

**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 to the before the start of the special leave to the relevant team in Department 2.

In the case of special leave as part of the flexibilization of annual working hours (flexi leave), at least 7 days (consecutive) and a maximum of 28 days must be taken. From 2025, flexi leave may be taken once a year for a continuous period.

Examples:

	Mo	Tue	Wed	Thu	Fr	Sa	Su	Mo	Tue	Wed	Thu	Fr	Sa	Su	Mo	Tue	Wed				
Jul 24	1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.	13.	14.							
	15.	16.	17.	18.	19.	20.	21.	22.	23.	24.	25.	26.	27.	28.	29.	30.	31.				= 7 Days
Jul 24	1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.	13.	14.							
	15.	16.	17.	18.	19.	20.	21.	22.	23.	24.	25.	26.	27.	28.	29.	30.	31.				= 9 Days
Jul 24	1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.	13.	14.							
	15.	16.	17.	18.	19.	20.	21.	22.	23.	24.	25.	26.	27.	28.	29.	30.	31.				= 12 Days
Jul 24	1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.	13.	14.							
	15.	16.	17.	18.	19.	20.	21.	22.	23.	24.	25.	26.	27.	28.	29.	30.	31.				= 14 Days
Jul 24	1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.	13.	14.							
	15.	16.	17.	18.	19.	20.	21.	22.	23.	24.	25.	26.	27.	28.	29.	30.	31.				= 26 Days
Jul 24	1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.	13.	14.							
	15.	16.	17.	18.	19.	20.	21.	22.	23.	24.	25.	26.	27.	28.	29.	30.	31.				= 28 Days

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 pf special leave?  
(If necessary, please explain the nature and extent of the activity)

Special leave in the context of flexible annual working time  
(only one period per year possible from 2025)

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: 07/2024

Signature of supervisor