

Recreational leave - the legal framework

Every employee of the University is entitled to **paid recreational leave** every year! The basis for this is the Federal Leave Act (BurlG). Details can be found in the Collective Agreement of the Länder (TV-L) in paragraphs 26 and 40 as well as in the State Civil Service Act (LBG NRW) and the Release and Leave Ordinance (FrUrlV NRW).

How much leave are you entitled to?

Regardless of whether you are an academic staff member with a collective agreement or a civil servant, you are entitled to **30 days of leave** per calendar year (30 working days). This corresponds to 6 weeks. For part-time employees, the holiday entitlement is calculated according to the number of working days per week. If your employment started during the year, you are entitled to the proportional number of days. Leave must be taken in the calendar year, but can be carried over to the following year. There are different rules for employees covered by collective agreements, civil servants and doctors.

How is leave taken?

Leave for a holiday serves the purpose of recreation, therefore it should include a period of **at least two weeks in a row**. In principle, you are free to choose when you take your leave. Of course, there should be consultation within the team. Restrictions are possible if operational processes are at risk or if social concerns of colleagues play a role.

Sick on holiday?

If you become ill while on leave, obtain a **medical certificate** for the sick days and submit it to your department. The sick days will not be deducted from your leave. If you are ill for a longer period of time, contact the Human Resources Department so that your leave entitlement does not expire.

What should I do if my leave request is rejected?

Most of you will apply for leave decentral within the institutes. If your leave request is rejected, please contact us. A rejected leave request is subject to the **legal co-determination** of your staff representation!

For further reading:

Information of the UoC:

https://verwaltung.uni-koeln.de/abteilung41/content/themen_von_a_z/urlaub/index_ger.html

Information of the University clinic:

<https://intranet.uni-koeln.de/unternehmensbereiche/geschaeftsbereiche/personal/urlaub>

<https://intranet.uni-koeln.de/unternehmensbereiche/geschaeftsbereiche/personal/fuer-beamte>

Federal Leave Act – Bundesurlaubsgesetz (BurlG):

<https://www.gesetze-im-internet.de/burlg/index.html>

Collective Agreement of the Länder – Tarifvertrag der Länder:

https://www.tdl-online.de/fileadmin/downloads/rechte_Navigation/A_TV-L_2011_/01_Tarifvertrag/TV-L_i.d.F.des%C3%84TV.Nr.11_VT_2020.pdf

See §§26, 40

State Civil Service Act – Landesbeamtengesetz (LBG NRW, § 71):

https://recht.nrw.de/lmi/owa/br_bes_detail?sg=0&menu=0&bes_id=34806&anw_nr=2&aufgehoben=N&det_id=588413

Release and Leave Ordinance – Freistellungs- und Urlaubsverordnung (FrUrlV NRW):

https://recht.nrw.de/lmi/owa/br_text_anzeigen?v_id=322020203171562132

Do you have any questions? Please feel free to talk to us!

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