Documentation of vacation, sick leave and home office

As an employer, Smart has certain **documentation obligations**. We are reliant on your help with this: Please document your **home office days, sick leave and vacation** in our "HUK" lists.

Details

Who has to document home office days?

Employee users who work from home can receive a legally stipulated home office allowance. For this, the home office days must be documented.

The lump sum is a wage tax and social security-free amount of EUR 3 per home office day (up to a maximum of 100 home office days per year).

> Please note: In order for the lump sum to be **paid out**, the lists must be sent in on time **before the end of the year** or **before the end of employment**!

Who must document sick leave and vacation?

All employed users must keep a record of their sick leave and vacation and send it in **regularly**, at the latest at the end of the year or at the end of the employment relationship.

> Please note: **Sick leave** must be reported to Smart **as soon as possible** for insurance reasons! An informal email is sufficient.

What is to be filled out?

You can download the **Excel list as a template** here.

Procedure

1. Download the Excel list and save it on your own PC.
2. Fill in the fields in the grey box on the upper left corner:

- Name
- Start of employment (please enter 01.01.2022 for permanent or multi-year employment)
- End of employment (please enter 31.12.2022 for permanent or multi-year employment)

3. Enter home office days, sick leave and/or vacation for the respective date with abbreviations:

- **H** for home office
- **K** for sick leave
- **U** for vacation

> **Please note**: Public holidays, Saturdays and Sundays are marked in **red** and **cannot be documented as vacation**!

Once everything has been entered, the file is saved and sent to Smart as an Excel file. That's it!

If you have any questions, please contact the Smart Coop Austria team or the office at any time.

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