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## Checklist for sudden, urgent need for care

### Guiding principle of the Caregiver Leave Act (PflegeZG §2):

*„Close relatives<sup>1</sup> can stay away from work for up to ten working days in order to organise appropriate care in a care situation occurring at short notice or to ensure the provision of longterm care in this time. A wage compensation benefit – the carer’s grant – is proposed for this time, limited to up to ten working days.“*The so-called "caregiver leave act" can be claimed annually for each person in need of care.

### What should I do for sudden, urgent nursing-care needs?

1. You must immediately, i.e. without undue delay, contact your supervisor/superior and notify them that you are unable to come to work because of a sudden and urgent need for care provision. Your supervisor/superior passes the information to the personnel management.
2. If you are, during working hours, called away because of sudden and urgent need for care, notify your supervisor/superior that you have to leave work.
3. In so doing, you must make reference to the German Caregiver Leave Act (PflegeZG). Your supervisor/superior is usually the person to contact within your department when calling in sick.
4. You can take up to ten consecutive days off as caregiver leave. Your supervisor/superior is obliged to grant this unpaid leave, i.e. they cannot refuse it.
5. Wage compensation benefit. What is new is that you now have a claim to a carer’s grant for a person in need of care, limited to a total of ten working days. You can apply for this from your relative’s long-term care insurance fund.

### What needs to be done afterwards?

Proof must be provided that a situation constitutes a sudden and urgent need for care. Because of the suddenness and urgency of the care situation, a medical certificate or a written explanation of the situation’s sudden and urgent nature may be provided afterwards. Likewise, the supervisor’s/superior’s written notification to Personnel Management may be submitted later, going through the official channels (cf. § 2 Pflegezeitgesetz; § 44a SGB XI).

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<sup>1</sup> According to §7 PflegeZG, the following groups of persons are considered close relatives: grandparents, parents, parents-in-law, step-parents, spouses, life partners, partners in a civil partnership or cohabiting partners, siblings, brothers-in-law and sisters-in-law, children, adopted or foster children, adopted or foster children of the spouse or life partner, stepchildren and grandchildren