**“Freistellungsjahr”**: Saving overtime hours towards a sabbatical year

Information for civil servants (Beamte) and employees under collective agreement (tarifliche Arbeitnehmer) (see No. 8)

1. **What is a Freistellungsjahr (sabbatical year)?**
   In the Freistellungsjahr programme, employees may reduce the number of hours they are required to work for a set period, while continuing to work fulltime in order to store up overtime hours toward a paid sabbatical period. This process can last between three and eight years. The time that will not be worked during the sabbatical period must have been worked beforehand.

   The sabbatical year is generally only available once in the course of your period of service. A second sabbatical year is, however, possible, if a civil servant’s binding application states the second sabbatical will take place immediately before retirement.

2. **Who can apply for the Freistellungsjahr (sabbatical year)?**
   All civil servants (Beamte) in institutions supervised by the Ministry of Science, Research and the Arts who are civil servants for life and have worked for a minimum of five years in a position with the state or local administration.
   Trainees or “Beamte auf Widerruf” (civil servant candidates) can **not** apply.

3. **How can you apply?**
   Applications for approval of a Freistellungsjahr (written informal request) must have been received by your contact person in the Human Resources no later than three months before the “savings phase” begins. There must be no conflicts with working requirements.

4. **What options are there?**
   **1 sabbatical year**

<table>
<thead>
<tr>
<th>Part-time option:</th>
<th>Duration of savings phase</th>
<th>Duration of sabbatical period</th>
<th>This corresponds to .... of the previous volume of employment</th>
</tr>
</thead>
<tbody>
<tr>
<td>2/3</td>
<td>2 years</td>
<td>1 year</td>
<td>66.7 %</td>
</tr>
<tr>
<td>3/4</td>
<td>3 years</td>
<td>1 year</td>
<td>75.0 %</td>
</tr>
<tr>
<td>4/5</td>
<td>4 years</td>
<td>1 year</td>
<td>80.0 %</td>
</tr>
<tr>
<td>5/6</td>
<td>5 years</td>
<td>1 year</td>
<td>83.3 %</td>
</tr>
<tr>
<td>6/7</td>
<td>6 years</td>
<td>1 year</td>
<td>85.7 %</td>
</tr>
<tr>
<td>7/8</td>
<td>7 years</td>
<td>1 year</td>
<td>87.5 %</td>
</tr>
</tbody>
</table>

   Generally, the Freistellungsjahr must be granted directly after the end of the savings phase. On application of the civil servant it may also start later, unless there are conflicts with working requirements. It’s not possible to split the Freistellungsjahr.
In special cases, the Freistellungsjahr may last less than one year (but must last at least six months).

The entire period covering the savings phase and the sabbatical period must not exceed a total of eight years.

5. Impact on financial payments
   a) Salary
      The salary will be reduced proportionately over the entire period (2/3 to 7/8). The part-time work will not affect the period after which you reach the next salary step within your salary bracket.
   b) Beihilfe (financial assistance)
      You will continue to be fully eligible for Beihilfe during the entire period, including during the sabbatical year.
   c) Pension
      Only the hours worked during the part-time period are pensionable. As a result, your pensionable working time will be reduced by the period you are on sabbatical leave.

6. Other consequences
   a) Career development
      Part-time employment has basically no effect on your career development. The defined qualifying periods for a promotion are not extended because of part-time employment. As a result, the Freistellungsjahr fully counts towards the time required for a promotion.
   b) Secondary employment
      As the part-time work in the context of the Freistellungsjahr counts as part-time employment for other reasons, the application can only be granted if the civil servant commits to taking up secondary employment during the approval period only under the conditions and the scope applying to full-time civil servants. Exceptions may be granted only if they are compatible with the civil servant position.
   c) Vacation
      Vacation will be reduced for every full calendar month of the Freistellungsjahr by a twelfth. Any remaining vacation not taken before the Freistellungsjahr begins will expire.

7. Legal basis

§ 69 para. 5 Landesbeamtengesetz LBG (state civil service act)
VwV-Freistellungsjahr (administrative regulation on the Freistellungsjahr)

8. Information for employees (non-civil-servants)

All the above also applies to full-time or part-time (including less than 50 %) employees under collective agreement (tarifliche Arbeitnehmer). They, too, can conclude an agreement based on the "VwV-Freistellungsjahr" of the Ministry of Science, Research and the Arts, and work part-time to save up for a Freistellungsjahr (sabbatical year). Please inform yourself about the consequences this agreement will have in terms of social security and the supplementary pension scheme (Zusatzversorgung) by contacting the corresponding social security provider and the supplementary pension scheme provider (Versorgungsanstalt des Bundes und der Länder VBL).

As the Landesamt für Besoldung und Versorgung LBV must have confirmed the feasibility of such an agreement, employees must apply three months before the required starting date. If you have any questions, please contact Mr Kraußer in Human Resources.