

Enterprise (name, address)	Tel:
	Fax:
	Email:

Employer's Certificate

for Compensation for Loss of Earnings in Accordance with Section 6 (1) of the German Benefit Payment and Dependents Maintenance Act (*Unterhaltssicherungsgesetz – USG*)

1	Details on the Employee				
	Mr/Mrs				
	Family name	First name	Date of birth		
	Postal code, town	Street, house number			
	Pension insurance number	Pension insurance institute			
<p>is an employee of my enterprise. He/she has informed me that he/she intends to apply for compensation for loss of earnings in accordance with Section 6 (1) of USG.</p> <p>For this purpose, as an employer who is not part of the public service, I provide the following information:</p>					
2	Details on the Employment Relationship				
	<p>The employment contract</p> <table border="1"> <tr> <td>is of indefinite duration <input type="checkbox"/></td> <td>is for a fixed term until (date)</td> <td>has been terminated by (date)</td> </tr> </table>			is of indefinite duration <input type="checkbox"/>	is for a fixed term until (date)
is of indefinite duration <input type="checkbox"/>	is for a fixed term until (date)	has been terminated by (date)			
3	Details on the Discontinued Salary Payment				
	Explanation:				
	<ol style="list-style-type: none"> If the military service takes longer than a month, please state the discontinued salary payment separately by the relevant calendar months. The net amount means: after deduction of taxes from your income (payroll tax, including church tax), of the solidarity surcharge and of the employee's contributions to the statutory social and unemployment insurance 				
	<input type="checkbox"/>	I am paying salary to my employee during reserve duty			
	Exercise period (from – to)	Month	Net amount in €	Gross amount in €	
<input type="checkbox"/>	During reserve duty, my employee will lose the following salary payments				
Exercise period (from – to)	Month	Net loss of earnings in €	Gross loss of earnings in €		

I have observed the explanations on page 2.
I hereby confirm the completeness and accuracy of the above information.

Date, signature

Enterprise stamp

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Explanations on the Employer's Certificate

If an employee who is called on to perform reserve duty (exercises, special foreign assignments, relief assignments in Germany or abroad, indefinite military service in a state of tension or defence) is eligible for the compensation for loss of earnings because his/her employment relationship is in abeyance during the military service, this will mean that the employer is exempted from his/her obligation to pay the salary during this period unless he/she is obliged to continue the payment of salary on grounds of specific statutory, collective bargaining or other employment contract provisions (e.g. as an employer in the public service).

Your employee will be compensated for the salary payment lost as a consequence of the reserve duty in accordance with Section 6 of the German Benefit Payment and Dependents Maintenance Act (*Unterhaltssicherungsgesetz – USG*). For this purpose, the Federal Office of Bundeswehr Personnel Management (*Bundesamt für das Personalmanagement der Bundeswehr*) needs the following information from you:

1. The amount of the gross salary payment that your employee loses for the period of military service.

This gross salary payment is to include special allowances that you pay your employee in addition to the salary payment (e.g. Christmas allowance, additional monthly salary). They are to be included into the gross salary paid during the month in which your employee receives the special allowance. The amount of the inclusion of the allowance will be determined proportionally by the number of reserve duty days served in the respective month.

The certified gross salary payment will be notified to the relevant pension insurance of the person serving reserve duty.

2. The net amount that results from the reduction by the statutory deductions from the gross salary payment.

This is the net amount that the person serving reserve duty will receive as a compensation for his/her loss of earnings.

In order to ensure compensation for loss of earnings in timely manner, the employer's certificate is to be submitted to the Federal Office of Bundeswehr Personnel Management, Section PA 1.2, before the start of duty.

Your obligation to provide information is based on Section 26 (3) of USG. For further questions, please contact the Federal Office of Bundeswehr Personnel Management under the following address:

**Bundesamt für das Personalmanagement
der Bundeswehr
Unterhaltssicherung
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40410 Düsseldorf
Federal Republic of Germany**

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