

Last name, first name: _____
Faculty/institution: _____
Privat address: _____
Date: _____

Application for parental leave

(Please only submit once your child has been born)

To the President of
Johannes Gutenberg-University Mainz
55099 Mainz

I would hereby like to apply for parental leave in accordance with the legislation on parental allowance and parental leave (section 15 Bundeselterngeld- und Elternzeitgesetz, BEEG)

Last name, first name: _____
Date of birth: _____
Family relationship: _____

for the following periods of time:

from _____ until _____
from _____ until _____
from _____ until _____
from _____ until _____

I declare that I live in the same household as my child and look after it myself. I am aware that I have to immediately notify any changes made to these conditions.

I will attach the following documents:

- Birth certificate
 Proof of custody (foster child)
 Proof of adoption

I am applying to take on a **part-time employment** during my parental leave which starts on _____ and lasts until _____ of _____ hours a week (maximum 30 hours).

Supervisor's statement/information of the supervisor:

(Legal entitlement to parental leave exists)
and I have taken note of the preferred period. Part-time employment during parental leave has been **approved**:

Signature

Signature of supervisor