

**Max-Born-Institut**

**für Nichtlineare Optik und**

**Kurzzeitspektroskopie**

im FVB e.V.

Application for vacation / absence from work

|  |  |  |
| --- | --- | --- |
| Name, First Name |  |  |
|  |  |  |
| Remaining days of vacation from previous year: |  | **Day/s** |
| Vacation days in 20\_\_: |  | **Day/s** |
| Days already taken: |  | **Day/s** |
| Remaining: |  | **Day/s.** |
|  |  |  |  |
| I apply for a vacation day on  |  |  |
|  |  |  |  |
| I apply for vacation from |  | to |  | (including) |
|  |  |  |  |
|  | Day/s of vacation |
|  | Day/s of leave (Special leave / Compensation for extraordinary working hours) |
|  | Reason for special leave: |  |
|  | Absence from work for special cases  |
|  | Reason for absence from work: |  |
|  |
| **Attention! Overtime compensation has to be requested via the nova time system (Workflow, http://admission)** |
| Vacation replacement: Mr./Mrs.  |  |  |
|  |
|  |  |
| Date  |  | Signature Applicant |
|  |  |
| **Approval:** |  |
|  |  |
|  |  |
| Date |  | Signature Director |
|  |  |
| **Check of Administration:** |  |
|  |  |
|  |  |
| Date |  | Signature Admin |