

INFORMATION FOR PARTICIPANTS IN AMS TRAINING COURSES

Is attendance of AMS training courses compulsory?

Attendance is compulsory over the entire term of your course. Failing to attend without a valid excuse will have implications for any benefits you may draw. You are required to notify your course instructor accordingly in advance, giving a justified reason for your absence. Your absence may be excused for compelling reasons (e.g. for job interviews, visits to the doctor, dealing with the authorities, court appearances, etc.). In all such cases, you will be required to provide sufficient evidence to account for your period of absence.

Will I have a holiday entitlement during courses?

You will have **no holiday entitlement** while attending a course.

How can I reconcile course attendance with my duties as a caregiver?

Participants in courses having to take care of their children can find information on childcare institutions on the internet at www.kinderdrehscheibe.at.

Under certain conditions, you may be entitled to a childcare allowance from the AMS. You can find more information on this issue at our website at www.ams.at/wien or at your competent regional AMS Wien office.

What to do when falling ill

1. Call in sick at your course-teaching institute **only**.
2. You will need a sick note from your doctor even from the first day of your illness onwards. For sick leaves lasting between 1 and 3 days, we would like to ask you to present your corresponding certificate of disability to your course-teaching institute as soon as you return from your sick leave. For sick leaves lasting more than 3 days, you will be entitled to sickness benefits equivalent in amount to unemployment benefits or minimum social benefits. To this end, you will have to submit your certificate of disability to the local competent office of your health insurer (Wiener Gebietskrankenkasse) when returning your sick leave. Upon your request, Wiener Gebietskrankenkasse will provide you personally or by mail with a certificate confirming your receipt of sickness benefits. You will not be entitled to any unemployment insurance benefits (unemployment benefits, minimum social benefits, etc.) while drawing sickness benefits.
3. As soon as your sick leave is over, i.e. on the very first workday following the last day of your sick leave, you will have to report back to your course instructor immediately and resume your course attendance. Please **do not** wait for your benefit receipt confirmation.
4. Wiener Gebietskrankenkasse will electronically submit a statement specifying your sickness benefits to the AMS for settlement purposes.

On what grounds can I be excluded from courses?

You can be excluded from courses due to negative results, unexcused absenteeism, frustration of course success or disciplinary reasons. As a result, you may lose your benefits for a period of several weeks.

Which personal circumstances do I have to report while participating in courses?

You will be required to report the following personal circumstances to your **course-teaching institute**: sick leave, nursing leave, other periods of absence, starting a new job or relocating while taking part in a course. You must also notify your **regional AMS Wien office** of other changes in your personal, familial or economic circumstances (e.g. births, marriage, divorce, deaths, etc.) occurring while attending courses (as this may affect your benefit entitlement).