

Full name: _____

Home address: _____

Phone: _____ Mobile phone: _____

Application for *Elternzeit* (parental leave) as per Federal Parental Allowance and Parental Leave Act (BEEG) for children born on or after 01.07.2015^{1,2,3}**Date:** _____

Dear Sir or Madam

After the birth of my daughter / my son _____

on _____ (or her/his expected birth on _____)

I hereby declare, that I,

 the child's mother (directly after the *Mutterschutzfrist* (maternity protection period), if you prefer, § 6 *Mutterschutzgesetz* (maternity protection act)) the child's father or other parentrequest *Elternzeit* with no working hours^{4,5} from: _____ until: _____request part-time employment compatible with *Elternzeit*^{6,7} from: _____ until: _____at _____ % of the full-time weekly working hours on the following weekdays:
_____ I confirm that my child and I live in the same household and that I am his/her caregiver.

A birth certificate for calculating the leave periods:

 has already been submitted to you. is attached. will be submitted as soon as possible after my child's birth.

Yours sincerely

(signature)

¹ Parents may request a leave of absence for all or part of the first three years of their child's life. Up to 24 months leave of absence can be taken later, between the third and eighth birthdays (as per § 40 para. 2 sentence 1 BEEG).

² For a period of leave before the third birthday, an application must be submitted in writing at least seven weeks before the *Elternzeit* is scheduled to begin (as per §16 para. 1 no. 1 BEEG). If the child's father intends to take *Elternzeit* immediately after the birth, he must submit this application before the child is born. The application can, however, only be processed after Human Resources has received the birth certificate. For a period of leave between the third and eighth birthdays, an application must be submitted in writing at least 13 weeks before the *Elternzeit* is scheduled to begin (§ 16 Abs. 1 Nr. 2 BEEG).

³ Please include a separate application for each parent.

⁴ Please note that your period of *Elternzeit* does not count towards the *Stufenlaufzeit* (period after which an employee reaches the next salary step within his/her salary bracket).

⁵ If you have arranged for *Entgeltumwandlung* (deferred compensation), it will be suspended as long as you do not receive a salary during your *Elternzeit*. You can, however, opt to continue paying the corresponding contribution yourself. If you have any questions about *Entgeltumwandlung* (especially in regard to the required qualifying period), please contact the VBL directly by phone: +49 721 155-0

⁶ You must work at least 38% of the full-time weekly working hours (15 hours) and may work up to 75% of the full-time weekly working hours (30 hours).

⁷ To find out how working part time during your *Elternzeit* or reducing your working hours for family reasons impacts your future pension amount, please contact Deutsche Rentenversicherung (German Statutory Pension Insurance Scheme, DRV) via their hotline +49 800 1000-4800 (free of charge). If you have questions about the VBL supplementary pension scheme (*Zusatzversicherung*), please call: +49 721 155-0.