



Dear colleagues,

With our summer newsletter, we would like to inform you about a number of topics and take the opportunity to wish you a wonderful summer and vacation time.

We have prepared the following information for you: Summer heat in the workplace, the daily work of the Staff Council, incapacity for work because of sickness and the 3-day rule, PhD at FH, further and continuing education, educational leave and the university's representatives.

There has been a change in the Youth and Trainee Representation (JAV). Marike Behrends has passed her final examination to become a chemical laboratory technician and has found a new position outside the university. We congratulate her warmly. Marie Rohns will continue to be the special contact person for trainees and young employees as well as for volunteers.

We wish our President Prof. Dr. Gerhard Kreutz all the best for his retirement!

Your Staff Council
Matthias Schoof, Angelika Friedrich, Matthias Luczak, Sylke Ahring, Heidrun von Varel,
Karin Hellmerichs, Christine Dauelsberg, Arne Daniel und Ingolf Breyer

Summer
heat
at work

Every year...
... “heat at the workplace” becomes a challenge for us. What measures can we take ourselves and, if necessary, in consultation with our superiors in the workplace? Ventilate well in the morning and block out the heat afterwards, close existing blinds, work during the cooler hours if possible, wear breathable clothing and drink more than usual - but not too cold drinks. Where possible, move to cooler rooms, even during the day if necessary. If the temperature at your workplace reaches the 30°C mark during the day, speak to our safety engineer [Dietmar Bloem](#) together with your superiors to initiate further measures. However, there is no such thing as a school-style heat-free day at work. [\[more ...\]](#)

The day-to-day work of the Staff Council....

.... is very diverse. One task of the staff council is co-determination in the classification of jobs, see Lower Saxony Staff Representation Act §65 Paragraph 2 No. 2 (of 22 numbers). The classification of jobs, i.e. the determination of the level of pay, by applying the collective agreement TV-L takes place again and again, especially in the case of new jobs or the assignment of other tasks. In order to provide colleagues with the best possible support, we have already undergone a number of training courses on the subject of classification in accordance with the TV-L collective agreement. Feel free to contact us with any questions you may have: 04921 807-1733 or personalrat@hs-emden-leer.de.



Bless you!

Save the Date
Staff meeting on
Nov. 12 2025 at 10am.

If we do fall ill, please note the following. On the first day of incapacity for work, we are obliged to inform the employer - and supervisor - immediately of the incapacity for work and its expected duration. As a rule, this sick note must be submitted by the normal start of work. Our [eAU portal](#) is a quick and easy way to do this.

We require a medical certificate of incapacity for work (AU for short) from a doctor for submission or notification to the employer in any case from an incapacity for work of more than three calendar days, i.e. from the fourth calendar day at the latest.

In our own experience, this three-day rule enables us to cure a cold or other minor illness without a visit to the doctor. The table below shows when we have to submit a medical certificate of incapacity for work (AU for short) on the fourth day. Many thanks for the chart to the staff councils of the universities of Hanover and Ulm.

Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Monday	Do I need the certificate?
Work	free	free	ill	Work	Work	Work	Work	free	free	Work	No
Work	free	free	ill	ill	Work	Work	Work	free	free	Work	No
Work	free	free	ill	ill	ill	Work	Work	free	free	Work	No
Work	free	free	ill	ill	ill	ill	Work	free	free	Work	Yes
Work	free	free	Work	ill	ill	ill	Work	free	free	Work	No
Work	free	free	Work	Work	Work	Work	ill	free	free	Work	No
Work	free	free	Work	Work	Work	ill	ill	free	free	Work	No
Work	free	free	Work	Work	ill	ill	ill	free	free	ill	Yes
Work	free	free	Work	Work	Work	ill	ill	free	free	ill	Yes
Work	free	free	Work	Work	Work	Work	ill	free	free	ill	Yes

Right to award PhDs for universities of applied sciences?

It was reported in the Senate that a working group of Lower Saxony's Vice Presidents of Research has been developing a concept for the right to award PhDs for universities of applied sciences in Lower Saxony for some time. Also mentioned in the university [news](#). The concept is based on the current coalition agreement of the state government and could be implemented with the next amendment to the Lower Saxony Higher Education Act. A thematic PhD-center is to be established at each UAS and access to all topics from all UAS is to be mapped via a network structure. As the Staff Council, we are curious to see what questions will be put to us by those involved. (Senate minutes on drive Y under “aushang-oeffentlich\Senat” and an [analysis](#) of other concepts in Germany).

If you are looking for a different type of further education, our [International Office](#) has all the information you need on how to organise further education and training during your stay in a European Erasmus programme country. For self-motivated language learning in English, Spanish, French and **German**, our library offers [speexx](#), a flexible online language training programme with AI-based tutoring. Other offers for professional development can be found on these pages: Studieninstitut des Landes Niedersachsen [SiN](#), Hochschulübergreifende Weiterbildung [HüW](#), [POE](#) der Universität Oldenburg, Internationale [DAAD-Akademie](#). The web links to further education and training programmes can also be found on the [website](#) of our HR department. Anyone who requires further or advanced training can obtain this after consultation with their superiors.

And what is educational leave (Bildungsurlaub) actually for? ‘Adult education should offer all people [...] the opportunity to acquire the knowledge, skills and abilities necessary for the free development of their personality and the shaping of society’ (Niedersächsisches Erwachsenenbildungsgesetz (NEBG) § 1 (2) p. 2)”. The educational holiday offers fitness for the mind and the brain does not fall asleep. [\[more ...\]](#)

Officers and representatives at the university

Officers have been found or colleagues have been appointed for many topics and tasks. This great list can be found [here](#).

Due to the imminent departure of our colleague and representative Lea Jürgens, the role of Addiction and Drugs Representative will become vacant. The representative supports the employer in fulfilling its duty of care in the area of addiction prevention and addiction support. Suitable further training is provided by the university and support from the university health management team is guaranteed. Please contact us without obligation: 04921 807-1733 or personalrat@hs-emden-leer.de

As a follow-up to the interview with our former PR colleague Kyra and our former colleague Michael, we would like to draw your attention to a podcast with them open.spotify.com or www.podcast.de

Staff Council, JAV and SBV website

Following this link you will find everything about the Staff Council, its members (including JAV and SBV) and information on how to contact them.
<https://www.hs-emden-leer.de/einrichtungen/personalrat/>

