



**Vacation application/
Vacation notification**

(office use only)

Family name, given name(s), job title

Place of work/ section/ personnel number

**Requests/
notifies of**

_____ days

☐

vacation

☐

_____ days

☐

special leave

☐

unpaid leave

☐

other leave

from (date)

up to and including (date)

Reason (for special leave, other leave, and unpaid leave, give details on a separate sheet if necessary)

Proxy during absence from work:

Address while on vacation

reachable at (telephone no.):

Date:

Signature of applicant/ notifier

Urlaubsjahr 201 _____

Urlaubsanspruch

Arbeitstage

Zustehender
Erholungsurlaub _____

Übertragung aus 201 _____

Zusatz-/Sonderurlaub
wegen _____

Zusammen _____

Bis jetzt erhalten _____

Rest _____

Gesehen am:

(Stellvertreter/in)

Assessment by superior

☐

No objections

☐

Not approved because

(Signature)

Approved

☐

Yes

☐

No, because

(Signature)

1 Url.-Kartei
erg. _____

2 Mehrf. an
Antragst. ab _____

3. z.d.A. _____