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# Germany



# A3.1 Core Benefits

## Pension

### State Pension

Rentenversicherung is Germany's mandatory state pension plan. Participation is compulsory and paid via contributions from the employee's payroll to German social security, beginning with the employee's first payroll period. Contribution levels depend upon both the employee's income and the set contribution rate (currently 18.7%, of which Intralox pays half).

### Supplementary Pension

In addition to the state pension, Intralox Germany employees have the option to pay into the Direktversicherung, a voluntary supplementary pension scheme, up to approximately 4% of the Rentenversicherung. Additionally, 150 / yr. Intralox may contribute up to 50% of the employee's contributions to this scheme, with a maximum of €80 per month.

## Medical

### Statutory Health Insurance

All employees earning less than the income limit\* (Pflichtversichert) are insured under the statutory health insurance scheme, Gesetzliche Krankenversicherung (GKV), which covers doctor, hospital, and medication costs, as well as some aids.

Contributions range from 12% to 14% of the employee's annual salary, with employer and employee each contributing half of the premium.

\* Income limits are redefined every year by the Federal Ministry of Labour.

### Private Health Insurance

Employees who earn more than the income limit\* may voluntarily choose between the state national health insurance or a private health insurance scheme. Intralox contributes up to 50% of the employee's premium, not exceeding € 236,91 per month.

\* Income limits are redefined every year by the Federal Ministry of Labour.

## Accident Insurance

The BGHW gesetzliche Unfallversicherung covers the financial consequences of any employee accident directly related to work, including a disability benefit and insurance payment in case of death.

## Group Life Insurance

Please see the EMEA Benefits page for details here: [www.laitrambenefits.com/emea-benefits](http://www.laitrambenefits.com/emea-benefits)

# A3.3 Planned Time Off

## Holidays

January 1– December 31

### A3.3.1 Public Holidays

At the beginning of each calendar year, Intralox will publish a list of that year's public holiday observances. Although holidays may vary from year to year, the typical observances are:

- New Year's Day
- Epiphany (Baden-Wuerttemberg, Bavaria, Saxony-Anhalt)
- Good Friday
- Easter Monday
- Labour Day
- Ascension Day
- Whit Monday Corpus Christi ((Baden-Wuerttemberg, Bavaria, Hesse, North Rhine-W, Rhineland-P, Saarland and some areas in Thuringia and Saxony)
- Assumption (Saarland and some areas of Bavaria)
- German Unity Day
- Reformation Day (Brandenburg, Mecklenburg-WP, Saxony, Saxony Anhalt and some areas in Thuringia)



*Meet Modbot, your appendix guide*



## A3.3.2 Holidays

Every German employee is entitled to 20 statutory vacation days per year. Holiday hours are accrued during the calendar year from January–December and are calculated pro-rata for part-time employees, based upon the hours stated in their employment contract. All unused vacation days may be carried over to the following year.

Every Intralox Germany employee is entitled to 10 additional statutory vacation days. These are calculated pro-rata for part-time employees, based upon the hours stated in their employment contract.

All unused vacation days may be carried over to the following year.

## A3.3.4 Exceptional Leave Entitlement

### Maternity Leave

Congratulations on the pending arrival of your little one!

Intralox Germany employees are entitled to 14 weeks' statutory maternity leave: 6 weeks prior to birth and 8 weeks after. You are entitled to 18 weeks' leave in the event of a premature birth, multiple births, or if your child is found to have a disability.

During the maternity leave, you are entitled to maternity pay, paid jointly by Intralox and your health insurance fund, with your health insurer paying a set maternity allowance and Intralox covering the remainder. Your pay rate during maternity leave is calculated by averaging your compensation over the 13 weeks before the leave period begins. If you have worked fewer than 13 weeks at the time your leave begins, you will qualify for a payment from federal funds up to a modest upper limit.

You will continue to accrue vacation days during your maternity leave.

To qualify for maternity leave pay and establish the dates for your leave, please send a doctor's certificate with the baby's expected birth date to **HR.EU@Intralox.com**.

During the maternity leave Intralox will pay a salary compensation while the insurance will pay back the compensation payment directly to Intralox.



## Parental Leave

Any parent is entitled to take parental leave for a period of up to 36 months after the child's birth, up to 24 months of which may be taken between the child's 3rd birthday and the child's 8th birthday.

If you wish to take parental leave, please notify [HR.EU@intralox.com](mailto:HR.EU@intralox.com) at least 8 weeks in advance.

While on parental leave, your Intralox salary payment is stopped; you will instead receive payment from the statutory social instance, Elterngeldstelle. Compensation during parental leave (Elterngeld) will be calculated based upon your salary for the 12 months prior to your child's birth and will be paid in 2 to 12 monthly installments.

For every month of full-time parental leave taken, Intralox may deduct one twelfth of your annual leave entitlement, per Section 17 of the Federal Parental Pay and Parental Leave Act. This deduction does not apply if you are working part-time during parental leave.

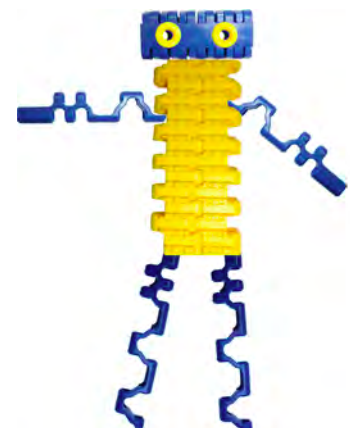
## Benefits After Resignation

When leaving Intralox due to resignation or the end of your contract, you are entitled to your salary up to the last day of the notice period. All benefits received as part of your employment with Intralox terminate the first day after your employment ends.

If you received a permanent travel advance during your employment, that amount will be deducted from your last salary payment.

Any untaken accrued vacation days will be paid out in the first payroll after the month of your formal end date.

If there is a commission entitlement, this will be paid as soon as the amount is formally communicated to payroll.





# A4.1 At Work

## A4.1.2 Sickness

You will receive full salary during the first 6 weeks of continuous sick leave, provided that your employment has been longer than 4 weeks prior to the first day of illness. If your employment began within 4 weeks of illness onset, your salary will be paid based on actual worked days.

To qualify for sick pay, you must present a doctor's medical certificate, including diagnosis, no later than the fourth day of sickness to **HR.EU@Intralox.com** and **payroll.germany@intralox.com** and must send a copy to your health insurance.

After 6 continuous weeks of sick leave, your health insurance will take over your salary payment in an amount to be calculated by your health insurance.

You will continue to accrue vacation during sick leave.