

Options for special leave

In addition to recreational and educational leave, as well as leave of absence for family reasons, there are other options for employees covered by collective agreements and civil servants to take a break from work.

Special leave – leave in special cases

Both salaried employees and civil servants can apply for special leave without continued payment of their salary or remuneration. For salaried employees, this is regulated in § 28 of the collective agreement for the federal states (TV-L, TV-Ä), and for civil servants in § 33 of the Leave and Vacation Regulation (FrUrlV). If there is an important individual reason and no urgent official duties prevent it, temporary leave may be granted, for example for further training purposes. Civil servants may also receive special leave without pay in accordance with Section 27 FrUrlV in order to pursue scientific or artistic activities outside the workplace, e.g. as part of a junior or substitute professorship. The granting of special leave is at the discretion of the employer. The duration depends on the reason; in the case of special leave under § 27 FrUrlV, the maximum duration is six months. If a civil servant is to be granted leave for longer than six months, further steps are necessary for approval. During special leave, the employment relationship of employees covered by collective agreements is suspended. The period of leave is not counted toward the length of service or the length of the salary scale. Social security contributions are also waived, as are the employer's contributions to pension and health insurance. For civil servants, the civil service relationship continues without official duties. The period of leave is not counted toward pensionable service. There is no entitlement to allowances during this period. After consultation with the manager, the application can be submitted informally to the human resources department.

Leave of absence – leave for personal reasons

Employees covered by collective agreements and civil servants may be granted leave of absence on a daily basis for important personal reasons, provided that there are no urgent work-related reasons preventing this. In this case, remuneration or salary will continue to be paid. The relevant regulations can be found in § 29 TV-L / TV-Ä for employees covered by collective agreements and in § 34 FrUrlV for civil servants. The eligible reasons are defined exhaustively. Examples include the birth of a child, the death of a spouse or partner, a work or service anniversary (25 or 40 years), and civic duties such as testifying in court. The request is made informally to the human resources department, submitting a certificate for the relevant occasion.

For further reading:

Collective Agreement of the Federal States - TV-L
https://www.tdl-online.de/fileadmin/downloads/TV-L/TV-L_i.d.F._des_%C3%84TV_Nr._13_VT_Neu.pdf

Collective Agreement for Doctors (TV-Ä)
https://www.tdl-online.de/fileadmin/downloads/TV-Aerzte/01_TV-Aerzte/TV-%C3%84rzte_i.d.F._des_%C3%84TV_Nr._9_VT_neu.pdf

Leave of absence and holiday regulations – FrUrlV NRW
https://recht.nrw.de/lmi/owa/br_text_anzeigen?v_id=3220120203171562132

Information from the University Administration on special leave
https://verwaltung.uni-koeln.de/abteilung41/content/themen_von_a_z/sonderurlaub/index_ger.html

Leave of absence – examples of personal occasions: Information from the university administration – work anniversary
https://verwaltung.uni-koeln.de/abteilung41/content/themen_von_a_z/jubilaeum/index_ger.html

Information from the University Administration – in case of the loss of a close relative
https://verwaltung.uni-koeln.de/abteilung41/content/themen_von_a_z/todesfall/index_ger.html

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

Universitätsstraße 16 (Geb. 331), 50923 Köln
Geschäftszimmer: Fr. Breuer, Fr. Walther

0221-470-76151 (Mo-Do, 9:00-14:00)

personalrat-wiss@uni-koeln.de
prwiss.uni-koeln.de