

Document in translation

DIVISION OF HUMAN RESOURCES

Declaration of Sick Days and Meluim (active reserve duty)

Dear Staff Member, Shalom,

We congratulate you on your acceptance as a member of the academic staff of the Hebrew University of Jerusalem and wish you every success in your work.

The following are the rules that were set by the Council of Higher Education regarding reporting sick days and meluim (active reserve duty) and we would appreciate your attention to compliance with them.

Members of the Staff are required to report sick days and days of meluim.
The obligation of reporting applies also to periods of sabbatical and vacation.
The report shall be made each month for the previous month.

It is important to remember! The obligation of reporting applies whether you were absent from work due to sick leave or meluim or not absent from work.

According to the wage agreements, a member of the staff that does not report his sick days will not be entitled to sick leave for that month. Furthermore, that month will not be included in the calculation of eligibility for redemption of sick leave when retiring or upon completion of employment that entitles one to redemption of sick leave.

The monthly declaration of sick days and meluim shall be done by reporting through the internet: The link for reporting is: <http://mydeclare.huji.ac.il>

I read and confirm receipt of the above information.

Name of staff member

signature

date