Heraeus

InfoGuide for Students

Key Contacts

Medical Service
-5603
betriebsarzt@heraeus.com

Social Counseling
-3205
sozialberatung@heraeus.com

IT-Service
-7777
It-servicedesk@heraeus.com

Hrdirekt
-4477
hrdirekt@heraeus.com

Reporting Sick

➢ **Report sick by 9:00 a.m.** to the responsible supervisor

➢ A **certificate of incapacity for work (AU)** is required **from the third day of illness.**

➢ **You can register sick leave via Heraeus Touch –** simply search for **"Incapacity to work."**

Working Hours – Working Students

➢ **Working student status is lost** as soon as you work **more than 20 hours per week** during the *lecture period* **– even if this limit is exceeded only once.**

➢ After that, you are **required to pay social security contributions in all branches of social security** until the end of your contract.

➢ **It is not possible to return to working student status.**

	INTERNSHIP	THESIS	WORKING STUDENT
Compensation	**Mandatory internship** • Bachelor: 850€/ month • Master: 1100€/ month **Voluntary Internship** • Minimum wage	Bachelor: 850€/ month Master: 1100€/ month	Based on the IG BCE collective agreement (payment in the following month)
Working hours	37.5 hours per week (full-time)	Upon agreement	Max. 20 hours per week during semester Up to 37.5 hours per week during lecture-free periods
Time recording	On the time clock in the operations building	Own, manual time recording for self-monitoring (daily working time not exceeding 10 hours)	On the time clock in the operations building
Break regulations	Statutory break times (no clocking out for breaks necessary)	Statutory break times (no clocking out for breaks necessary)	Statutory break times (no clocking out for breaks necessary)
Vacation	**Mandatory internship** • no entitlement **Voluntary internship** • Propotional statutory vacation entitlement	None	Proportional statutory vacation entitlement (20 days)
Time credit	Max. ± 30 hours balance possible	None	All hours worked are paid out in the following month On the 1st of each month, the balance account is set to „0"
Hiring times	Only on the 1st or 15th of a month Student certificate for the entire period must be available	Only on the 1st or 15th of a month	Only on the 1st or 15th of a month contract is initially limited to 1 year (possibly shorter), max. 2 years without interruption within a company