



## Legal entitlement to educational leave

In NRW, educational leave is regulated in the **Employee Further Education Act (AWbG)**. Academic employees at the UoC with an employment contract that is older than 6 months are entitled to educational leave. They can take up to 5 days off per calendar year with continued payment of their salary. Educational leave serves the purpose of **professional and political further education**. Further education that is related to private or leisure interests, e.g. in the fields of sports, arts and crafts, or health, is not recognised as educational leave. The entitlement to educational leave expires at the end of a calendar year. The entitlement from two consecutive calendar years can be combined. The application must then be submitted by 31 December of the current year. For doctors, special regulations apply according to TV-Ä §29 (6) when attending congresses. For civil servants, participation in training events is stipulated in §26 FrUrIV.

## Further education at recognised institutions

Events within the framework of educational leave must be offered by a **recognised institution**. Suitable providers are certified by the district governments. The selected course must meet **formal and content-related criteria**. The venue must not be further than 500 km from the state border, with the exception of seminars on National Socialism held at memorial sites. 8 teaching units per day of 45 minutes each are to be covered, i.e. 6 hours. The course may take place online.

## Applying for educational leave

Educational leave must be applied for in writing at least 6 weeks before it is to begin. For this purpose, the seminar programme with information on the target group and the time schedule as well as proof that the course is recognised as educational leave and is conducted by a certified institution must be submitted. These documents can be obtained from the provider.

Educational leave may only be refused for compelling official or operational reasons. The employer has three weeks after receipt of the application to do so. After that, the leave is considered approved. If your application is rejected, contact the staff council. After the end of the event, successful participation must be proved by submitting a corresponding certificate from the provider to the employer.

### For Further Reading:

Employee Further Education Act (Arbeitnehmerweiterbildungsgesetz) NRW:  
[https://recht.nrw.de/lmi/owa/br\\_text\\_anzeigen?v\\_id=3920090507103037839](https://recht.nrw.de/lmi/owa/br_text_anzeigen?v_id=3920090507103037839)

Further Education Guidance NRW:  
<https://www.weiterbildungsberatung.nrw/finanzierung/bildungsurlaub-nrw>

Ministry of Culture and Science:  
<https://www.mkw.nrw/weiterbildung-und-politische-bildung/allgemeine-weiterbildung/arbeitnehmerweiterbildung>

Website of the UoC:  
<https://prtuv.uni-koeln.de/tarif/bildungsurlaub/>

„Der Weg zum Bildungsurlaub“ („The Path to Educational Leave“) (DGB):  
[https://www.dgb-bildungswerk-nrw.de/downloads/service/2017\\_Weg-zum-Bildungsurlaub.pdf](https://www.dgb-bildungswerk-nrw.de/downloads/service/2017_Weg-zum-Bildungsurlaub.pdf)

Exemption and Leave Ordinance NRW (FrUrIV)  
[https://recht.nrw.de/lmi/owa/br\\_text\\_anzeigen?v\\_id=3220120203171562132](https://recht.nrw.de/lmi/owa/br_text_anzeigen?v_id=3220120203171562132)

Collective agreement for doctors at university hospitals (TV-Ärzte):  
[https://www.tdl-online.de/fileadmin/downloads/rechte\\_Navigation/C\\_Aerzte/01\\_TV-Aerzte/TV-%C3%84rzte\\_i.d.F.des\\_%C3%84TV\\_Nr.8\\_VT.pdf](https://www.tdl-online.de/fileadmin/downloads/rechte_Navigation/C_Aerzte/01_TV-Aerzte/TV-%C3%84rzte_i.d.F.des_%C3%84TV_Nr.8_VT.pdf)

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