



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

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

SWE means that your employee agrees a gradual return-to-work plan with their doctor following a long-term illness. This involves gradually increasing your employees' working hours and workload over a set period of time. The doctor can also exclude certain work activities. During the SWE, staff will remain on sick leave and will not receive any pay by the employer.

Is a SWE the same as a BEM?

No, in occupational reintegration management (BEM), your employee works together with the reintegration team to find solutions to overcome an existing inability to 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.

Please ask your employees to seek advice from the BEM regarding SWE and other options. The BEM is confidential. Staff can do this as a preventative measure or in connection with a long-term inability to work. Your employee should send their appointment request to bem@mailbox.tu-dresden.de.

What must be observed with regard to data protection?

All personal and health data that you become aware of as part of the BEM (or otherwise) must be kept confidential and not disclosed to unauthorized persons (§203 StGB *German Criminal Code*). Keep all relevant documents in a safe place so that they cannot be accessed by third parties. The release from confidentiality can only be submitted in writing by the person concerned for a specific person and purpose.

How can you as a supervisor get involved in a SWE?

1) BEFORE

Employers may only refuse a SWE in exceptional cases, e.g. due to health or safety risks. If you approve the SWE, sign the original and send it to Directorate 2 approx. ten days before the planned start of the SWE. Your employee will have it returned by post and will then obtain approval from their responsible reintegration provider (e.g. health insurance provider) before the SWE can begin.

If you have any concerns about the approval of the SWE, please contact Directorate 2 and, if necessary, the Occupational Health Services at gesundheitsdienst@tu-dresden.de.

2) BEGINNING

When your employee returns to work following a longer period of illness, we recommend that you conduct a return-to-work meeting. Inform your employee about new developments at the workplace during their absence. Ask your employee about any restrictions and possible support requirements.

Agree on work tasks and working hours according to a step-by-step plan. Instruct your employees to avoid overtime. If the reintegration plan excludes certain work activities, e.g. no lifting/carrying of any more than 5 kg, instruct your employee to strictly adhere to these health requirements. Arrange how you would like your employee to carry out the work instead.

3) DURING THE PROCESS

Accompany your employee during the SWE with regular meetings at agreed times. Ask how your employee is feeling. Provide regular feedback on successes. If necessary, it is important to adapt to the workload in good time.

Is your employee insured against accidents during the SWE?

Yes. If your employee gets injured during the reintegration process, they will be insured by Unfallkasse Sachsen like any other employee.

Is your employee allowed to interrupt the SWE?

Yes, your employee is permitted to interrupt their 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 employee should inform you as their supervisor of any interruptions. In the event of longer interruptions, the SWE will be considered terminated.

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

Is your employee allowed to change, extent or terminate the SWE?

Yes, if necessary, your employee can request a change to the step-by-step plan or an extension after consultation with their doctor. The employer and rehabilitation provider must give their consent again.

Your employee can terminate the SWE at any time without giving reasons.

4) AFTER

Sometimes there are restrictions and support needed beyond the end of the SWE. Stay in contact with your employee so that they can make the best possible use of their performance and follow up on any measures.

Also pay attention to the entire team. Inform your supervisor and the Directorate Personnel of any increased personnel resources that may result from ongoing health restrictions.

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.