

Surname _____ First name: _____ Title: _____

Institution: _____

HOLIDAY APPLICATION

(for research personnel)

Holiday carried over from the previous year is to be taken by 31 December (associates) and/or 31 March (assistants) of this year!

From 1 January (associates) and/or 1 April (assistants), these holiday days carried over are forfeited!

I wish to request holiday from (1st day of holiday) _____ up until (and including)
(last day of holiday) _____ .

Cover by: _____

, on _____

(Signature and title of the applicant)

**The holiday is approved by the supervising
university lecturer**

Holiday is approved as requested.

**For the granting of holiday in the lecture period, the
additional approval of the Dean is required.**

Bochum, date _____

(Signature of the Dean)

(Signature)

Holiday calculation:

Birthday _____

**Holiday is correctly calculated and noted
in the file.**

Term of service _____

Pay grade _____

Bochum, date _____

Holiday entitlement _____ **days**

Received to date _____ **days**

Still available _____ **days**

(Signature)

Now requested _____ **days**

Remaining holiday _____ **days**

Please keep this application for two years following approval in order to clarify any discrepancies which may occur in the calculation of holiday.