

Surname, First Name(s):

Date of Birth:

Department / Institution / Organisational Unit:

To (Supervisor)

For information only:

Human Resources Department, Domstraße 14, 17489 Greifswald

Date

Self-Reporting of Overwork

Dear

To avoid any negative consequences for my workplace and with respect to my employment, I am writing to report that I am overworked and to provide details thereof.

Please note that any possible errors or deficiencies in my work are the result of being overworked in the manner described below and that I am not responsible for said errors or deficiencies for the reasons given below. As a precautionary measure, I hereby reject any claim to legal recourse by third parties as well as any sanctions deriving from employment legislation covering public sector employees or civil servants.

Description of work performed:

Concrete specification of signs of overwork including date first observed :

Reasons for overwork:

Details of remedial measures taken unsuccessfully to improve the situation:

Official consequences arising from overwork:

Personal consequences arising from overwork:

My statements can be confirmed by the following person(s):

My statements can be verified by the following documents, records:

I request the rapid implementation of measures to reduce my workload and would be pleased to contribute to improving the current situation.

Appropriate remedial measures for combatting overwork include:

I consent to attending a consultation meeting (possibly in the presence of a Staff Council member specified by me) on a date to be agreed.

Best regards,

Signature

Enclosures: (e.g. documentary evidence, records)