

### Announcement of inability to work:

First an employee informs the office manger about the inability to work. For this the employee needs to hand in a sick certificate. Subsequently the form "Inability to work" will be filled in by the office manager and signed by the professor. This form is then send to the personnel department. After the recurrence of the employee, the office manager fills in the form "Commencement of duties" and sends it to the personnel office.

If this form does not appear, the personnel department will contact the office manager for further information.