

#RelaxAllowance

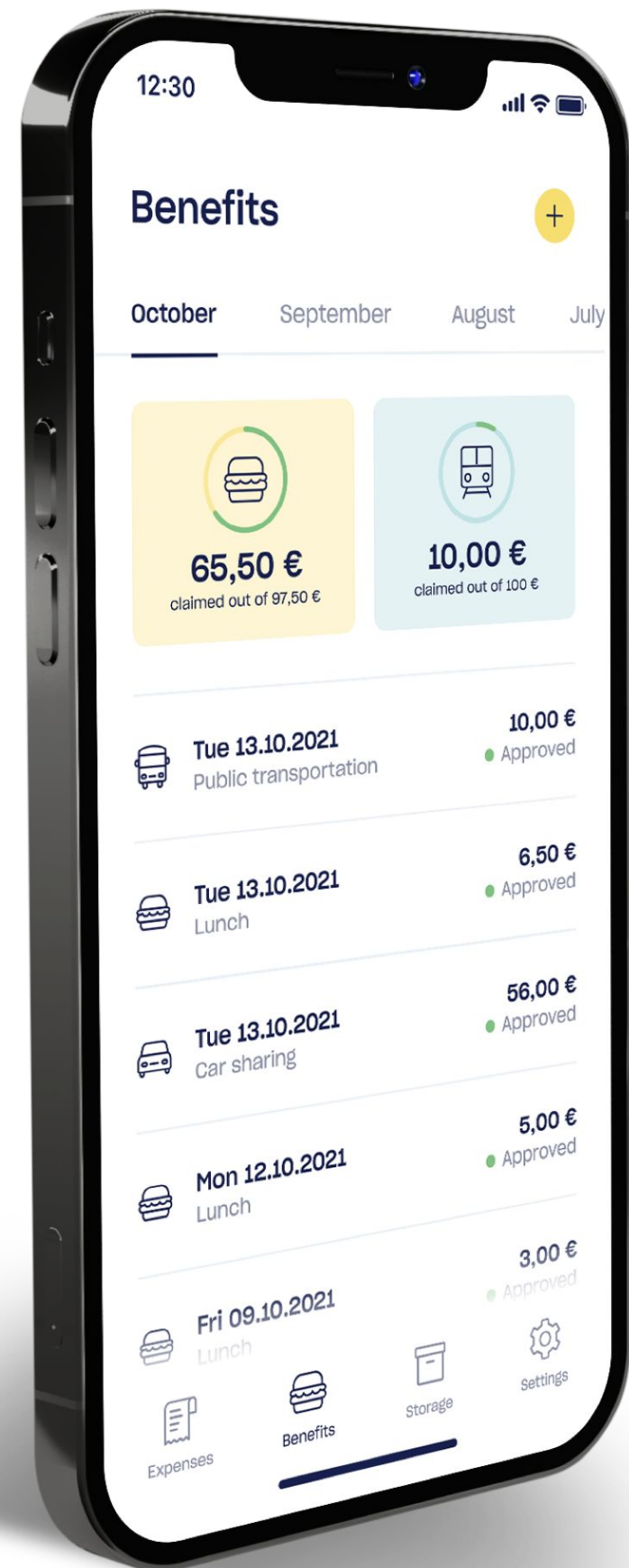
# Circula Relax

Manual for employees

Circula



# Get the Circula App



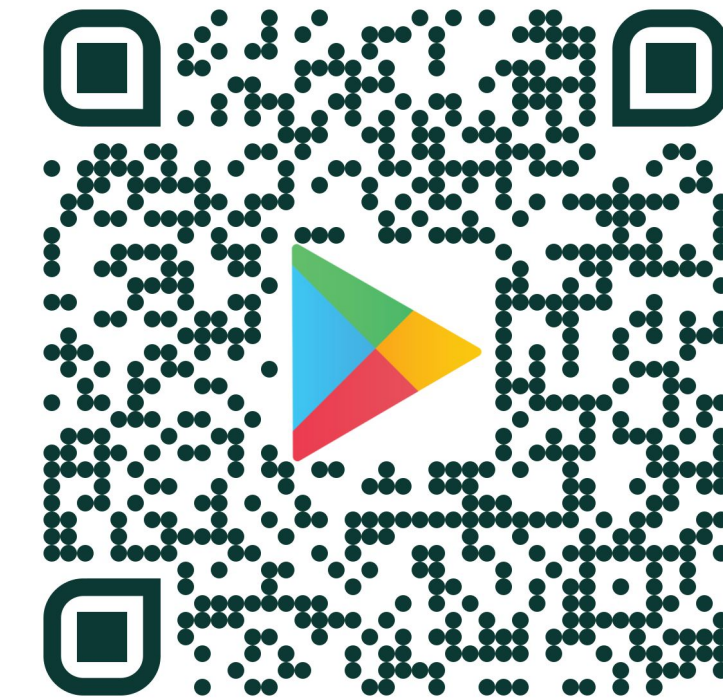
## Always with you!

