
Please send this form via email to Administrative Department 2:

personal@vw.uni-bremen.de

Please always inform your superior / your area administration (in cc.)!

Surname, first name

Area of work

Email address via which we can contact you at all times (in block letters!)

I request special leave due to the closure of a daycare center or school:

Name of daycare center/ school:

Age of child: _____ 

The school/daycare center is closed and/or lessons for relevant grades are not taking place/ or are only taking place on the following days (please attach proof of schedule chosen by school) 

Emergency childcare cannot take place (written proof from the school and/or daycare center is required). 

Alternative childcare is not possible, either entirely or partially. 

I have no overtime that exceeds 40 hours.

No pandemic-based child sickness days are available. 

Fulfillment of my duties cannot be completed at all/ entirely in the frame of mobile working.

I have discussed and agreed upon this measure with my superior and declare that the information provided is correct.

First day	Last day	In the period between (hourly)

Should you wish to only take special leave on certain days, please explain the chosen schedule:

