

Notes

on the application for parental leave

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 seven weeks before the start of the parental leave.

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).

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.

Receipt stamp Department 2

Application for parental leave

*in accordance with the provisions of the law on
Parental Allowance and Parental Leave
(Federal Parental Allowance and Parental Leave Act - BEEG)*

I am applying for parental leave to care for and bring up the following child with whom I live in the same household:

Surname and first name of the child
(in the case of multiple births, enter the first names and dates of birth of all children):

(if the first name is not currently known, please leave blank)

(Expected) date of birth of the child:

Birth certificate of the child

is attached will be submitted later is already in my personnel file

Parental relationship to the applicant:

natural child for whom I am entitled to personal care

the child was taken into my household with the aim of adopting him/her as a child

Child of my spouse or my partner who lives in the same household as me
partner who lives with me in the same household

the acknowledgement of paternity in accordance with § 1594 Para. 2 BGB is not yet effective or the paternity determination applied for in accordance with § 1600d BGB has not yet been decided, but the child lives in my household (please enclose proof)

the child has been taken into full-time care in my household in accordance with § 33 SGB VIII.

Non-custodial parents require the consent of the custodial parent (please enclose if applicable).

Period(s) for which parental leave is requested:

from _____ till _____

from _____ till _____

Please note that parental allowance is paid according to months of age.

