



Send original to

TU Dresden

Directorate 2,

Unit 2.2 + 2.3 Employees covered by

collective bargaining agreement

Unit 2.4

Part-Time Employees. Staff

01062 Dresden

via your supervisor

Application for parental leave

Title, last name, first name

Date of birth

Residential address

Private email / phone number in case of queries (voluntary and revocable field)

School, Faculty, Institute, Chair, Central Unit, Directorate, Unit or other Organizational unit

My employee group (Please tick the box that applies):

Salaried employee

Researcher /Student Assistant

Dear members of TU Dresden,

For my child(ren)*1 _____ (first and last name), born (expected) on _____, I would like to take parental leave for the period*2 or for the following additional periods (you may split this into three periods:

Period	Start (date)	End (date)	Part-time employment (hrs/week)*3	Distribution over days of the week
1.				Mon Tue Wed Thu Fri
2.				Mon Tue Wed Thu Fri
3.				Mon Tue Wed Thu Fri

*1 in case of multiple births only

*2 Note: Parental benefits are paid based on the child's age in months, which do not necessarily correspond to calendar months.

*3 If you wish; maximum 32 hours according to Federal Parental Allowance and Parental Leave Act (BEEG)

I hereby declare that I live in the same household as the child(ren) named above and that I care for and raise them myself. I understand that I must notify Directorate Personnel without delay should there be any changes to these circumstances.

I enclose the following documents or will submit them as soon as possible:

(Please tick the boxes that apply)

Birth certificate

Proof of guardianship (foster children)

Proof of adoption

Statutory extension for Research Associates or Research Assistants with temporary contracts in accordance with § 2 para. 1 WissZeitVG

I am applying for statutory extension pursuant to § 2 para. 5 no. 3 WissZeitVG.

Date

Signature

Supervisor's signature:

Date

Signature of the immediate supervisor

Date

Signature of the Dean/Chairperson of the Department/Director/Board of Directors of the Central Unit/Other

Please note: You need to submit your application for parental leave to the Directorate Personnel at least 7 weeks before the start of your parental leave.