Circula Benefits is usable with our mobile app, so it's always in your pocket.

Download the app now for Apple or Android on your smartphone:



App Store



Play Store

# The relax allowance - your advantages

Whether at home or in the office. With Circula Benefits, vacation becomes a benefit.

**More net from the gross** - The relax allowance via Circula enables a tax-free net allowance of at least **€156 per year** → an intelligent net wage optimization compared to traditional salary increases.

**Full flexibility** - whether a classic vacation, regeneration in a rehabilitation center or wellness days - you can basically have any form of recreation subsidized.

**Easy to implement** - with the intuitive use of the Circula app, applying for the relax allowance is quick and straightforward.

Circula



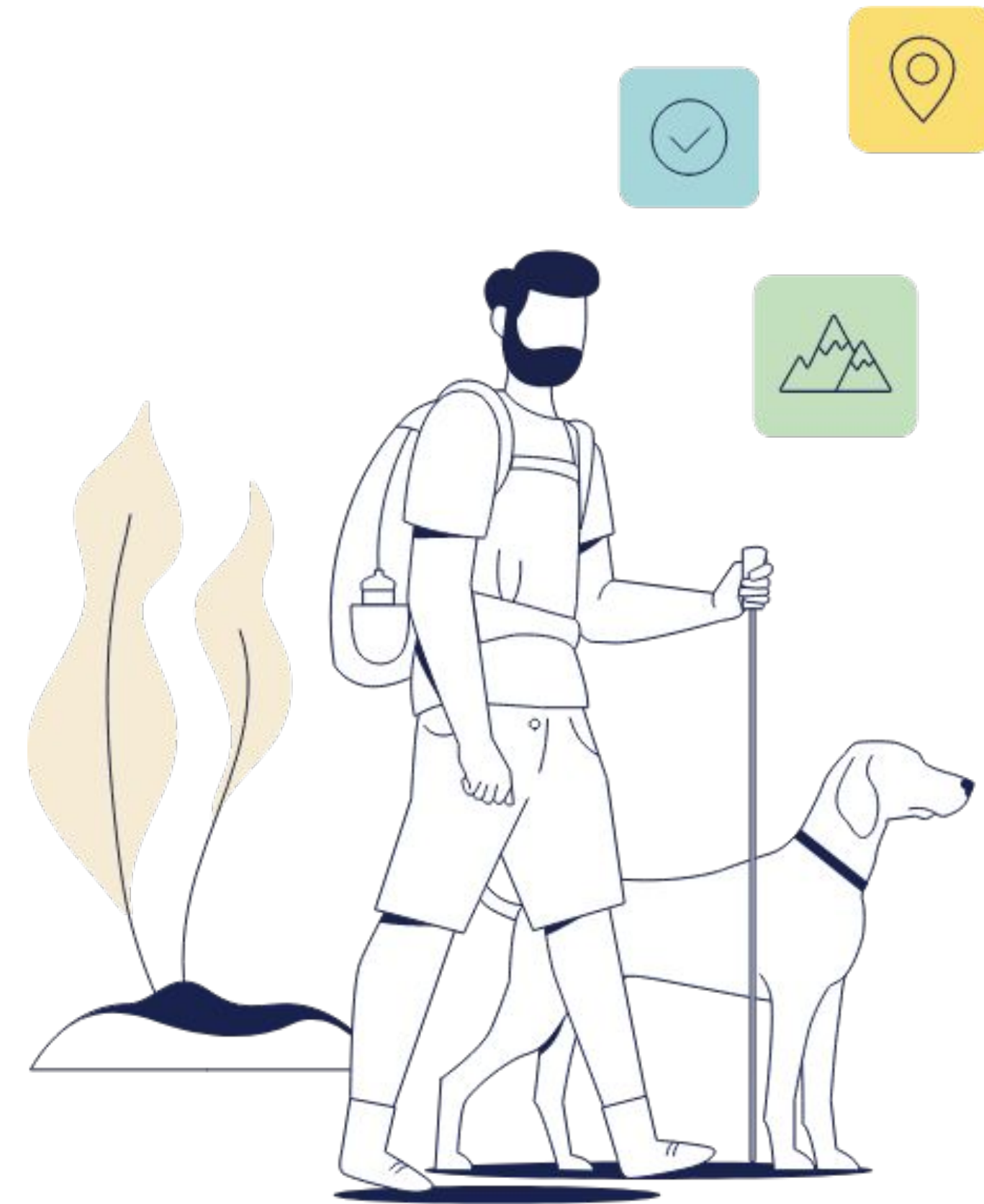
# Usage

How can the recovery allowance be used?

