

Notes

on the application for special leave

For general information, please visit our website at <https://www.uni-bremen.de/dezernat2/service-a-z>

Please complete the application in its entirety. The application must be submitted eight weeks before the start of the special leave to the relevant team in Department 2.

Number of applications to be submitted:

Scientific employees: 2 copies (1 original and 1 copy)

Administrative and technical staff: 3 copies (1 original and 2 copies).

Please do not attach this page to the application. Thank you very much.

Last name, first name	Phone	e-Mail
Service designation	Area	Personnel no.

Receipt stamp Department 2

Application for Special Leave

Special leave with waive of salary (§ 28 TV-L)

from _____ till _____

Reason for the application

(If there is not enough space, please continue on a separate sheet)

Do you intend to enter into paid employment or occupation during the period of special leave? (If necessary, please explain the nature and extent of the activity)

Special leave in the context of flexible annual working time

from _____ till _____

I confirm the receipt of the leaflet on the effects of a special leave in the context of flexible annual working time.

Date

Signature

Statement of the organizational unit / of the supervisor(s):

disagree, reason:

agree

Date

Stand: 11/2023

Signature of supervisor