

Application for Special Leave

Last name, first name

Date of birth

Personnel no.:

Area

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

Date

Signature of supervisor