

Instructions for filling out the certificate of employment

The certificate of employment is a document for the issuance of which the employer at the request of the Employment Agency

pursuant to § 57 of the Second Book of the Social Code (SGB II). This is true even if there is still a labour court proceedings. In principle, the certificate of employment must be issued to the employee employees. The employee himself or herself may not make any statements on the certificate.

Make entries.

In order to avoid unnecessary queries and associated delays, please make sure that

- the printout of the employment certificate is complete,
- all questions have been answered comprehensively and
- the certificate of employment is stamped with the company stamp and signature of the employer.

With regard to the documentary character of the certificate of employment, the individual pages and also to attach the company stamp to each of the three pages of the certificate. provide.

Re 5.: Benefits in connection with the termination of the employment or home working relationship

- 5.1** Such benefits are, in particular, **remuneration** beyond the end of the employment relationship **compensation for leave** and **severance payments, compensation or similar benefits** due to the termination of employment or home work as well as **early retirement benefits**.

Example: There are still labour court proceedings pending; the employment relationship has ended, but not the employment relationship.

Note: If you have ticked "uncertain", the sending of a corrected Certificate of employment requested in due course.

- 5.2** **remuneration** beyond the end of the employment relationship, for example, is also payable in the case of a Redetermination of the end of the employment relationship by judgment/settlement with remuneration claim

- 5.3** **Compensation in lieu of annual leave:** When determining the period for which compensation in lieu of annual leave was granted, the following must be taken into account: observe the relevant provisions of the employment contract (e.g. five-day week). Public holidays that fall on a working day are to be counted as vacation days.

- 5.4** **Severance payments, compensation and similar** benefits include, for example, a employer for the employee or increased private (pension) Insurance or company pension scheme, top-up amounts and benefits in kind. None Dismissal compensation includes, for example, arrears of wages, loyalty bonuses, anniversary bonuses or value credits pursuant to § 7.1a of the Fourth Book of the Code of Social Law due to the premature termination of the Employment relationship.

The name and legal basis of the donation are irrelevant, by whom (e.g. a third party) whether it is paid directly to the employee or via

a third party in his/her favor or whether it is paid in installments or a sum. For the Membership of the same business/company is to be based on the principles in case of doubt, according to which, when determining the notice period, employment relationships of the same company/company

(see Section 622 of the Civil Code or the relevant (collectively) regulation).

When receiving benefits under SGB II, the employee's claims arise remuneration, severance pay, compensation or similar benefit against the employer on the basis of the Jobcenter .

- 5.5 Information is required here if you pay **an early retirement benefit**. To the specific designation "Early retirement benefit" does not matter. The decisive factor is the agreement with the employee employee that he/she retires from working life. Are you in contact with the employee employees agree that he/she will continue his/her working life, please pay for the payments under section 5.4 (Severance pay and others).

Re 6.: Information on the notice period

- 6.1 Information can only be dispensed with here if an apprenticeship relationship is linked to the final examination
. All information refers to dismissals by the employer/client/
Intermediate master.
- 6.2 The answer to the question is "yes" if the ordinary termination is legal, according to works agreement or individual contract (contractual basis, if applicable)
).

Examples: An exclusion for an unlimited period of time may exist if the employee employees under the collective agreement because of their age and long service can no longer be terminated with notice and the collective agreement does not provide for any exemption (e.g. dismissal in the event of a social plan) that applies to the employee and his/her last job.

For example, the ordinary termination of works council members, staff council members, severely disabled people, during parental leave or maternity leave. If the termination is carried out with official approval (for example, in the case of severely disabled persons in accordance with § 85 of the Ninth Book of the Social Code), please indicate this

on a separate sheet. An entitlement to dismissal with notice for important reasons
The reason may be given in cases of a business closure.

- 6.3 **Example:** Ordinary termination is only possible if a social plan exists if it exceeds the payment of a severance payment. An entitlement to dismissal with notice for important reasons
The reason may be given in cases of a business closure.

Re 7.: Company stamp and signature

Please confirm your details with company stamp, date and signature. With the signature of the employer, also explains the observance of these instructions .