

Work instruction concerning special leave

INFO

The upcoming digitization of the vacation card will also eliminate the possibility of applying for special leave in paper form. From now on, the application for special leave, must be sent by email as described below.

Attention: Applications via BayZeit will no longer be accepted.

Employee

Employees send their request for special leave as an email to the vacation administration office and put their supervisor in CC. The email is to include the

-Day/time period for which special leave is requested

-Reason for the special leave

-Any related certificate or form

This sample can be used as a template:

SAMPLE:

Dear colleagues from the vacation administration office.

I hereby apply for the special leave for DD.MM.YYYY.

Reason: Compensation for election work on DD.MM.YYYY

Attachment: certificate of election work

Vacation administration office on site

The vacation administration office on site checks the application for completeness. Then they forward them to the Human Resources department for further review and approval: dienstbefreiungen@ur.de

Department III – Personal

The HR department distributes the employees' applications to the relevant divisions. After approval, the employee receives a confirmation by e-mail. If applicable, the special leave is entered in BayZeit. In the email, the vacation administration office is put in CC.