (or to the German pension insurance company in case of private health insurance).

Workation is carried out without exception using the A1 registration procedure of the German social insurance and also with the documentation of work equipment carried (asset management list).

If the A1 registration procedure cannot be completed or cannot be completed on time due to late or incomplete provision of the required data, working from abroad will not be permitted by the German social security authorities. Carrying the A1 certificate is also the basis for proving the validity of German health and social insurance.

Practical advice:

Please **separate vacation and work**. It makes no sense to mix the two during the day. Otherwise your vacation will have no recreational value.

If necessary, make sure you have a **different time zone** to interact with your team.

Make sure **in advance** that you have a powerful, stable and secure Internet connection.

Pub. takes out extra health insurance for abroad to avoid unforeseen high costs. This is because some medical or hospital services provided in other EU countries are not or only partially covered by German health insurance companies.

This **supplementary insurance only covers the costs incurred afterwards**. Therefore, please be aware that (as with any vacation trip) you will initially have to bear the costs of any medical or hospital treatment yourself if your health insurance does not cover these costs.

Please make sure that your identity card or passport is valid for the duration

of your trip.

Some authorities may be a little rigid. It is difficult to assess in advance whether digital documents will be accepted during an inspection or whether paper form will be required. Therefore, please carry **a paper copy** of the **A1 certificate and asset management list** with you to avoid unnecessary complications.

Workation - How-to

1. As soon as you know that you want to use Workation, please discuss with your **Team Lead** to clarify whether workation is possible during the planned period.
2. **Please contact the POP team after this clarification.** We will make a one-off agreement before the very first application for Workation.
3. Once this individual agreement has been created, please proceed as follows:
Please send us the following details by email to personal@pub.tech at **least 30 days before your departure date:**

Nachname	
Vorname	
Geburtsdatum	
Startdatum Reise	
Enddatum Reise	
ggf. Unterbrechung Workation durch Urlaub	

genaue Anschrift im Ausland	
Name Hotel/ Unterkunft	
Straße, Hausnummer	
Postcode	
Ort	
Land	

If there are several addresses abroad, please copy the table above and enter all addresses and periods of residence.

Please apply for the “Workation” absence in Personio at the same time. The exact address abroad must be entered in the comments field. Please also complete the asset management list and put it in your luggage.

Here you will find the asset management list for the work equipment carried <https://pub.snipe-it.io/account/print>

Please have the asset management list signed by your manager and sign it yourself (signature only, company stamp not required). It is best to print it out and take it with you to prove that you are authorized to use the company property.

Here you can find our [Workation policy](#).

If you use Workation, this policy is part of our contractual agreement.

Any questions? We are here for you.

