

## Applying for Vacation Days at JGU

### Transfer and Expiration Dates for Vacation Entitlement

Dear employees,

In the following, we will point out some basic rules for applying for vacation, as well as clarify what happens in case you do not claim your vacation days:

The paid vacation days are to be used by the employees for recreation. The vacation days are granted by the employer.

Vacation days shall be applied for and granted only on the web-based GISBO portal (<https://arbeitszeit.uni-mainz.de>).

**Applying for vacation days using GISBO is, with the exception of professors (HochschullehrerInnen), binding** for all employees, including researchers. Approval is given by the superior or deputy superior selected in "Einstellungen" (settings).

The application status as well as the current personal vacation day statistic and calendar year overview is displayed there in a clear and comprehensible manner.

Entitlement to vacation days according to the collective agreement and civil service regulations (as well as statutory additional leave for severely disabled persons) of a vacation/calendar year shall **irrevocably expire after October 31<sup>st</sup> of the following year**.

Please note that vacation days nearing their expiration date should be claimed before the deadline – therefore, please make sure to claim these days in time.

You can see how many vacation days you have remaining from the previous year in the calendar year overview under "Urlaub".

Example:

	Urlaub 2019														Resturlaub aus 2018*														Summe													
	Jahresurlaub: 30														Jahresurlaub: 8														38													
	Mo	Di	Mi	Do	Fr	Sa	So	Mo	Di	Mi	Do	Fr	Sa	So	Mo	Di	Mi	Do	Fr	Sa	So	Mo	Di	Mi	Do	Fr	Sa	So	Mo	Di	Mi	Do	Fr	Sa	So	Mo	Di	Mi	Do	Fr	Sa	So
Januar		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31										
Februar				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28											
März				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31								
April	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30												
Mai			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31									
Juni						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30							
Juli	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31											

\* These vacation days expire on October 31<sup>st</sup> of the following year (in this case, on October 31<sup>st</sup> 2019).

If you are not able to take the (full number) of vacation days until the 31<sup>st</sup> of October deadline **due to illness**, they will be transferred **until March 31<sup>st</sup> of the following year at the latest**. For **employees subject to a collective agreement**, this is the transfer of **legal minimum vacation day entitlement** according to the Bundesurlaubsgesetz (BUrIG, Federal Leave Act).

**After March 31<sup>st</sup> (after 15 months in total), vacation day entitlement extended due to illness expires once and for all.**

In this context, we would like to point out that if you begin work after a prolonged illness before October 31<sup>st</sup>, the vacation days you are entitled to must be taken before the end of its expiration on October 31<sup>st</sup> (in individual cases, immediately beginning on the day of commencing work again) in order to avoid corresponding personal disadvantages.

We do not wish to go into detail regarding specific legal transfer periods (for example, periods according to the Bundeselternzeitgesetz or Elternzeitgesetz, etc.). For specific questions (for example, regarding parental leave, special leave according to § 28 TV-L), please contact Vacation Management (Urlaubsverwaltung) as soon as possible.

If the **employment relationship is being terminated** (for example, due to expiration of work contract, termination agreement, retirement), you should claim the vacation days you are entitled to before your contract ends.

Vacation Management in the Human Resources division (Urlaubsverwaltung des Dezernats Personal) is happy to help with further questions.

Kind regards,

Vacation Management (Urlaubsverwaltung)