

COUNCIL OF EUROPE CONSEIL DE L'EUROPE

GP 605
KHM/js

12 June 1975

STAFF NOTICE



COE101421

Subject : Formalities to be observed in the case of absence from duty on account of illness.

The formalities set out in the brochure "Insurance arrangements for permanent and assimilated temporary staff of the Council of Europe" concerning absence from duty on account of illness are not always observed by staff members ; this may give rise to difficulties with the "Caisse Primaire d'Assurance Maladie" which, in some cases, has even refused to pay the daily allowance due to the Council of Europe.

In order to prevent difficulties of this sort from arising in future, staff members are asked to observe the following rules strictly :

I - Rules to be observed in the case of illness in Strasbourg (Paris) :

1. Inform your immediate superior without delay of your absence from duty ;
2. Send 2 copies of the three part official form "Avis d'arrêt de travail" (notice of absence from work) straight to the "Caisse d'Assurance Maladie" within 24 hours -or, if you cannot do this yourself, get your doctor to send them ;
3. Send the third copy of the "Avis" to the Social Office without delay ;
4. Throughout the illness, only go out at the authorized times and keep all appointments with the Social Security Medical Supervisor ("Médecin-Conseil")
5. Do not leave home without the consent of the Medical Supervisor ; notify the Social Office if you have obtained such consent ;
6. Inform the Social Office at once when you resume work.

II - Additional rules to be observed in the case of illness abroad :

1. Nationals of the nine member states (1) of the European Communities :

If you are ill or have an accident while staying in one of the 9 member states of the European Communities, send a medical certificate within

(1) Belgium, Denmark, France, Federal Republic of Germany, Ireland, Italy, Luxembourg, Netherlands, United Kingdom.

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3 days to the health insurance office of the social security organization in the place where you are staying (2) and ask for a form E 115 to be filled in for you.

The form should be sent to :

CAISSE PRIMAIRE D'ASSURANCE MALADIE DE STRASBOURG
16, rue de Lausanne
67090 STRASBOURG Cédex

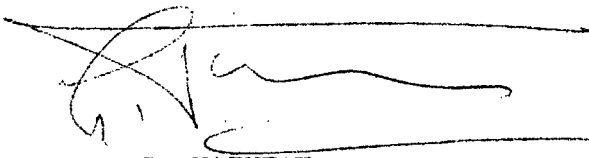
2. Austrian and French nationals :

If you are ill or have an accident while staying in Austria, the procedure set out under 1. above should be followed (The Austrian authorities are using the forms of the Communities until those provided for in the Bilateral Agreement (3) are available) (4).

3. Turkish nationals :

If you are ill or have an accident while on leave in Turkey, you should send a medical certificate to one of the authorities listed in Appendix II within 3 days, with the request to forward form n° SE 208-06 F.T. to the "Caisse Primaire d'Assurance Maladie de Strasbourg" (5).

If the daily allowance is not paid to the Council of Europe as the result of the failure of the staff member concerned to observe the rules listed above, he or she will be held responsible.



G. VAINÉAU
Head of Establishment Division

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- (2) If you are not sure which is the appropriate office in the place where you are staying, please enquire at the Social Office before you leave. Staff members are reminded that the Social Office can also provide them with certificate E 111 enabling local offices abroad to pay medical expenses, etc.
 - (3) See "Bundesgesetzblatt für die Republik Österreich" n° 123 of 31 October 1972, p. 3109 ff ;
 - (4) A list of the competent authorities in Austria is attached (Appendix I) ;
 - (5) Arts. 12 and 13 of the Agreement signed on 20 January 1972 by France and Turkey ("Journal Officiel" of 5 December 1973).

Annexe I à la note du 5.6.1975 - GP 605

Appendix I to notice GP 605 of 5 June 1975

Wiener Gebietskrankenkasse für Arbeiter und Angestellte,
1013, Postfach 183, Wien I, Wipplingerstrasse 28, Telefon 63.87.51.
Zweigstelle, 1061, Postfach 286, Wien VI, Mariahilfer Strasse 85-87,
Telefon 57.15.41.

Niederösterreichische Gebietskrankenkasse für Arbeiter und Angestellte,
3100, Postfach 164 u. 174, St. Pölten, Doktor Karl Renner-Promenade 14,
Telefon 25.41 Serie.

Burgenländische Gebietskrankenkasse für Arbeiter und Angestellte,
7001, Postfach 108, Eisenstadt, Esterhazyplatz 3, Telefon 25.91 Serie
und 27.50.

Oberösterreichische Gebietskrankenkasse für Arbeiter und Angestellte,
4010, Postfach 61, Linz, Gruberstrasse 77, Telefon 26.8.01.

Steiermärkische Gebietskrankenkasse für Arbeiter und Angestellte,
8011, Postfach 426, Graz, Josef Pongratzplatz 1, Telefon 86.4.01-04
und 76.6.11 Serie.

Kärntner Gebietskrankenkasse für Arbeiter und Angestellte,
9010 Klagenfurt, Kempfstrasse 8, Telefon 70.2.61 Serie.

Salzburger Gebietskrankenkasse für Arbeiter und Angestellte,
5024, Postfach 20, Salzburg, Faberstrasse 19-23, Telefon 71.5.31.

