

**Annual leave entitlement for research assistants (WHK) / student assistants (SHK)  
pursuant to Section 3 and Section 5 of the German Federal Leave Act (Bundesurlaubsgesetz)**

**Information (Updated August 2011):**

- Holiday leave is granted in days and totals 20 days per year for a 5-day working week
- **The statutory annual leave may be calculated pro rata by dividing it by twelve** if the assistant:
  - was hired later than 1 July in the current calendar year,
  - will be employed for less than six months of the calendar year, or
  - if the employment contract ends during the first half of the calendar year.
 In all other cases, the assistant is entitled to the full statutory minimum leave. (See point 1)
- Pro rata annual leave is always based on **full** months of employment  
(e.g. 15 January – 14 February = 1 month; but 15 January – 28 February also = 1 month)
- If the weekly working hours are regularly distributed over fewer than 5 work days, the leave entitlement is recalculated using the following formula: **20/5 x number of individual work days per week**  
If the number of work days per week varies, the week in the calculation formula is replaced by the period over which the work repeats itself according to the agreed schedule.  
**Example:** The employee alternates between working two days in one week and three days in the following week. In this case, we take the 10 week days from the regularly occurring two-week period and multiply this by the number of days worked in this period i.e. 5 work days. This results in the following calculation:  
(20 annual leave days / 10 week days x 5 work days (individual arrangement) = 10 days leave entitlement.
- The leave entitlement calculation in days is shown in the table below:

Employment Period in Calendar Year	1 Month	2 Months	3 Months	4 Months	5 Months	6 Months	7 Months	8 Months	9 Months	10 Months	11 Months	12 Months
1-day Week	-	1	1	1	2	2	4	4	4	4	4	4
2-day Week	1	1	2	3	3	4	8	8	8	8	8	8
3-day Week	1	2	3	4	5	6	12	12	12	12	12	12
4-day Week	1	3	4	5	7	8	16	16	16	16	16	16
5-day Week	2	3	5	7	8	10	20	20	20	20	20	20