



Information sheet on progressive reintegration (SWE) for employees - as of January 2024*

What is a SWE, also known as the "Hamburg Model"?

Your doctor will draw up a reintegration plan so that you can slowly return to work after a long period of illness. This involves gradually increasing your working hours and workload over a defined period of time.

During the SWE, you will remain on sick leave and will not receive any pay. Instead, you will receive income replacement benefits depending on the rehabilitation provider, e.g. sickness benefit from the health insurance fund or transitional allowance from the pension insurance fund.

Is a SWE the same as a BEM?

No, in occupational reintegration management (BEM), you work together with the reintegration team to find solutions to overcome an existing incapacity for work, prevent renewed incapacity for work and maintain the job (§167 SGB IX *German Social Code*). SWE is one of the possible measures that can be considered.

We are here to advise you on SWE and other options in a personal consultation. The BEM is confidential. You can do this as a preventative measure or in connection with prolonged incapacity to work. Please send your request for a consultation to bem@mailbox.tu-dresden.de.

Is there a "typical" reintegration plan?

No, your doctor will note in the reintegration plan how many hours a day you are allowed to work and for how long, depending on your individual health status. If you work full-time, your working hours could, for example, be two hours a day for the first two weeks, then four, and finally six hours.

If you work part-time, please make sure that your doctor chooses a correspondingly lower gradation. Your doctor can also exclude certain work activities. We will be happy to help you prepare for the consultation with your doctor in the BEM.

Who has to give their consent to the SWE and what deadlines have to be observed?

Your doctor will provide you with your reintegration plan with a sufficient time buffer so that 1.) Your supervisor, 2.) the Directorate Personnel and 3.) Your responsible reintegration provider can be involved in good time. Submit the original with all copies to your supervisor approx. two weeks before the planned start of your SWE. You will receive it back by mail from the Directorate Personnel. In the end, send the copies to the relevant office for your responsible reintegration provider. Once all parties involved have agreed, the process may begin.

At the beginning of your SWE, you and your supervisor agree on reduced work tasks and working hours in accordance with your step-by-step plan.

Are you allowed to interrupt your SWE?

Yes, you are permitted to interrupt your SWE for a maximum of seven calendar days for health reasons (e.g. flu-like infection) or for operational reasons (e.g. annual closure period). Your supervisor must be informed of any interruptions. In the event of longer interruptions, the SWE will be considered terminated.

As you must be unfit for work at all times before and during the SWE, you are not entitled to any vacation during this time.

Are you allowed to change, extend or terminate your SWE?

Yes, if necessary, you can apply for a change to the plan or an extension after consultation with your doctor. Both the employer and the reintegration provider must agree to the modified reintegration plan.

You are allowed to terminate your SWE at any time without giving reasons. Inform your supervisor and your responsible reintegration provider about this. Ensure that you submit complete reports of inability to work.

What should I be aware of at the end of SWE?

If you are able to perform your work again to the contractually agreed extent in terms of time and content, your SWE will end. As a rule, this happens in accordance with the step-by-step plan (or prematurely).

You must inform your supervisor about the end of your inability to work and send an email to arbeitsunfaehigkeit@tu-dresden.de. This will ensure that the information will be reported to the State Office for Taxes and Finance (LSF) and that you will once again receive your salary.

Do you have any further questions about SWE or the BEM?

We have compiled additional information for you on the website www.tud.de/bem. We would be happy to advise you in a personal consultation. Please send your request for a consultation to bem@mailbox.tu-dresden.de.