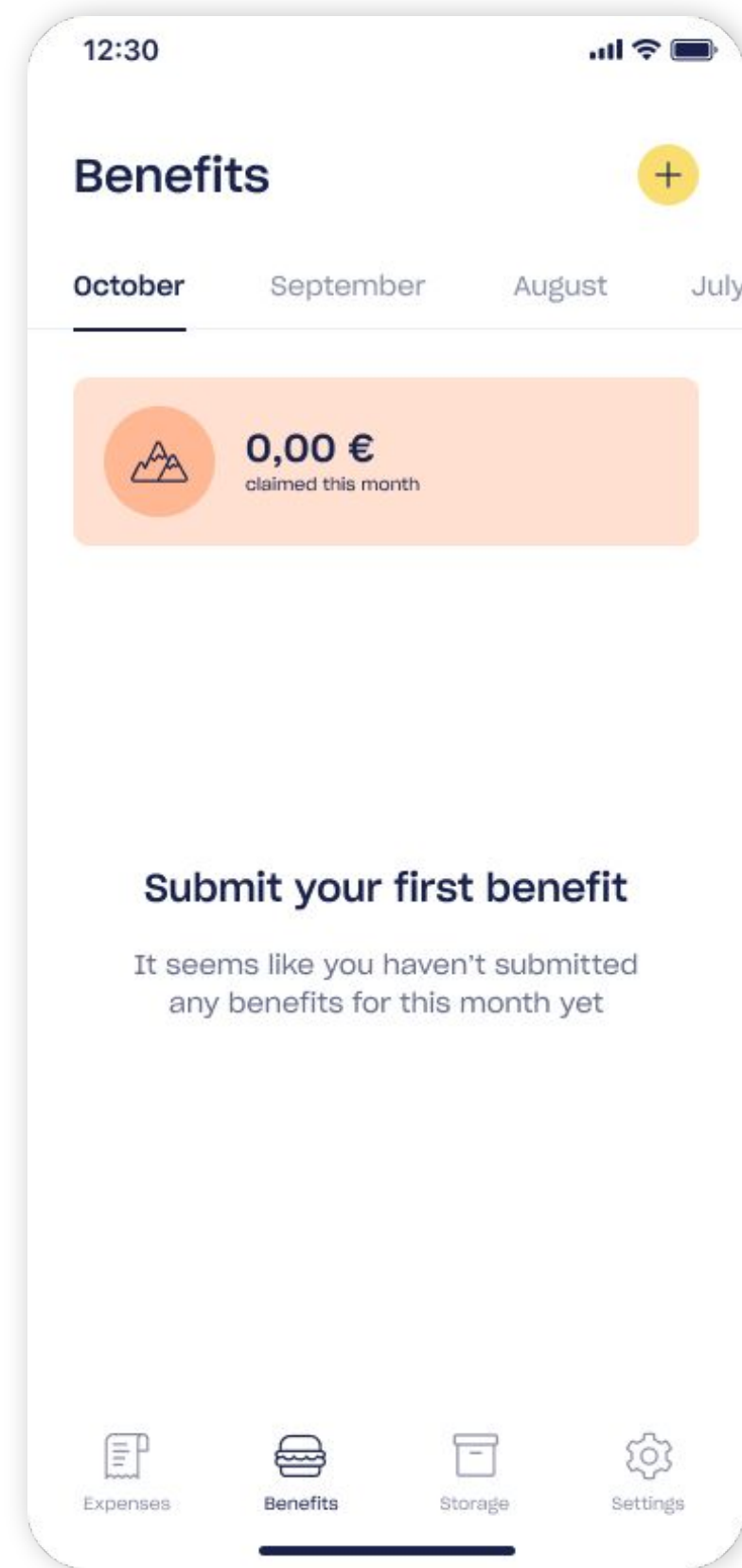
# Application of the relax allowance

The relax allowance **can be used for various forms of recovery**, for example, it can support:

