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Last name, first name

.....
Employing institution

Universität Freiburg
-Personaldezernat-
Subject: or
Mr./Ms.
Fahnenbergplatz
79085 Freiburg

Instructions on the course of action in case of disability caused by a third party

I have been informed that acc. to § 6 Entgeltfortzahlungsgesetz (Continued Remuneration Law) I am obliged to proceed as follows in case of disability caused by a third party (e.g. as a result of a traffic accident)

- to immediately inform the employer of the circumstances leading to the disability,
- to give the details required for the enforcement of the damage claim,
- to refrain from disposing of claims for damages due to disability.

The employer has the right to refuse the payment of sick pay and other benefits if the employee impedes the transfer of a damage claim against a third party to the employer, unless the employee is not responsible for the breach of this obligation according to § 6 Entgeltfortzahlungsgesetz.

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Date

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Signature of the employee