

..... Date: .....  
(Surname, Name, Phone No. )

**Request for Annual and Other Leave**  
(please submit at least two days before start date)

I request to take  
**annual leave** on/from.....until..... (=work day(s))  
the entire day off for .....on ..... (civil servants)  
special paid or unpaid leave on/from .....until ..... (=work day(s); please  
attach confirmation).

.....  
(Signature)

**For teaching staff:** My teaching (lecture, seminar, tutorial etc.) is affected (yes/no): .....

**For all staff:** My deputy is: :..... Signature deputy: .....

Agreed: ..... Approved: .....  
(Head of Unit) (Dean/Head of Administration)

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For Administration of the Physics Institute:

Eingabe Gleitzeitrechner:..... Eintrag Urlaubskarte:.....

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(Surname, Name, Phone No. )

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