

Request for Leave of Absence as Regulated by the Flexible Working Policy

Applicant: _____

Department / Institution / Organisational unit: _____

Whole day of leave
 (1/5 of the standard number of hours worked per week)

at:

Half day of leave
 (1/10 of the standard number of hours worked per week)

at:

<input type="checkbox"/> Morning
<input type="checkbox"/> Afternoon

Short period of leave during Core Period

at:

from:	to:
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Greifswald, date: _____ Applicant _____ if applicable, work Cover _____

Greifswald, date: _____

Approved: Yes No _____ Supervisor / Line manager