

Nursing periods for relatives

To improve the compatibility of family, care and work, there are currently various ways to support people caring for a relative, which gives them the opportunity for more flexibility and individuality in their care.

There is a distinction in three areas:

- Short-term absence from work (up to 10 working days per year)
- Care leave (up to 6 months)
- Family care leave (up to 24 months)

1. Short-term absence from work

It is possible to apply for a short-term leave of absence from work for up to 10 working days per year to organize an acute need of care of a close relative.

The following are considered close relatives:

- Grandparents, parents, parents-in-law, step-parents
- Spouses, life partners, partners in co-habitation, siblings, spouses of siblings and siblings of spouses, life partners of siblings and siblings of life partners
- children (biological, adopted or fostered) as well as the (biological, adopted or fostered) children, of a spouse or civil partner, children-in-law and grandchildren.

You will not receive continued pay during your short-term absence, but you are entitled to care support allowance (paid by the close relative's care insurance).

Short-term absence of up to ten working days does not have to be taken consecutively. It may be permissible to take days off work if this does not conflict with company circumstances.

A medical certificate must be submitted stating the necessity of care for the close relative as well as the measures needed to organize appropriate care for a close relative in need of acute care or to ensure nursing care during this time.

2. Long-term care leave

You have the additional option of taking unpaid care leave of up to 6 months to care for a close relative at home or a minor close relative in need of care outside your home.

Care leave must be announced in writing at least 10 working days in advance. Please discuss this with your supervisor first, and then send an email to your supervisor, copying in your HR contact person as well as payroll@payback.group.

A certificate from the nursing insurance fund or the medical service of the health insurance company must be submitted. This certificate must include details of the planned duration and scope of the intended leave of absence. In case of a partial leave of absence, a mutual written agreement must be reached on how the working hours are to be reduced and distributed.

In the last phase of a relative's life, you can take up to 3 months off work. This also applies if the relative is in hospice care. A medical certificate must be provided for this.

For these periods, it is possible to apply for an interest-free loan from the Federal Office of Family Affairs and Civil Society Functions.

3. Family care leave

You are entitled to reduce your working hours to at least 15 hours per week for a limited period of up to 24 months to care for a close relative at home or a minor close relative in need of care outside the home. Please contact HR to make a written agreement.

It is also possible to apply for an interest-free loan from the Federal Office of Family Affairs and Civil Society Functions.

You can find detailed information here: <https://www.wege-zur-pflege.de/start>

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