

Translation by Wolfgang Freysinger – legally not binding!

The Medical University of Innsbruck, as a systemically important organization in the health care system, significantly contributes to overcoming the current crisis. Much flexibility is required to meet the complex requirements. To date, employees and students of the Medical University of Innsbruck have shown this in an exemplary manner.

Depending on the area of your work, there are a wide variety of requirements. This affects the extent to which your presence at the workplace is required in the medical-theoretical, clinical, or the central administrative field. Many of you have made use of our generous and pragmatic handling of presence and absence from the place of work, wherever operation of services permitted, like home-office, release from the presence at the place of work, or the so-called special care period (i.e. leave from work with continued payment of salary).

In view of the fact that the currently tense situation will probably continue, it is now necessary to make further considerations in order to ensure this flexibility in the future.

What's next?

For those **employees who work in indirect and direct patient care in connection with COVID-19**, the coming weeks are expected to be particularly challenging. For everyone else, the current situation remains largely unchanged.

Thus, we inform about the further procedure regarding presence and leave from the place of work as follows:

Reducing vacation, overtime and flextime backlogs

On 24 March 2020 the heads of organizational units were encouraged, especially in view of the considerable backlog of vacation, overtime and flextime backlogs that those employees,

- who are not acutely needed on site and
- cannot work from home, or
- for those whose suitable work for "Home Office" is slowly becoming exhausted,

to foster the consumption of holidays and time balances, especially from previous years. By the 2nd COVID-19 Measures Law it is now allowed that employees have to consume holiday and time credits at the request of the employer. We do not want to have to make use of this for the time being.

Therefore, you are now urgently called upon to balance time credits in these cases and to consume at least parts of your vacation. Please bear in mind that after having overcome the crisis, many things will have to be dealt with, possibly in a compressed manner, which will consequently require the highest possible work capacities. It will therefore not be possible to meet holiday and time compensation requests for summer and autumn to the usual extent.

The use of holidays and time credits under these circumstances should also be seen as an act of fairness towards those colleagues who, due to the current Covid-19 crisis, are faced with an extraordinary workload and who cannot go on holiday or to the home office.

"Home Office" / release from attendance

If, in exceptional cases, it should nevertheless still be necessary to work from home or to be released from being present at the place of work (i.e. backup teams), the authorizations granted to date in this connection are hereby extended in general until 13 April 2020, unless there is an acute need for on-site presence work.

Child care

As it is currently not possible to foresee when kindergartens and schools will resume regular operations, the period during which the up to three-week period of incapacity to work with continued remuneration can be claimed will be extended until 31 May 2020, in line with the "COVID-19 special care period". This means that if, for example, you have so far only taken advantage of one week of this so-called special care time, you have another two weeks left, which you can apply for as before (for part-time employees this is a proportionate amount).

Hints: Please note the application procedure and the corresponding general conditions under which "Home Office", release from attendance, as well as absence from work with continued remuneration due to childcare obligations are possible. As you know, you may find a summary of this on the homepage of the Personnel Department.

Based on a recent letter from Federal Minister Faßmann, I would also like to remind you that "the research is to be continued as far as the local situation allows".

Perhaps the current crisis also reminds some of you that the Medical University of Innsbruck is a secure employer where no one has to fear dramatic social or financial losses in difficult times.

End of translated text.