

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.

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.

Date Signature Applicant Acknowledgement Area / 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.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
daily working time to 2.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

A part-time job is held during part-time parental leave: yes / no

 Supervisor: agree disagree (reason required)

Date Signature

Area***: agree disagree (reason required)

Date Signature

* 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