



UNIVERSITÄT
PADERBORN



SPECIAL LEAVE LONG-TERM (MORE THAN 2 WEEKS)

General Information

Special leave is a **longer-term** release from the obligation to work (i.e. longer than two working weeks), the cause of which is usually private and not work related.

Depending on the assessment of this cause or this special leave purpose, the wages or salary may or may not continue to be paid.

Note:

Granting long-term special leave can lead to a reduction in vacation time. In addition, there may also be effects on the duration of remuneration steps, jubilee times, social security or supplementary pension rights.

Employees and Trainees

- Employees may receive special leave without pay if there is an **important reason** and **work or business conditions permit**.
- In addition, special leave must be granted if **legal requirements are met**.
- In all cases, an informal application must be submitted to the human resource department by official means, accompanied by appropriate evidence.
- **We would be happy to advise you. Contact us for assistance!**

Student and Research Assistants

- Special leave is only granted for this group of people **legal requirements are met.**
- This includes, e.g., the law on granting special leave for voluntary work in youth welfare, the law on fire protection, assistance and disaster protection (BHKG), the law on employee training (AWbG) or the law on preparing a candidature for the federal or state parliament.
- **In all cases, accompanied by appropriate evidence, an informal application must be submitted to the human resources department.**

Civil Servants

- According to the provisions of § 25 and following of the NRW Special Leave and Vacation Ordinance, civil servants receive special leave, for example, for civic, professional (analogous to the AWbG), church, trade union, sporting and similar purposes as well as for scientific and artistic purposes.
- **In all cases, accompanied by appropriate evidence, an informal application must be submitted to the human resources department.**