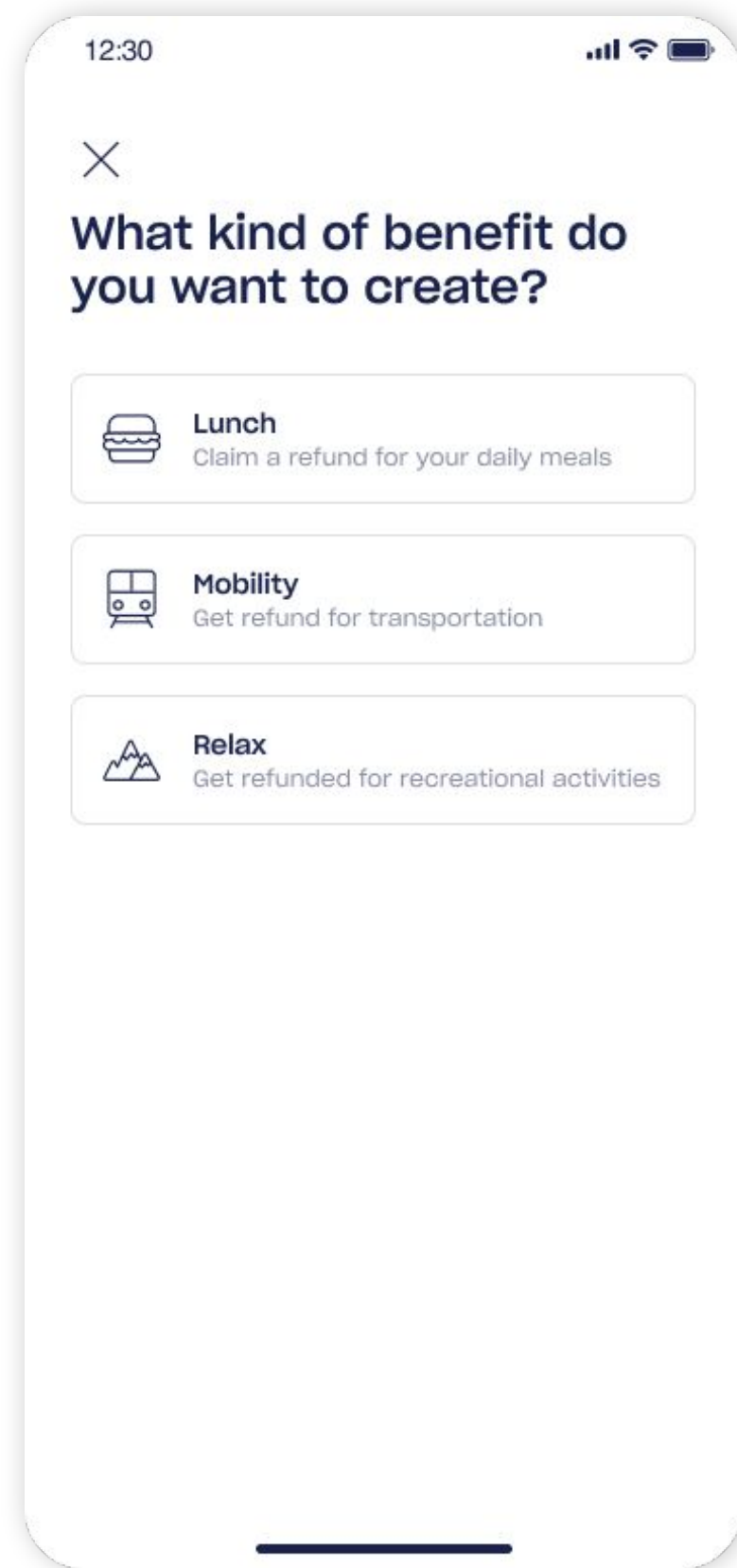
- **Travel**
  - Example: 5-day trip, one day trip within a vacation lasting at least 5 days.
- **Cures or rehab**
  - Example: A recovery after a long illness in a spa center or rehabilitation clinic.
- **Recreation days and treatments**
  - Example: Wellness stays, massages, a visit to an amusement park or other measures that serve the purpose of recreation.



