



HR Department
Domstraße 14
17489 Greifswald

Applicant: _____

Dept. / Institution / Org. Unit: _____

While on parental leave, I can
be contacted at the following
address / on the following
phone no.: (optional)

Date

Request for Parental Leave
(as provided for in the Bundeselterngeld- und Elternzeitgesetz - BEEG
(Federal Parental Allowances and Parental Leave Act))

I am applying for parental leave in order to look after and bring up my child _____ born on _____

- 1.a ☐ after my maternity protection period has ended until: _____ (but no later than the child's third birthday, § 15 (2) or
1.b ☐ for the period from: _____ until _____ Sentence 1 BEEG)
(earliest start: end of maternity protection period; or - for fathers - from birth)
2. ☐ for the period from: _____ until: _____
(between the child's third and eighth birthday) (max. permitted period: 24 month, § 15 (2), Sentence 2 BEEG)

☐ I wish to take parental leave and do not wish to do paid work during this period from: _____ until: _____

☐ I wish to combine parental leave and paid work from: _____ until: _____

☐ at my current workplace for _____ hours/week

☐ for another employer, _____
for _____ hours/week

My child's birth certificate

☐ is enclosed ☐ is already in my staff record

I confirm that I live with the above-named child in the same household and that this child is personally looked after and brought up by me (§ 15(1) BEEG).

Date _____
Signature _____

Applicable legislation: Federal Parental Allowances and Parental Leave Act - BEEG
(see reference notes on page 2 and 3)

Please note: Your written request must have been received no later than seven weeks before the proposed starting date. (§ 16(1), Sentence 1 BEEG)

Reference Notes

Federal Parental Allowances and Parental Leave Act - BEEG

§ 15 - Eligibility for Parental Leave

(1) Employees are entitled to take parental leave if they

1.
 - a) live with their child,
 - b) live with a child for whom they meet the eligibility criteria as per § 1(3) or 1(4), or
 - c) live with a child whom they have taken into full-time foster care as per § 33 of Book VIII of the *Sozialgesetzbuch* (German Social Welfare Code) SGB VIII,
in the same household and
2. if they personally look after and bring up this child.

A parent who does not have custody of the child or persons entitled to take parental leave as per Sentence 1, Items 1(b) and 1(c) above require the consent of the parent with custody.

(1a) Employees are entitled to take parental leave, if they live with their grandchild in the same household and they personally look after and bring up this child and

1. one of the child's parents is under the age of eighteen
2. one of the child's parents is currently undertaking a vocational training programme that was begun before that parent turned eighteen and that generally requires the parent's full time and attention.

Eligibility is limited to those times in which neither of the child's parents has applied for parental leave.

(2) Entitlement to parental leave extends up to the child's third birthday. Parental leave not exceeding 24 months may be taken in the period between the child's third and eighth birthdays. For parental leave taken by a mother, the maternity protection period as defined in § 6(1) of the *Mutterschutzgesetz* (hereinafter Maternity Protection Act) shall be deducted from the time limits stated in Sentences 1 and 2 above.

If a parent has more than one child, the parent is entitled to take parental leave for each child, irrespective of whether the periods stated in Sentences 1 and 2 above overlap. In the case of an adopted child and when a child is in foster care or in pre-adoption guardianship, parental leave can be taken for a total of up to three years from the time the eligible person takes custody of the child until the child's eighth birthday. Sentences 2 and 4 above apply analogously with respect to the limits on the period of parental leave. Entitlement to parental leave cannot be excluded or restricted by contract.

(3) Parental leave, and any parts thereof, may be taken by each parent alone or jointly by both parents. Sentence 1 applies analogously to such cases as set out in Subsection 1, Sentence 1, Items 1(b) and 1(c) above.

(4) While taking parental leave, the employee is not permitted to perform paid work for more than 30 hours per week averaged over the month. A suitable childminder, within the meaning of § 23 SGB VIII, may look after up to five children during the day, even when the time spent childminding exceeds 30 hours per week. Part-time work for another employer or self-employment as per Sentence 1 requires the consent of the employer. The employer must provide written notification within four weeks and may only withhold consent for urgent operational reasons.

(5) The employee may request a reduction in or redistribution of the hours worked. Employer and employee should reach an agreement regarding the request within four weeks. The request may be combined with the written notification as per Subsection 7, Sentence 1, Item 5 below. This does not affect the employee's right to continue with the same part-time working schedule during the period of parental leave that they had prior to taking parental leave, provided that the provisions of Subsection 4 are met, or to return after the period of parental leave to the same working hours that were agreed before parental leave was taken.

