



Unconditional reduction in working hours

In addition to the option of working part-time for family reasons, employees covered by collective agreements and civil servants have the option of applying for a reduction in working hours, regardless of any other requirements.

... for employees covered by collective agreements

Employees covered by collective agreements are entitled to an unconditional reduction in their working hours in accordance with Sections 8 and 9a of the Part-Time and Fixed-Term Employment Act (TzBfG) and Section 11(2) of the Collective Agreement for the Federal States (TV-L). An agreement can already be reached upon consultation when the employee is hired. The extent of part-time work and the distribution of working hours should be determined by mutual agreement with the employer. The employer may only refuse the request if there are urgent operational reasons. In the case of a request for part-time work pursuant to Section 8 TzBfG, the duration of the reduction in working hours is not limited. If an employee wishes to increase their working hours again at a later date, this must be given preferential consideration when filling a position (Section 9 TzBfG). In the case of an application under Section 9a TzBfG, working hours are reduced for a period of at least 1 year and at most 5 years ("Brückenteilzeit" = 'bridge part-time'). After this period has expired, the original working hours must be resumed for at least one year. No further changes to working hours are possible during the bridge part-time period. An application for part-time work must be submitted to the human resources department via the line manager at least three months before the planned starting date.

... for civil servants

In accordance with Section 63 of the North Rhine-Westphalia Civil Service Act (LBG NRW), civil servants can apply for part-time work of up to 50% of their regular working hours without any conditions. The duration can be chosen freely. The department may reject the application on the grounds of urgent official requirements. Subsequent changes to part-time work are possible in the event of urgent official requirements or if the previous part-time employment is no longer reasonable. The application for part-time work must be submitted to the personnel administration department via the line manager at least 6 months before the desired start date.

Important to know

The rejection of a part-time application must be submitted to the staff council for co-determination in accordance with Section 72 (1) No. 13 of the State Personnel Representation Act (LPVG). The reduction in working hours leads to a corresponding reduction in remuneration or salary and has an impact on the amount of pension and pension benefits.

For further reading:

Collective agreement for 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

Part-Time and Fixed-Term Employment Act - TzBfG

<https://www.gesetze-im-internet.de/tzbfng>

North Rhine-Westphalia State Civil Service Act – LBG NRW

https://recht.nrw.de/lmi/owa/br_text_anzeigen?v_id=61020160704140450650

State Personnel Representation Act - LPVG

https://recht.nrw.de/lmi/owa/br_text_anzeigen?v_id=720031009101436847

Information from the university administration

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

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

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