

# Here is how you can best support your employment agency!

Any obligations relating to registration, cooperation and notification must be observed.



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# Excerpt from the reporting obligation, the obligation to cooperate and notification requirement

## Absence (holiday)

- Requires approval from your employment agency
- May not make professional integration more difficult
- Not possible during training measures
- Application/approval only possible one week before the planned trip

## Incapacity to work

- Immediate reporting to your employment agency
- Immediate submission of a medical certificate (sick note) concerning the incapacity to work and its expected duration (within max. 3 days)

## Taking up employment

- When taking up employment subject to compulsory insurance, your employment agency must be informed immediately
- Information required for de-registration
- Date on which employment is taken up
- For temporary work, the expected end date
- Occupation
- Employer

## Moving

- Prompt notification of the upcoming move by one week before the moving date at the latest
- Notification of your new address

## Secondary employment (mini job)

- When taking up secondary employment, your employment agency must be informed immediately
- The secondary employment may not make professional integration more difficult
- The secondary employment must be for less than 15 hours per week, the allowance is 165 euros

## Proposed placement (job vacancy)

- A proposed placement is sent to the employee and to the employer
- The employee applies promptly, i.e. by the third day after receiving the job vacancy in proposed placements at the latest

## Further reporting requirements for the employment service

- Pregnancy (expected delivery date for calculation of the maternity leave break)
- Other restrictions for the employment service

## Measures at an employer (work trials)

- Requires approval from your employment agency
- Approval must be obtained before the beginning of the work trial, please call the service centre immediately
- Financial benefits from the employer are excluded

## Contact details

Telephone: 0800 4 55 55 00  
Online: Your mailbox on the  
JOBBÖRSE or via eServices  
at [www.arbeitsagentur.de](http://www.arbeitsagentur.de)

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