(6) If it is not possible to reach an agreement as per Subsection 5 above, the employee may, on two occasions during the entire period of parental leave and subject to the criteria set out in Subsection 7 below, request a reduction in the number of hours worked.

(7) The following criteria apply to any such reduction in working hours:

1. The employer typically employs more than 15 people, irrespective of the number of persons on apprenticeships or traineeships.
2. The employee has been continuously employed at the company for a period of more than six months.
3. The contractually agreed regular working hours are to be reduced for a period of at least two months to no fewer than 15 hours per week and no more than 30 hours per week when averaged over the month.
4. There are no urgent operational grounds for refusing the reduction being requested by the employee.
5. The employer received written notification
 - a) seven weeks before the employee plans to start reduced hours (for the period up until the child's third birthday)
 - b) thirteen weeks before the employee plans to start reduced hours (for the period between the child's third and eighth birthdays).

The written request must specify the start and end dates of the intended period of reduced working hours. The request should specify how the reduced number of working hours are distributed throughout the week. If the employer seeks to reject the requested reduction in working hours or the weekly distribution of these hours, the employer must notify the employee in writing within four weeks stating the reasons for refusal. If an employer does not reject in writing the employee's request for a reduction in working hours

1. within four weeks of receipt of the request (for parental leave taken before the child's third birthday) or
2. within eight weeks of receipt of the request (for parental leave taken between the child's third and eighth birthdays),

the employer will be deemed to have agreed to the employee's request and to the reduced working hours specified therein.

If the employer and the employee fail to agree on the distribution of working hours in the manner set out in Subsection 5, Sentence 2 and if the employer has not submitted a written rejection within the stipulated timeframes set out in Sentence 5, the distribution of working hours requested by the employee will be deemed to have been agreed. If the employer rejects the employee's request for a reduction in or a redistribution of working hours within the stipulated timeframe, the employee may bring a claim in an employment tribunal.

Section 16 - Eligibility for Parental Leave

(1) Anyone seeking parental leave must submit a written request to their employer

1. no later than seven weeks before the intended start of the parental leave (in the period up until the child's third birthday) or
2. no later than thirteen weeks before the intended start of the parental leave (in the period between the child's third and eighth birthdays).

If the employee claims parental leave as per Sentence 1, Item 1, they must then also state the periods within the next two years in which they wish to take parental leave. A shorter notification deadline may be used in urgent cases. If a mother takes parental leave immediately after her maternity protection period, the maternity protection period as defined in § 6(1) of the Maternity Protection Act shall be deducted from the time specified in Sentence 2. If a mother takes parental leave immediately after a period of paid leave, itself taken immediately after her maternity protection period, both the maternity protection period as defined in § 6(1) of the Maternity Protection Act and the period of paid leave shall be deducted from the time specified in Sentence 2. Each parent may split their parental leave into three segments; splitting parental leave into more segments is only possible with the employer's consent. If an employee submits a request for a third segment of parental leave, the employer may, within eight weeks of receiving the request, refuse the request for urgent operational reasons if this segment lies in the period between the child's third and eighth birthdays. The employer shall issue certification of parental leave to the employee. If an employee changes employer and submits a request for parental leave, the new employer may ask for certification from the previous employer regarding periods of parental leave already taken by the employee.

(2) If a female employee wishes to take a period of parental leave to commence immediately after the end of her maternity protection period, as defined in § 6(1) of the Maternity Protection Act, but for reasons beyond her control is unable to meet the submission deadline, she is permitted to submit the request within one week once these reasons have ceased to exist.

(3) Parental leave may be terminated early or extended pursuant to § 15(2) with the consent of the employer. If the employer receives a request for the early termination of parental leave because of the birth of another child or in cases of exceptional hardship, particularly the serious illness, severe disability or death of a parent or child of the person entitled to parental leave, or a significant deterioration of the parents' financial situation after taking parental leave, the employer may, without prejudice to the provisions of Sentence 3, only reject the request if the refusal is issued in writing within four weeks and only for urgent operational reasons. Parental leave may be terminated early without the consent of the employer in order to initiate a maternity protection period, as defined in § 3(2) and § 6(1) of the Maternity Protection Act. In such cases, the employee shall notify the employer in a timely manner about the termination of parental leave. A request for an extension of parental leave may be made if a planned changeover between parental leave beneficiaries is unable to take place for an important reason.

(4) If the child dies during a period of parental leave, the period of parental leave shall be terminated no later than three weeks after the death of the child.

(5) The employee must notify the employer immediately of any change in the eligibility of the employee to take parental leave.