Tiroler Gebietskrankenkasse für Arbeiter und Angestellte,
6021, Postfach 574, Innsbruck, Museumstrasse 33, Telefon 33.6.61.

Vorarlberger Gebietskrankenkasse für Arbeiter und Angestellte,
6850, Postfach 4, Dornbirn, Frühlingstrasse 11, Telefon 38.11 Serie.

Liste des Caisses compétentes de la Sécurité Sociale turque :

List of the competent health insurance offices of Turkish Social Security :

- ANKARA : Sosyal Sigortalar Kurumu,
Cankaya Subesi Müdürlüğü
Subeye bağlı olan iller : Ankara, Cankiri, Kastamonu,
Yozgat, Kirsehir.
- ADANA : Sosyal Sigortalar Kurumu,
Adana Subesi Müdürlüğü
Subeye bağlı olan iller : Adana, Hatay.
- ADAPAZARI : Sosyal Sigortalar Kurumu,
Adapazari Subesi Müdürlüğü
Subeye bağlı olan iller : Adapazari, Bolu.
- ANTALYA : Sosyal Sigortalar Kurumu,
Antalya Subesi Müdürlüğü
Subeye bağlı olan iller : Antalya, Burdur, Isparta.
- AYDIN : Sosyal Sigortalar Kurumu,
Aydın Subesi Müdürlüğü
Subeye bağlı olan iller : Aydın, Denizli, Mugla.
- BALIKESIR : Sosyal Sigortalar Kurumu,
Balikesir Subesi Müdürlüğü
Subeye bağlı olan iller : Balikesir, Canakkale.
- BURSA : Sosyal Sigortalar Kurumu,
Bursa Subesi Müdürlüğü
- CORUM : Sosyal Sigortalar Kurumu,
Corum Subesi Müdürlüğü
Subeye bağlı olan iller : Corum, Amasya.
- DIYARBAKIR : Sosyal Sigortalar Kurumu,
Diyarbakir Subesi Müdürlüğü
Subeye bağlı olan iller : Diyarbakir, Mardin, Siirt.
- EDIRNE : Sosyal Sigortalar Kurumu,
Edirne Subesi Müdürlüğü
Subeye bağlı olan iller : Edirne, Kirklareli.
- ELAZIG : Sosyal Sigortalar Kurumu,
Elâzig Subesi Müdürlüğü
Subeye bağlı olan iller : Elâzig, Bingöl, Mus, Tunceli.

- ERZURUM : Sosyal Sigortalar Kurumu,
Erzurum Subesi Müdürlüğü
Subeye bağlı olan iller : Erzurum, Agri, Erzincan, Kars.
- ESKİSEHİR : Sosyal Sigortalar Kurumu,
Eskisehir Subesi Müdürlüğü
Subeye bağlı olan iller : Eskisehir, Bilecik.
- GAZİANTEP : Sosyal Sigortalar Kurumu,
Gaziantep Subesi Müdürlüğü
Subeye bağlı olan iller : Gaziantep, Urfa, Maras.
- İSTANBUL : Sosyal Sigortalar Kurumu,
İstanbul Bölge Sağlık Müdürlüğü
Subeye bağlı olan iller : İstanbul, Tekirdağ.
- İZMİR : Sosyal Sigortalar Kurumu,
İzmir Subesi Müdürlüğü
- İZMİT : Sosyal Sigortalar Kurumu,
İzmit Subesi Müdürlüğü
- KAYSERİ : Sosyal Sigortalar Kurumu,
Kayseri Subesi Müdürlüğü
Subeye bağlı olan iller : Kayseri, Nevşehir, Niğde.
- KONYA : Sosyal Sigortalar Kurumu,
Konya Subesi Müdürlüğü
Subeye bağlı olan iller : Konya, Afyon.
- KÜTAHYA : Sosyal Sigortalar Kurumu,
Kütahya Subesi Müdürlüğü
Subeye bağlı olan iller : Kütahya, Uşak.
- MALATYA : Sosyal Sigortalar Kurumu,
Malatya Subesi Müdürlüğü
Subeye bağlı olan iller : Malatya, Adıyaman.
- MANİSA : Sosyal Sigortalar Kurumu,
Manisa Subesi Müdürlüğü
- MERSİN : Sosyal Sigortalar Kurumu,
Mersin Subesi Müdürlüğü
- RİZE : Sosyal Sigortalar Kurumu,
Rize Subesi Müdürlüğü
Subeye bağlı olan iller : Rize, Artvin.

SAMSUN

: Sosyal Sigortalar Kurumu,
Samsun Subesi Müdürlüğü
Subeye bağlı olan iller : Samsun, Sinop, Ordu.

SIVAS

: Sosyal Sigortalar Kurumu,
Sivas Subesi Müdürlüğü
Subeye bağlı olan iller : Sivas, Tokat.

TRABZON

: Sosyal Sigortalar Kurumu,
Trabzon Subesi Müdürlüğü
Subeye bağlı olan iller : Trabzon, Giresun, Gümüşhane.

VAN

: Sosyal Sigortalar Kurumu,
Van Subesi Müdürlüğü
Subeye bağlı olan iller : Van, Bitlis, Hakkâri.

ZONGULDAK

: Sosyal Sigortalar Kurumu,
Zonguldak Subesi Müdürlüğü.
