



Universität Regensburg

Title, first name, surname

Place of employment

Application for parental leave for employees

according to § 16 of the Federal Parental Allowance and Parental Leave Act (Bundeselterngeld- und Elternzeitgesetz - BEEG)

To the
Universität Regensburg
Department III - Human Resources
93040 Regensburg

Attachments:

- ☐ Birth certificate
- ☐ Judicial ruling
- ☐ Approval of the parent with custody
- ☐ Joint custody declaration
- ☐ _____

I. I hereby apply for parental leave for the child

First name and surname of the child

Birth date or expected delivery date

The birth certificate ☐ is attached. ☐ has already been sent. ☐ will be sent subsequently.

1. Details of child

This child is

- ☐ my biological child. ☐ the child of my spouse or civil partner.
- ☐ my adopted child. ☐ _____

☐ This child is my grandchild.

One of the child's parents is not yet 18 years old, or is undertaking a training program which began before their 18th birthday. The training program generally takes up their work time fully. Neither of the parents will simultaneously claim parental leave.

First and surname of the parent:

Birth date: Start of training program:

Expected end of training program:

2. Care of the child

☐ I affirm that the child lives in my household and is looked after and raised me.

☐ I am in charge of caring for the child

- ☐ by law
- ☐ due to a judicial ruling. Please include the judicial ruling.

☐ I am not in charge of caring for the child

- ☐ because I am the father of the child but not married to the mother.
- ☐ because my biological child has been removed from my care (please supply documentation).

- ☐ I am entitled to parental benefits
- ☐ even though my fatherhood for the child out of marriage, which I have declared, has not yet been determined.
- ☐ because I or my spouse / civil partner are related to the child and there is a case of special hardship.
- ☐ because the child is in my care.
- ☐ The parent with custody has agreed to my looking after and raising the child (please supply documentation).

3. Distribution of the parental leave

The maximum duration of the parental leave is three years, i.e. 36 months in total. The maternity leave after the birth will be counted in the parental leave.

The parental leave can be distributed in three sections (see points 3.1 and 3.2). One section of 24 months can be carried over up to the end of the child's eighth year of live (see point 3.3).

Please note that the parental leave should be applied for in writing seven weeks before it begins at the latest.

3.1 Length of the full parental leave or the first section withing the first three years of the child's life

- Start**
- ☐ my full parental leave on _____ ,
- ☐ the first section of my parental leave
- i.e. ☐ directly following the maternity leave after birth
- ☐ after the end of the parental leave currently running for a child born previously.
- ☐ after the end of the parental leave which another parent / entitled person has claimed.
- ☐ from the birth of the child (for fathers). Please make the application before the birth of the child:
- Should the parental leave begin with the actual birth date of the child and the sections be correspondingly placed? ☐ yes ☐ no
- ☐ _____

- End**
- ☐ my full parental leave on _____ ,
- ☐ the first section of my parental leave
- i.e. ☐ on the day that the third year of the child's life ends (= longest duration of 36 months)
- ☐ _____

3.2 duration of further sections during the first three years

- ☐ I wish to not fully use the parental leave of 36 months in the first section, but distribute it in up to two further sections before the end of the third year of life:
- ☐ 2nd section, from _____ to _____ (inclusive) .
- ☐ 3rd section, from _____ to _____ (inclusive) .

3.3 Carrying over a part of the parental leave past the third birthday

A part of the total parental leave of 36 months can be carried over to the period between the third birthday and the end of the eighth year of the child's life. It is recommended that you give notice of this before the end of the third year of the child's life. It is limited to a maximum of 24 months.

☐ I wish to take parental leave from the 24-month section to which I am entitled during the following periods up to the 8th birthday of the child:

☐ 1st section from _____ to _____ (inclusive) .

☐ 2nd section from _____ to _____ (inclusive) .

☐ 3rd section from _____ to _____ (inclusive) .

☐ I have not decided when I will take the unused part of my parental leave of up to 24 months between the child's 3rd and 8th birthday. Where appropriate, I will apply for this in writing 13 weeks before the start of the period at the latest.

4. Employment during parental leave

☐ I will not be employed during my parental leave

☐ I apply for part-time employment at the University of Regensburg during my parental leave

from _____ to _____ of _ hours a week

from _____ to _____ of _ hours a week

from _____ to _____ of _ hours a week.

I will keep to a monthly average within the maximum permissible 32 hours per week.

I wish to distribute my weekly working time in the following manner:

from _____ to _____ work days: ☐ Mon, ☐ Tue, ☐ Wed, ☐ Thu, ☐ Fri

from _____ to _____ work days: ☐ Mon, ☐ Tue, ☐ Wed, ☐ Thu, ☐ Fri

from _____ to _____ work days: ☐ Mon, ☐ Tue, ☐ Wed, ☐ Thu, ☐ Fri

☐ I apply for approval to undertake part time employment outside the employment at the University of Regensburg

☐ as a self-employed person

☐ as an employee of the following employer: _____

from _____ to _____ of _ hours a week

from _____ to _____ of _ hours a week

from _____ to _____ of _ hours a week.

I will keep to a monthly average within the maximum permissible 32 hours per week.

Should the employment details given change, I will inform my place of employment without delay.

5. Signatures

Date and signature of applicant

Date and signature of other parent

Acknowledged:

Date and signature of the supervisor

Date and signature of the faculty administrator