

Institute: WIAS

title, name, first name: Nguyễn, Quân Bá Hồng

Information Sheet

On insurance issues regarding research stays abroad (postings with continued payment of remuneration)

Provided that you are

- a) employed by the WIAS, a member Institute of the Forschungsverbund Berlin e.V., and are
- b) sent on a limited-term research stay abroad, as specified in a supplementary agreement to your contract of employment or a travel assignment,

and unless you are sent for longer than a certain period (generally 12 months) to a country in which the principles of the European Economic Area apply or for which a bilateral agreement makes other provisions, you remain subject to compulsory insurance in all aspects of the German social security system, i.e., your employer will continue to pay social security contributions on your behalf and you are eligible for all **social security** benefits you would qualify for in Germany.

Please take note of the following before embarking on your research stay abroad:

1. Please check with the HR department to find out which rules your designated country of residence is subject to in terms of social insurance laws and whether any special conditions might apply. You may also find information on this subject by visiting www.dvka.de online. Via your employer, you will receive the necessary certificates from your medical insurance company; the latter will also advise you on all matters of health insurance during your employment abroad.
2. Should you or a member of your family who is covered by your family's health care plan, and who is mentioned in the supplementary agreement to your contract of employment as accompanying you on your research stay abroad, have to undergo necessary medical treatment abroad, you can use your European Health Insurance Card – EHIC (Europäische Krankenversicherungskarte) to receive benefits in European countries abroad. The card is accepted in all EU member countries as well as in some additional European countries. If it is not accepted, and if you have to make any advance payments, please submit an application for reimbursement via your Institute's personnel officer to the Personnel Department of the Joint Administration. In the application, please provide your bank details for reimbursement and **do not forget** to enclose the following documents:
 - The original invoices for physician services, hospital, medication, etc. (including a German or English translation)
 - State the name of the treated patient and the diagnosis
 - Proof of payment (e.g. bank statement, credit card statement)

In your own interest, please make sure that you are issued the relevant documents abroad for the purpose of reimbursement, as we cannot reimburse you if documents are

incomplete or missing. We will transfer the amount to your account immediately. As your employer, we will then reclaim it from your **health insurance provider**. The claims for compensation of costs in the event of illness become void, within the framework of the limitation period, six months after the due date pursuant to § 37 par. 1 TVöD.

3. As in Germany, statutory **accident insurance** cover applies only to the work domain, i.e., you are insured against accidents that occur while you are working or on the way to and from your place of work. You need to take out private insurance against accidents occurring outside work. Unfortunately, the statutory provisions do not allow us to reimburse your insurance premiums.
4. Should you have an accident abroad, please contact your Institute as soon as possible to ensure that the necessary reports are made to the responsible insurance company and the administrative institute for statutory accident insurance and prevention (Berufsgenossenschaft/BG), and that any necessary help and support can be organised.
5. Information on accident insurance is available online under www.vbg.de.
6. You should also inform the personnel officer in your Institute if you believe that you have developed an **occupational illness**. He or she will help you to submit the necessary reports to the institute for statutory accident insurance and prevention (Berufsgenossenschaft/BG).
7. Should you be exposed to particular climatic and health demands during a research stay abroad that lasts at least 3 months per year (sum total of all visits per year!), you are legally required by principle **G 35** of the BG principles for occupational health monitoring to undergo a **preventive medical examination** by an authorized physician as well as any necessary follow-up examinations. These examinations and all necessary vaccinations are of course free of charge to you. Please ask the personnel officer in your Institute for further information on this medical check-up and, for the sake of your health, be sure to take advantage of these examinations. The legal basis for these arrangements is found in BGV accident prevention provision A4 "Preventive Occupational Healthcare" in conjunction with BGI 904-35 "Selection Criteria for Special Preventive Occupational Healthcare" pursuant to principle **G 35** (BGI 504-35) of the BG principles for occupational health monitoring, which can be consulted in your personnel office.

Should you have any questions regarding issues that the Institute cannot answer fully or at all, please feel free to contact your responsible personnel officer in the Joint Administration.

Berlin, 19.10.2020

Forschungsverbund Berlin e.V.
HR department