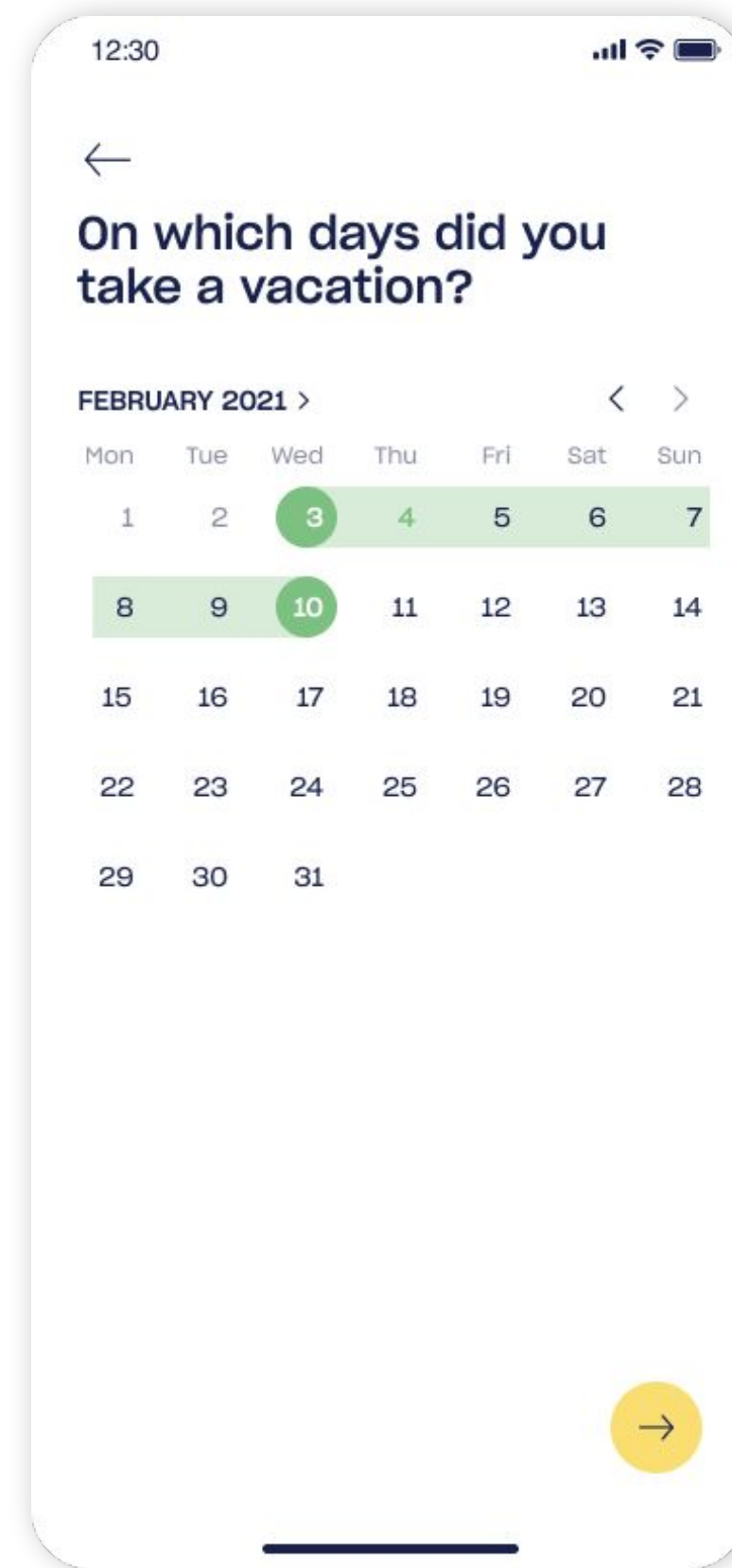
# Simple process



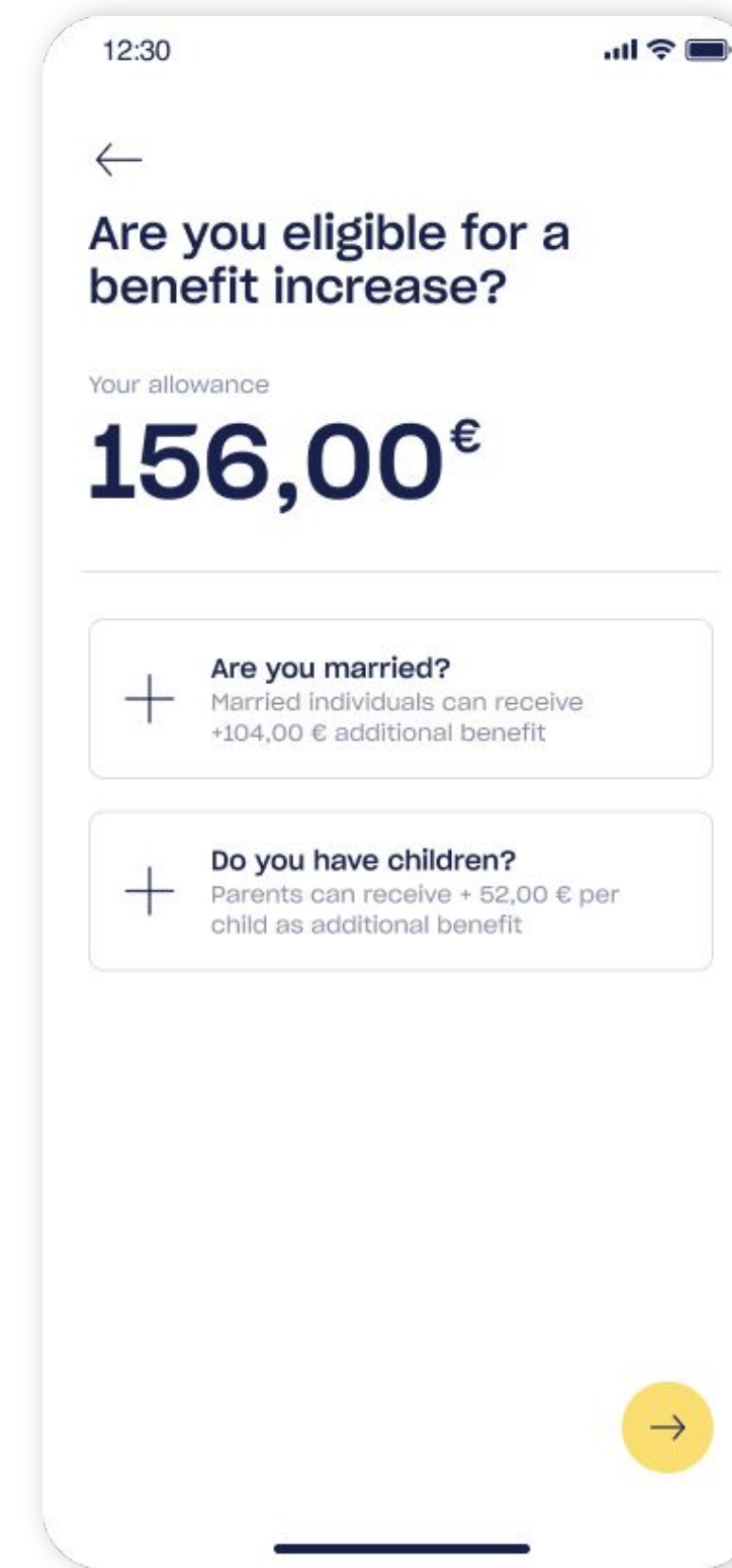
Open Benefits



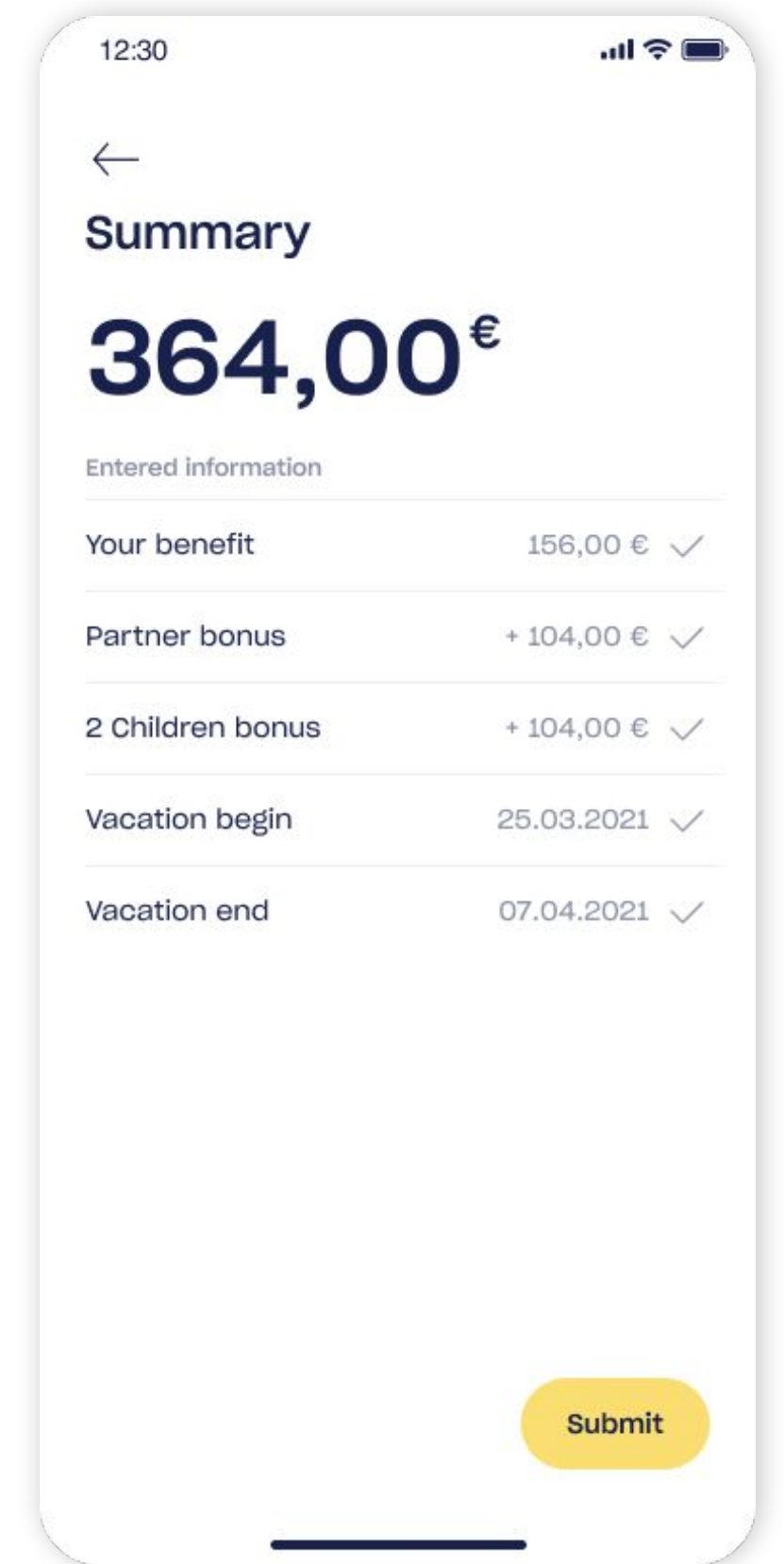
Choose Relax Benefit



Specify vacation time



Enter details



Submit

