



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
on _____, I would like to apply for parental leave for the period*² from _____ until
_____ or for the following time periods (leave can be divided into three time periods):

Time period	Start (date)	End (date)	Time period	Start (date)	End (date)
2.			3.		

*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.

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 am providing the following documents as proof:

(Please tick the boxes that apply)

- ☐ Birth certificate ☐ Proof of guardianship (foster children) ☐ Proof of adoption
☐ Proof from your health insurance company of receipt of maternity benefit payment (for
mothers only)

Part-time work during parental leave

- ☐ During my period of parental leave from _____ until _____, I would like to apply for
part-time employment totaling _____ hours per week (32 hours max. pursuant to BEEG) with a
distribution of working hours over the weekdays: _____ (i.e. ____ working days per week).

Statutory extension for Research Associates 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