

Conversion Agreement

Surname, first name

Personnel number

Company

The employee wishes to convert, as of 1st January 2025, the following, not yet due remuneration elements, in favour of a contribution to his/her Compensatory Time Account, until further notice: (Please tick/complete)

..... % of the current monthly **gross salary** (max. 10%, minimum amount € 20 / max. 20%) for employees, who have reached the age of 50* (in 2024 from year of birth 1974))

..... % of the payout amount of the yearly **target variable**

The employee has noted the supplementary regulations on the reverse and the "Information on capital investment within the framework of the Compensatory Time Account for Vivonic GmbH".

Place, date

Signature of employee

Place, date

Signature of employer/Payroll Management

Please submit the agreement to the person responsible at Payroll Management by 31st October 2024.

Processing note: _____
(to be completed by Payroll Management)

* The age in the year of conversion is decisive here.

Other regulations for the conversion of time or remuneration elements

1. The conversion of remuneration elements can reduce claims within the statutory social insurance branches; in particular, by converting remuneration, the assessment basis for sickness benefit with respect to Section 44 SGB (Social Security Code) V is reduced. The conversion of remuneration elements can lead to shortfalls in the relevant contribution assessment limits in the statutory health insurance and subsequently to compulsory insurance in the statutory health insurance. In such cases, conversion will initially be suspended by the employer and the further procedure will be clarified with the employee.
2. If a conversion is not possible in full, the time or remuneration element in the amount of the claim that has actually arisen or is convertible in accordance with the guideline will be converted.
3. During time periods without continued remuneration (e.g. incapacity for work), or if the time element - regardless of whether it has been transferred to the Compensatory Time Account - cannot be used, or in the case of leave of absence as part of early retirement within the meaning of the guideline Compensatory Time Account, conversion of money and time elements is excluded.
4. With respect to use of the converted time/or remuneration elements, as well as all other regulations relating to the Compensatory Time Account, only the provisions of the guideline "Langzeitkonten" currently applicable to the employer, together with all annexes and any supplementary (company-wide) works agreements, are decisive.
5. If the credit balance on the Compensatory Time Account of the employee is sufficient to finance an early retirement up to the standard retirement age on the basis of a monthly gross salary that corresponds to the average monthly wage of the 12 calendar months immediately preceding the leave of absence within the meaning of Section 7 (1a) SGB (Social Security Code) IV, no conversion will take place or existing conversion agreements will be stopped. In the event of termination of the employment relationship, no further contribution of money or time modules to the Compensatory Time Account is possible from the date of receipt of the notice of termination by the other contracting party or from the date of any other termination agreement (e.g. conclusion of a termination agreement).
6. By signing this conversion agreement, the employee expressly acknowledges the service agreement concluded between the employer and the administrator (Höchster Pensions Benefits Services GmbH) for the administration of Compensatory Time Accounts (in their currently applicable version together with their attachments). The service agreement and its attachments can be viewed by contacting the HR department.
7. The credit resulting from the converted salary or time elements on the Compensatory Time Account, including the employer's share of the total social security contribution contained therein, is appropriately managed with the help of a trustee, Allianz Treuhand GmbH, via conclusion of a "trustee agreement to secure credit balances from Compensatory Time Accounts" in a suitable manner, with respect to Section 7e SGB (Social Security Code) IV secured against insolvency. The trust agreement can be viewed at any time in the HR department.
8. Personal and other data, as well as the data required to manage and invoice the credit on the compensatory time account in the event of insolvency are collected, processed, and used by the administrator in accordance with the provisions of the guideline. In the event of the company's insolvency, the administrator is entitled to make this data available to the trustee for the purposes of accounting and payment of the credit to the employee.
9. When managing/invoicing the contractual security, the responsible body is bound by the provisions of the Federal Data Protection Act and is obliged to treat the personal data of the employee, which is automatically processed to fulfil their obligations under the trust agreement, confidentially.