



To the
Vice-President for Operations
of Paderborn University
- Human Resources Department -
Via the official channels

Paderborn,

Application for parental leave

| | |
|---------------------|--------------------------------|
| First name, surname | Faculty/Department/Institution |
| Address | |
| E-mail | Tel. |

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|-----------------------------------------------------------------------------------------|----------------------------------------------|------------------------------------------|
| Name of child | Date of birth (or expected date of delivery) | |
| Birth certificate (or proof of premature birth)/proof of adoption of the child/children | | |
| <input type="checkbox"/> Already in personal file | <input type="checkbox"/> Enclosed | <input type="checkbox"/> To be submitted |

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| I. I wish to apply for parental leave for the above-named child | |
| <input type="checkbox"/> after the end of the maternity leave period | to |
| From | to |
| From | to |
| I have already taken parental leave for the above-named child in a previous employment relationship <input type="checkbox"/> Yes: Period: <input type="checkbox"/> No | |

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| II. Relationship to child |
| <input type="checkbox"/> Biological child, for whom I am the primary carer |
| <input type="checkbox"/> Child of my spouse/partner |
| <input type="checkbox"/> My relationship to the child meets the requirements for taking parental leave for other reasons (§ 15, Para. 1, (1a) of the German Federal Law on Parental Leave and Parental Allowances (BEEG)) |
| Parents and persons who do not have custody of the child require the consent of the parent with custody (please enclose). |
| <input type="checkbox"/> I confirm that the child lives in my household and is being looked after and brought up by me. |

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| III. Part-time work during parental leave (maximum 30 hours per week possible) |
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|------------------------------------------------------------------------------------------------------------------------------|----------|----------------------|-----|------|-----|--------|-----|------|-----|
| <input type="checkbox"/> I wish to apply to work part time during my parental leave | | | | | | | | | |
| From | to | hours/week | | | | | | | |
| From | to | hours/week | | | | | | | |
| In agreement with my superior, I wish to apply to work part time during my parental leave, with the following working hours: | | | | | | | | | |
| From (day) | To (day) | No. of hours per day | | | | | | | |
| Alternatively, with my hours distributed across the week as follows: | | | | | | | | | |
| Mon. | hrs | Tues. | hrs | Wed. | hrs | Thurs. | hrs | Fri. | hrs |

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| <p>IV. General information/deadlines</p> <p>The entitlement to parental leave exists until the child(ren) reaches the age of 3 years (1 day before their 3rd birthday). Every parent is entitled to take parental leave, for up to 3 years simultaneously or successively or both or for different periods; it is an individual independent right of every parent. In principle, parental leave may also be taken irrespective of the parental allowance entitlement. Please note that parental allowance is paid in monthly instalments in line with the child's birth date, and not by calendar month. For the mother, maternity leave counts towards their possible total three-year period of parental leave.</p> <p>The applicant must notify their employer of the precise dates of the beginning and end of their desired parental leave in the next 2 years. The parental leave can be divided into 3 parts. For births from 01/07/2015 onwards, every parent has the right to take up to 24 months of the parental leave between the 3rd and 8th birthday of the child. During parental leave, part-time employment of up to 30 hours per week is permitted. Part-time work with another employer or self-employment requires the employer's consent.</p> <p>Parental leave can be terminated prematurely with the employer's consent or extended within the framework of § 15, Para. 2 of the German Federal Law on Parental Leave and Parental Allowances (BEEG).</p> <p>Deadlines The intention to take parental leave between the child(ren)'s birth and the age of 3 must be requested in writing from the employer at least 7 weeks before the beginning of the parental leave. If the parental leave is to be taken directly after the birth of the child (e.g. parental leave of the father), the request must be made at the latest seven weeks before the estimated date of birth.</p> <p>For births from 01/07/2015 onwards, the notice period for parental leave for the period between the 3rd and 8th birthday of the child(ren) is 13 weeks.</p> <p>Any request for part-time work for family reasons following parental leave must be made separately.</p> |
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| Signature of applicant | |
| _____ Date | _____ Signature of applicant |
| Declaration of the superior or Dean | |
| _____ Date | _____ Signature of superior/Dean |