

How to apply for a vacation as a HiWi:

1. Find out about your vacation entitlement.

- You can use the vacation table in the vacation handbook to determine your vacation entitlement
- Make sure you know how many days' vacation you are entitled to.

The vacation handbook is available at the link: <https://intranet.rwth-aachen.de/documents/20121/d13330c9-4699-682d-35da-1870edd0201c>

Vacation entitlement for student and research assistants (HiWis):

- The provisions of the Federal Leave Act (BUrlG) apply.
- The vacation entitlement is 20 working days per year, based on a 5-day week

In order to take account of the different employment relationships, the vacation has been converted into hours as an exception. The number of hours to be taken depends on the length of employment and the hours to be worked per week and can be found in the vacation table in the vacation handbook.

2. Determine the vacation period.

- Think about the days you want to take.
- Consider:
 - Ongoing projects or important deadlines
 - Coworkers' vacation schedules so there are no bottlenecks.

3. Consultation with superiors

- Discuss your planned vacation with your manager or contact person.

The requested time off can be agreed upon verbally with the manager. However, the vacation request and authorization should be in writing.

4. Submit the vacation request

- Now contact the HR manager at the higher education institution or your supervisor to apply for your leave.
- Some institutions have a predetermined form or a digital system that must be used.

- If there is no form, an informal email request is often sufficient.

o Information in the leave request

o Name and position (e.g. HiWi)

o Requested days of leave (including start and end dates)

o If necessary, a short justification.

5. Wait for approval

- The University may deny the leave request only for urgent operational reasons or for leave requests of other employees that must be given priority from a social point of view.

- As soon as the vacation has been approved, this should be confirmed in writing or by e-mail.

6. Document your vacation

- Keep a written record of your vacation in case you need proof later.

- Check whether the approved leave matches your working time account.

Waiting period:

- A waiting period of six months applies before the full vacation entitlement arises. In consultation with your superiors, you can also apply for and take vacation during the waiting period.

- **Exception:** If the contract is limited to six months or less, vacation or shorter, vacation can be taken immediately

Illness during vacation:

- Illness while on vacation entitles the employee to make up the vacation days, if medical proof of incapacity for work is provided.

Transfer of vacation:

- Leave not taken expires at the end of the calendar year, but can be in exceptional cases until 31 March of the following year.

the following year. In the event of a carry-over, the leave must be granted and taken by 31 March, otherwise it will expire.