# The rules

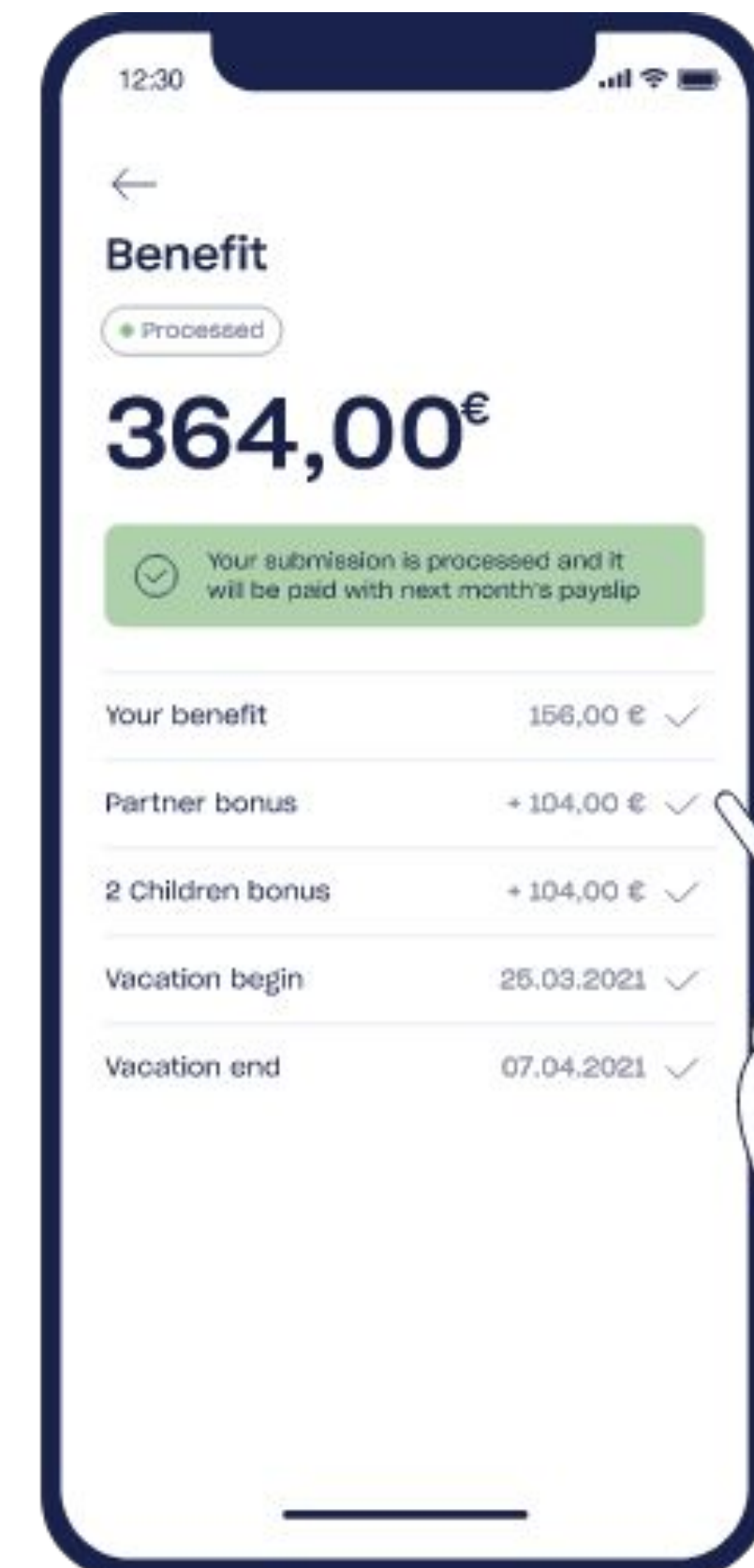
What to look for.

# The rules

- In order to apply for the relax allowance, there must be a recreation leave lasting **at least 5 working days at a stretch**.

Example: A recreational leave from Saturday to Saturday of the following week.

- Employees have **3 months** after the end of their leave to apply for the relax allowance via the Circula app.
- **No proof** (e.g. in the form of an invoice, a receipt) needs to be provided to apply for the relax allowance via the Circula App.



