

Application for parental leave for employees

according to § 16 of the Federal Parental Allowance and Parental Leave Act (BEEG)

Title, First name, Family name

Department or Chair

To
Universität Regensburg
Admin. Dept. III – Human Resources
93040 Regensburg

Enclosures:

- Birth certificate Court
- decision
- Consent of the custodial parent Joint
- declaration of custody Parental allowance
- notice
-

I. I apply for parental leave for the child

First and family names of the child

Date of birth or expected date of delivery

1. Details of the child:

It is

- my biological child.
- the child of my spouse.
- the child of my partner.
- my adopted child.
- my child placed in full-time or adoptive care.
- _____

It is my grandchild.

A parent of the child (First/Last name: _____) was born on _____ and is

therefore not yet 18 years of age and a minor or

is still in training which began before their 18th birthday on _____ and is expected to end on _____. The training generally takes up his/her full working capacity.

Neither of the child's parents will claim parental leave at the same time as me.

I enclose have already sent a birth certificate.

I have already sent a birth certificate.

I affirm that the child

is living in my household (where necessary, since _____).

is being cared for and educated by myself (where necessary, since _____).

I am entitled to personal custody of the child

by operation of law

due to a court decision.

together with the other parent.

Court decision enclosed.

- I am **not** entitled to personal custody of the child,
 - because, as the father of the child, I am not married to its mother.
 - because I have been deprived of the custody of my biological child (Please enclose proof!)
 - However, I am entitled to parental allowance,
 - although my declared paternity for the non-marital child has not yet been validly established.
 - because I or my spouse/life partner am/is related to the child and a special case of hardship exists.
 - because the child is in my care.
- The custodial parent has agreed that I will care for and raise the child (proof enclosed!).

2. Distribution of parental leave:

Please note that parental leave should be applied for in writing at least seven weeks before it starts.

- Start of my parental leave on _____,
- of the first part of my parental leave
- i.e. following the maternity leave period after childbirth.
- from the date the child comes into my care.
- after the end of the currently ongoing parental leave for a child born earlier.
- after the end of the period of parental leave taken by the other parent/beneficiary.
- from the birth of the child (for fathers).
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- End of my parental leave on _____,
- of the first part of my parental leave
- i.e. on the day the child turns 3 years of age (= maximum duration of 36 months)
-

For children born before July 1, 2015:

- I do not want to take my parental leave of a maximum of 36 months in the first period in full, but want to distribute the remaining part of max. 24 months over the following further period before the child reaches the age of three.
 - 2. Time period from _____ until including _____.

For children born from July 1, 2015, on:

- I do not want to take my parental leave of a maximum of 36 months in the first period in full, but want to distribute the remaining part of max. 24 months between two periods before the child reaches the age of three:
 - 2nd period from _____ until including _____.
 - 3rd period from _____ until including _____.

3. Transfer of a portion of parental leave:

A portion of the parental leave totalling 36 months can be transferred to the period between the third and eighth birthdays of the child. It is recommended to report this transfer by the child's third birthday.

The entitlement for children born **before** July 1, 2015, **is a maximum of 12 months**. The entitlement for children born **from** July 1, 2015, **is a maximum of 24 months**.

- I would like to transfer part of the parental leave of ___ months to the period between the child's third and eighth birthdays, because
 - I will not take or have taken parental leave
 - will only have taken ___ months of my parental leave

For children born before July 1, 2015:

- Of the share of up to 12 months to which I am entitled, I would like to take parental leave in the following periods before the 8th birthday of my child:
 - 1st period from _____ until _____ inclusive.
 - 2nd period from _____ until _____ inclusive.
 - 3rd period from _____ until _____ inclusive.

- I have not yet decided when I will take an as yet unused portion of my parental leave of up to 12 months between the child's 3rd and 8th birthday.
Where necessary, I will assert this in writing at least 13 weeks before the period starts.

For children born from July 1, 2015, on:

- Of the share of up to 24 months to which I am entitled, I would like to take parental leave in the following periods until the 8th birthday of my child:
 - 1st period from _____ until _____ inclusive.
 - 2nd period from _____ until _____ inclusive.
 - 3rd period from _____ until _____ inclusive.

- I have not yet decided when I will take an as yet unused portion of my parental leave of up to 24 months between the child's 3rd and 8th birthday.
If necessary, I will assert this in writing at least 13 weeks before the start.

4. Gainful employment during parental leave:

- I will not be gainfully employed during parental leave.

- I apply for part-time employment **at Universität Regensburg** during parental leave as an employee
 - from _____ until _____ in the amount of _____ hours a week
 - from _____ until _____ in the amount of _____ hours a week
 - from _____ until _____ in the amount of _____ hours a week

I will comply with the permissible limit of a maximum of 32 hours per week on a monthly average.

I would like to distribute my weekly working time over the working days as follows

from _____ until _____ on working days (e.g. Mon, Tues): _

from _____ until _____ on working days (e.g. Mon, Tues): _

from _____ until _____ on working days (e.g. Mon, Tues): _

I apply for approval to work part-time **outside of the employment relationship at the Universität Regensburg**

as an employee with the following employer: _____

as a self-employed person

from _____ until _____ in the amount of _____ hours a week

from _____ until _____ in the amount of _____ hours a week

from _____ until _____ in the amount of _____ hours a week

I comply with the permissible limit of a maximum of 32 hours per week on a monthly average.

If the stated circumstances change, I will notify the department immediately.

Date and signature of the applicant

Date and signature of the other parent

Noted:

Date and signature of the supervisor

Date and signature of the faculty official