

Information for Executive Staff

Your contract with Fresenius will continue during your **leave of absence**. During this time you will receive your leave of absence salary. What else you do you need to know about leave of absence:

Is there a time limit on leave of absence?

Leave of absence for a **break** can last up to a maximum of 3 months. In cases of leave of absence for **care**, it is 6 months. Leave of absence for **early retirement** is possible for up to a maximum of 36 months.

Can you take several leaves of absence consecutively?

You can use your time credit for multiple leaves of absence. For this the minimum time interval between the two leaves of absence must be observed. There must be at least 36 months between two breaks. If it is a break for further professional development, the interval between a further leave of absence is 12 months.

The following benefits are not affected by leave of absence:

- Long-service award
- Company pension scheme
- Kindergarten allowance

The following benefits are proportionately reduced by months of leave of absence:

- Christmas bonus
- Holiday entitlement

These benefits cease to apply during leave of absence:

- Special payments for the sales force (e.g. DSL subsidy)

What effect does leave of absence have on the target variable?

If the leave of absence lasts only a few months, you should agree on how to handle the target variable directly with your manager. If the leave of absence lasts for a full calendar year, no target variable will be paid for that year. During this time period you will only receive the agreed leave of absence salary.

Can you still convert your salary for retirement while you are on leave of absence?

Your previous salary conversion will continue unchanged, provided that the salary is also paid during leave of absence. You are responsible for making any changes or termination.

Can you still convert your salary to the Compensatory Time Account while you are on leave of absence?

If you take leave of absence for **early retirement**, conversion to your Compensatory Time account will stop when you apply for leave of absence.

In the event of leave of absence for **care** or a **break**, conversion to the Compensatory Time Account is suspended during the months of the leave of absence.

Do you take part in the salary review during leave of absence?

The agreed leave of absence salary does not change during leave of absence.

In the case of leave of absence for **care** or a **break**, attendance in a salary review will take place following the leave of absence.

Can you continue to use your company car during leave of absence?

Please speak to your HR department or your superior about this.

What happens if you fall ill while you are on leave of absence?

Illness does not interrupt leave of absence for **early retirement**. The agreed end of your leave of absence is not affected.

Leave of absence for **care** or a **break** is interrupted by illness. For this purpose, a medical certificate is required. The leave of absence ends on the day before the inability to work is determined and is resumed on the day of ability to work. The agreed end of your leave of absence is not affected.

What happens if you fall ill before the start of your leave of absence?

Your leave of absence begins on the first day of your ability to work. The agreed end of your leave of absence is not affected. If you fall ill for the entire duration of the agreed leave of absence, the leave of absence will not apply. In the case of leave of absence for **early retirement**, the employment contract will nevertheless end as planned at the end of the leave of absence. The existing credit balance of the Compensatory Time Account will be paid out to you.