



To the Paderborn,
Vizepräsidentin für Wirtschafts- und Personng der of the
University of Paderborn
-Personnel Department-
Through official channels

Application for part-time employment/leave without pay for civil servants

(To apply for part-time employment during a parental leave, please use the Application for Parental Leave .)

Family Name, Given name	Faculty/ Department/ Institution
Address	
E-Mail	Phone

I. Request to work part-time <input type="checkbox"/> for family reasons in accordance with § 64 (1) of the State Civil Service Act (LBG) to care for a child under the age of 18 or a close relative in need of care <input type="checkbox"/> according to § 63 (1) LBG (part-time employment without preconditions)	
from	until
For a total of hours per week	
The following individual distribution (please note that individual distribution of working days is not possible if participate in flexi-time):	
Mo: hr.	Tue: hr.
Wed: hr.	Thu: hr.
Fri: hr.	
from	unti
For a total of hours per week	
Following individual distribution:	
Mo: hr.	Tue: hr.
Wed: hr.	Thu: hr.
Fri: hr.	

II. Request for a leave of absence without pay for family reasons <input type="checkbox"/> according to § 64 (1) no. 1 LBG for the care of a child under 18 years of age	
from	until

III. Request for a leave of absence without pay for family reasons according to § 64 (1) no. 2 LBG for the care of a close relative in need of care**Short-term absence from work** in accordance with § 2 (1) of the Caregiver Leave Act (Pflegezeitgesetz), up to ten working days to care for a close relative in need of care.

from

until

Caregiver leave and other leaves of absence In accordance with § 3 (1) of the Caregiver Leave Act, complete or partial leave of absence to care for a close relative in need of care.

from

until

IV. General information / Deadlines

Part-time employment and leave of absence may be granted either to care for a child under 18 years of age or a close relative in need of care pursuant to § 64 LBG or without preconditions pursuant to § 63 and 70 LBG. Part-time employment and leave of absence shall only be granted to the civil servant upon application. Business interests must not be in conflict with the request and business operations must continue.

A certified medical certificate must be submitted as proof regarding the need to care for a relative.

In the case of part-time employment without preconditions pursuant to § 63 LBG, the working time may be reduced to half of the regular working time. During a leave of absence for family reasons or during parental leave, part-time employment at less than half-time is also possible in accordance with § 64 LBG.

Please note that in accordance with § 2 (1) of the German Working Hours Ordinance (AZVO), the regular weekly working hours are reduced to 40 hours when the employee reaches the age of 55 and to 39 hours when the employee reaches the age of 60.

Please be sure you are fully informed, in advance, regarding the effects of part-time employment and leave of absence on your salary at the LBV NRW and about the effects on your entitlement to supplementary benefits from your colleagues in Department 4.1.

If you have any questions about other working time models and leave of absence options, please do not hesitate to contact the Personnel Department.

Deadlines

Please inform your personnel administrator no later than six months prior to the expiration of the approved part-time employment whether you will resume your full duties after the expiration of the above-mentioned period or whether you wish to continue your part-time employment or leave of absence.

Signature applicant_____

Date_____

Signature applicant**Statement of the supervisor and the dean**_____

Date_____

Signature supervisor/dean