

Agreement on the Buddy-Model

As a part of the contact retention and re-entry program

Date:
Executive:
Employee:
Buddy:
Department / Area:

The Buddy-Model

The buddy-model is a possibility for employees with a complete reduction of working hours during their leave of absence.

The model entails, that employees have an available person from their immediate work environment, who isn't an executive, to contact during their leave.

The goal with this measure, is to strengthen the connection between coworkers during a leave of absence, improve prospective teamwork and to promote well-being in the workplace.

Buddies act as a connecting link between the workplace and the absent employee. Because a model such as this one, creates additional tasks for the buddies, these tasks are limited to their regular working hours.

Aside from the formal exchanges of information, other questions, issues and challenges can be discussed within the buddy-model. Informal conversation topics are not excluded from this either.

The informal exchange of information can further promote a sense of belonging within the university and coworkers, as well as ease the re-entry.

- The following agreements were made between the employee and their buddy:

--

- Organization within the buddy partnership: expected starting date; frequency of contact; location of meetings (on campus, digital etc.); exchange of information during the buddy partnership; possible appointment of a substitute (in case of further absence):

The participants declare themselves ready, to carry out the exchange of information as agreed upon. Changes can be discussed with both parties at all times. The executive will be informed of any changes or early termination within and of the partnership

The buddy partnership will begin on _____ and is expected to end on _____.

Date, employee's signature

Date, buddy's signature

Date, executive's signature