



Annex to the agreement with important information on Federal Volunteer Service (BFD)

1. Change in personal circumstances

The assignment location and the Federal Office of Family Affairs and Civil Society Functions (BAFzA) must be informed immediately of any changes in personal circumstances. This includes, in particular, a change of postal address, a change of name or, in the case of foreign nationals, a change of residence status.

2. Occupational health examinations

Any necessary medical examinations and precautionary measures must be arranged by the assignment location. It will bear the costs incurred for this.

3. Incapacity for work

To provide evidence of incapacity for work of more than three calendar days

- a. a medical certificate (in paper form) must be submitted to the assignment location confirming the incapacity for work and its duration

or

- b. if the assignment location is able to retrieve an electronic certificate of incapacity for work (eAU), the assignment location must be informed immediately of any further incapacity for work and its duration.

In the event of illness during a seminar, the volunteer must also inform the body responsible for carrying out the seminar (e.g. seminar management or administration of the Federal Training Centre).

4. Foreign volunteers

No claims under residence law can be derived from the BFD agreement.

Foreign volunteers who have received a residence permit in accordance with Section 19c Para. 1 of the Residence Act (Aufenthaltsgesetz) in conjunction with Section 14 Para. 1 No. 1 of the Employment Ordinance (Beschäftigungsverordnung) may not take up secondary employment.

5. Taxation in the BFD

The allowance is tax-free (Section 3 No. 5 Letter d of the Income Tax Act (Einkommensteuergesetz – EStG)). However, any monetary or in-kind benefits granted in addition to the allowance for accommodation, meals and uniforms or work clothes are taxable. Mobility allowances as monetary or in-kind

benefits may be tax-free (Section 3 No. 15 EStG). Questions regarding taxation in individual cases should be addressed to the responsible tax office.

6. Release from service

In justified exceptional cases, volunteers may be released from service with or without remuneration in agreement with the assignment location. As a rule, the release from service will not last longer than one month. A release from service for the purposes of undertaking an internship will always be without remuneration.

7. Volunteer card

Volunteers receive a volunteer card, which should make it easier for them to actually receive benefits such as discounted tickets or admission. However, the volunteer card is not a document that entitles the holder to benefits. It only serves as proof of participation in the Volunteer Service.

8. Volunteer representation in the Federal Volunteer Service in accordance with Section 10 of the Federal Volunteer Service Act (Bundesfreiwilligendienstgesetz – BFDG)

The election of the federal spokespersons takes place annually in autumn. They represent the interests of the volunteers vis-à-vis the assignment locations, sponsors, central bodies and the BAFzA. The election takes place online.

9. Health insurance

Volunteers are generally obliged to become members of the statutory health insurance scheme (GKV) for the duration of their voluntary service. Contributions will be borne in full by the assignment location and paid to the health insurance. Any previously existing family insurance is generally excluded for the duration of the Federal Volunteer Service. It can be suspended and continued after the end of service. Compulsory insurance in the statutory health insurance scheme also applies to persons who were privately insured before starting Federal Volunteer Service. Special regulations on contribution allowances apply to individual groups of persons who are exempt from statutory health insurance (see Guidelines, Section 13 Para. 2 Sentence 1 and Section 17 Para. 2 Sentence 2).

10. Secondary employment

A secondary occupation may be pursued with the authorisation of the assignment location (for exceptions see Section 4). Volunteers must observe the maximum working time limits set out in the Working Hours Act (Arbeitszeitgesetz). Secondary employment at the same assignment location is not permitted.

11. Obligations of the assignment location

The assignment location is obliged,

- a. to deploy the volunteer in a predominantly practical auxiliary activity in a labour-market-neutral manner;

- b. to entrust the volunteer only with tasks appropriate to their age and personal abilities;
- c. to ensure the professional guidance of the volunteer;
- d. to comply with assignment-location-specific and occupational health and safety regulations, for example the regulations on working hours and maternity protection, and to bear any associated costs;
- e. when employing minors, to observe the provisions of the Youth Employment Protection Act (Jugendarbeitsschutzgesetz), e.g. on working hours, employment prohibitions and restrictions, as well as the regulations on health care (e.g. no night work, longer holidays, special break regulations, no hazardous work);
- f. at the end of the Federal Volunteer Service, to issue the volunteer with a certificate stating the service performed and a written reference on the nature and duration of the voluntary service with details of performance and leadership, as well as professional qualifications (including those acquired during the seminars).

12. Seminars

A release from service is granted for participation in seminars without a deduction from days off. No holiday can be granted during the seminar period. Seminars usually last five days. Participation in the seminars, the outward and return journeys as well as accommodation and meals are free of charge for the volunteer. The costs are borne by the assignment location.

13. Social insurance

The assignment location is obliged to register the volunteer for statutory social and accident insurance and to pay the total social insurance contribution, i.e. both the employer's and the employee's share. Social insurance contributions do not include the U2 and U3 levies. These are to be borne solely by the assignment location.

14. Holiday

The minimum holiday entitlement is calculated in accordance with Section 13a BFDG and, for volunteers under the age of 18, taking into account Section 19 of the Youth Employment Protection Act. Severely disabled volunteers are entitled to additional holiday in accordance with the provisions of Section 208 of the German Social Security Code (Sozialgesetzbuch – SGB) IX. The holiday leave must be granted in full by the end of the service. Holiday not taken must be compensated. Offsetting holiday against days of unexcused absence is not permitted. In the event of the premature termination of service, excess leave granted may not be reclaimed.

15. Unexcused absence

In the event of unexcused absence from the Federal Volunteer Service, there is no entitlement to cash benefits, benefits in kind or mobility allowances. Accordingly, no social insurance contributions are paid.

16. Further information

If you have any questions about the Federal Volunteer Service, please contact the BAFzA Service team at Service@bafza.bund.de or by telephone on 0221 3673-0.

Further detailed information can be found in the Guidelines on the BFDG or in the notes from A-Z: Link to the notes on the Federal Volunteer Service:

Link to the Guidelines on the Federal Volunteer Service: <https://www.bundesfreiwilligendienst.de/service/downloads>