Notes
on the application for a reduction in the regular weekly working time

For general information, please visit our website at https://www.uni-bremen.de/dezernat2/service-a-z

Please complete the application in full. The application must be submitted to the responsible team in Department 2 at least eight weeks before the start of the reduction in weekly working hours.

Number of applications to be submitted:
Scientific employees: 2 copies (1 original and 1 copy)
Administrative and technical staff: 3 copies (1 original and 2 copies).

If you reduce your weekly working hours for an indefinite period, you will receive a new employment contract and will no longer be entitled to an increase in your working hours to the previous extent!

However, in accordance with § 11 Para. 3 TV-L, full-time employees at whose request permanent part-time employment was agreed should be given preferential consideration when filling a full-time position at a later date if they are equally suitable within the scope of official or operational possibilities.

Please do not attach this page to the application. Thank you very much.

Last name, first name	Phone	e-Mail
Service designation	Area	Personnel no.

Application for a reduction in regular weekly working hours

Dear Sir or Madam,

I am applying for a reduction in my regular weekly working hours

to   weekly hours.

    unlimited from   (please note the information on the first page!)

    limited for the period from   till

    according to § 11 (1) TV-L for family reasons

    according to § 11 (2) TV-L for the following reason:

I would like to distribute my reduced weekly* working hours as follows:

	Monday	Tuesday	Wednesday	Thursday	Friday
daily working time					

A part-time job is held during the reduction: yes /   no

Date   Signature

Supervisor: agree   disagree (reason required)

                Date   Signature

Organizational unit**:   agree   disagree (reason required)

                Date   Signature

* the number of working days is relevant for the vacation calculation
**if not identical with the supervisor person

Stand: 11/2023