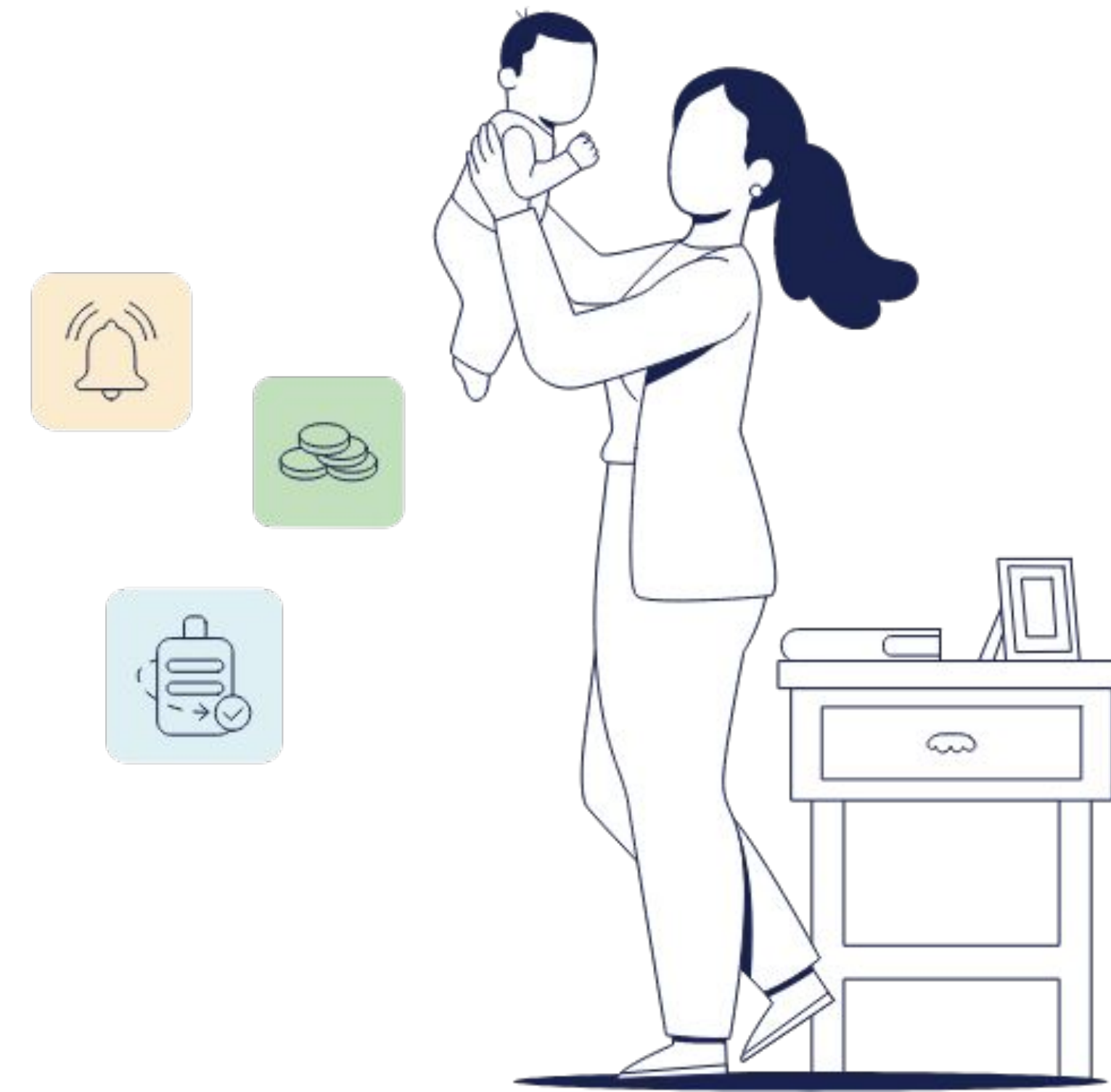


# The rules

- The relax allowance is completely **tax and social security free** for employees.
- The amount can only be paid out in a **single payment**; it is not possible to pay it out gradually over the year.
- The relax allowance can **be applied for once a year**
  - Employees can apply for an amount of **156 € per calendar year**
  - In addition, employees can claim **€ 104 per calendar year for spouses** and **€52 for each child**.

## [The legal framework of the relax allowance \(§ 40 EStG\)](#)

Learn more in our [Help Center](#).



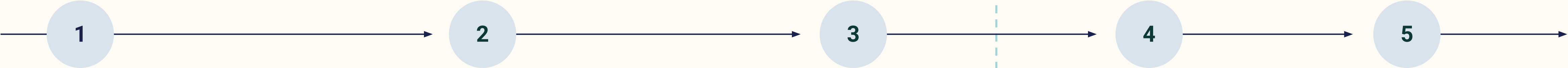
# How do I receive the benefit?

The next steps

# Process



Following month



**User** signs contract amendment

**User** will be activated

**User** submits vacation

**Circula** creates exports

**User** receives the benefit with salary

# Circula

Have fun and  
a nice  
vacation!



# FAQ

## Frequently asked questions

### **What age may my child be in order to be able to use the relax allowance?**

Children include all descendants who have not yet reached the age of 18 and dependent children up to the age of 25.

### **Do employees have to have traveled on vacation to be able to use the relax allowance?**

No, the recreational allowance can be used both as an allowance for an all-inclusive trip and for a vacation at home.

### **Who can use the relax allowance?**

All employees can be granted the recreational allowance by the employer. This benefit can be used not only by full-time employees but also by part-time employees and working students.

### **Is the relax allowance transferable?**

No, the relax allowance is set for individual employees.



Circula GmbH

Schönhauser Allee 148

10435 Berlin

E: [info@circula.com](mailto:info@circula.com)

H: [www.circula.com](http://www.circula.com)

T: +49 30 5884 9101

Circula