



UNIVERSITÄT
PADERBORN



SHORT-TERM SPECIAL LEAVE

SHORT-TERM = DURATION OF LESS THAN TWO WORKING WEEKS

Employees and trainees

- are allowed time off work for specific circumstances

Employees and trainees are exempted from work with continued payment of salary acc. to § 29 TV-L

- including the following occasions:

| | |
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| Birth of the child by wife or life partner (within the meaning of the civil partnership law) | 1 working day |
| Death of the spouse, the life partner (in the sense of the civil partnership law), a child or parent | 2 working days |
| Relocation to another location for business or operational reasons | 1 working day |
| 25th and 40th anniversary of work | 1 working day |

- Continued:

| e) Serious illness | | |
|--|--|--|
| aa) of a relative , provided that he / she lives in the same household. | | 1 working day in the calendar year |
| bb) of a child who has not yet reached the age of 12 if there is no entitlement under § 45 SGB V in the current calendar year. | | up to 4 working days in the calendar year |
| cc) of a caregiver if employees must therefore take care of their child who has not yet reached the age of 8 or needs long-term care due to physical, mental or emotional stress. | | up to 4 working days in the calendar year |
| <p>An exemption according to letter e) only takes place if another person is not immediately available for care and support and the doctor in the cases of double letters aa) and bb) certifies the need for the presence of the employee for provisional care.</p> <p>The exemption may not exceed a total of 5 working days in the calendar year.</p> | | |
| Medical treatment of the employee if this has to be done during working hours | | Exemption for the required proven absence time, including travel |

Other work exemption

- Include:

In other urgent cases, exemption from work can be granted for up to three days with continued payment of salary.

In addition, in justified cases, if the **salary is foregone**, short-term work leave can be granted if business or service conditions permit.

This may also include occasions that do not fall under the points mentioned above (e.g. moving for personal reasons).

Civil Servants (Beamte)

- In the civil service sector, there is no concept of job exemption.
- However, this group of people can be granted special leave for the aforementioned exemptions.