

Please contact [d3corona@hfk-bremen.de](mailto:d3corona@hfk-bremen.de) if you need to take a leave of absence due to or in consequence of the coronavirus.

All provided information will be handled with the utmost confidentiality and can only be viewed by members of HR.

Please state and specify:

- I have a chronic medical condition [please disclose type/diagnosis] and request a leave of absence from [*date*] to [*date*]. I have taken note of the recommendations made by the Robert Koch Institute.
- I will be unable to work starting on [*date*] due to flu-like symptoms. I will hand in a medical certificate as of the 6th day after falling ill.
- I am requesting a special leave of absence from [*date*] to [*date*], since I need to provide care for the following minor child/children [name/s] due to the officially mandated closing of schools/daycares. Care cannot be provide by life partners/significant others or third persons.
- I was tested positive for the coronavirus and have been put in quarantine by the public health department from [*date*] to [*date*].
- There is a suspected case of coronavirus in my immediate and personal surroundings.
- In my immediate and personal surroundings, there is a confirmed case of the coronavirus.