

Notes

on the application for parental leave

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

Please complete the application in full. The application must be submitted to the responsible team in Department 2 at least seven weeks before the start of the parental leave.

You can determine the period(s) of parental leave yourself. Please note the further information on page 2 of the application form.parental allowance is only ever paid for full months of the child's life. The period of parental leave should therefore cover the months of the child's life for which parental allowance is to be applied for at the relevant parental allowance office.

The following examples are provided to help you understand (child born on 14.03.): 1st month of life = until 13.04.

3rd month of life = until 13.06.

1st to 11th month of life = 14.03. to 13.02.

2nd to 5th month of life = 14.04. to 13.08.

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 parental leave

in accordance with the provisions of the law on Parental Allowance and Parental Leave (Federal Parental Allowance and Parental Leave Act - BEEG)

I am applying for parental leave to care for and bring up the following child with whom I live in the same household:

Surname and first name of the child (in the case of multiple births, enter the first names and dates of birth of all children):

(if the first name is not currently known, please leave blank)

(Expected) date of birth of the child:

Birth certificate of the child

is attached will be submitted later is already in my personnel file

Parental relationship to the applicant:

natural child for whom I am entitled to personal care

the child was taken into my household with the aim of adopting him/her as a child

Child of my spouse or my partner who lives in the same household as me partner who lives with me in the same household

the acknowledgement of paternity in accordance with § 1594 Para. 2 BGB is not yet effective or the paternity determination applied for in accordance with § 1600d BGB has not yet been decided, but the child lives in my household (please enclose proof)

the child has been taken into full-time care in my household in accordance with § 33 SGB VIII.

Non-custodial parents require the consent of the custodial parent (please enclose if applicable).

Period(s) for which parental leave is requested:

from till from

Please note that parental allowance is paid according to the months of the child's life.

The periods according to the child's months of life should be adjusted to the child's actual date of birth.

Stand: 06/2024 Seite 1 von 2

The entitlement to parental leave exists - irrespective of the entitlement to parental allowance - until the child reaches the age of 3. Both parents are entitled to parental leave for a period of 3 years per child, whereby a portion of up to 24 months can also be transferred to the period up to the child's eighth birthday without the employer's consent.

I confirm that the above information is true and complete. I am aware that I must immediately notify Department 2 of the University of Bremen in writing of any changes that are relevant to my entitlement to parental leave.

Place, Date				Signature				
Part-time during parental leave*								
During my parental leave I would like to be employed as follows:								
1. with	hours per week for the period from			till				
2. with	hours per week for the period from			till				
I would like to distribute my weekly** working hours as follows:								
	Monday	Tuesday	Wednesday	Thursday	Friday			
daily working time to 1.								
daily working time to 2.								
A part-time job is held during part-time parental leave: yes / no								
Supervisor:	agree	agree disagree (reason required)						
	Date	Sig	Signature					
Bereich***:	agree		disagree (reason required)					
	Date	Sig	nature					
* Maximum wook	ly working hours:							

Stand: 06/2024 Seite 2 von 2

^{*} Maximum weekly working hours:

³⁰ hours (child born until 31.08.2021)

³² hours (child born from 01.09.2021)

^{**} the number of working days is relevant for the calculation of leave

^{***} if not identical with superior person