

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.

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		
	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.	= 9 Days		
	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.	= 12 Days		
	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.	= 14 Days		
	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.	= 26 Days		
	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.	= 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.

