Circular No. 18/2021
(Remote) Work and childcare during lockdown
(1/25/2021 – 2/14/2021)

Dear Sir or Madam,

This Circular informs you about the updated regulations regarding remote and on-site work as well as childcare.

**Working hours when working remotely and release from work obligations**

Working from home should be the preferred option for University employees who are not required to work on-site due to operational or scientific exigencies as long as their day-to-day work can be performed remotely. Employees who cannot work from home must comply with the applicable protection measures.

If because of the pandemic employees are unable (even in part) to work both from home and on University premises, those employees must be released from the corresponding work obligations. Please provide the relevant Human Resources department with their names accordingly. However, employees are not thereby placed on vacation leave once accrued overtime has been used and must be prepared to resume work immediately if needed.

Where daily tasks are carried out from home in part or fully, no less than the agreed contract working hours must be credited. The same applies to daily work performed in part on-site. Time spent commuting between home and work is not considered working time.
Please see the University website’s coronavirus-related sections aimed at employees for details on the aforementioned regulations on *offsetting hours worked beyond the agreed contract hours* (paid overtime and non-paid overtime, surplus flextime).

[https://www.uni-bonn.de/the-university/coronavirus-information/information-for-employees?set_language=en](https://www.uni-bonn.de/the-university/coronavirus-information/information-for-employees?set_language=en)

**Childcare**

The government allows ten additional days per parent (twenty for single parents) of so-called expanded child sick payments as per § 45 German Social Security Code V (SGB V) to ensure necessary childcare. A comparable regulation for privately-insured employees and civil servants has been put in place. Further information is published and kept updated for employees on the sites dedicated to corona:

[https://www.uni-bonn.de/the-university/coronavirus-information/information-for-employees?set_language=en](https://www.uni-bonn.de/the-university/coronavirus-information/information-for-employees?set_language=en)

Further information on regulations applicable between 01/25/2021 and 02/14/2021 is available on the *coronavirus-related sections* of the University website.

Sincerely,

signed Professor Dr. Dr. h. c. Michael Hoch

Rector

Holger Gottschalk

Provost