

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.

