

Copy for the Department of Human Resources

An die
Zentrale Universitätsverwaltung
- Referat P ...
Schlossplatz 4
91054 Erlangen

zurück

Information for employees regarding the end of the employment contract

With regard to the end of your employment contract, we wish to inform you of the following:

Employees must look for new employment themselves in good time before their employment contract expires [Section 2 (5)(2) SGB III (German Social Security Code III)].

Furthermore, employees whose employment contract is soon to expire must register as looking for work with the Federal Employment Agency (Bundesagentur für Arbeit) in person three months before expiration of the employment contract at the latest. If an employee is informed that their contract will be terminated less than three months before the date of termination, they must register as looking for work within three days of receiving this information. In order for the deadline according to Sentences 1 and 2 to be considered as having been respected, it is sufficient for the employee to provide the Federal Employment Agency with their personal details and the date on which the contract expires, provided that they arrange an appointment to register in person at a later date. Employees are still required to register even if the continuation of the employment contract can be asserted in court or if the employer informs them that there is a likelihood of the contract being extended [Section 38 (1) SGB III].

Registering with the Federal Employment Agency after the deadline will result in the entitlement to unemployment benefits being denied for a period of one week [Section 159 (6) SGB III].

I confirm that I have read and understood this information. Date.....

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Mr/Ms