

Full months of employment in the calendar year	Working days per week				
	1	2	3	4	5
1 month	0	1	1	1	2
2 months	1	1	2	3	3
3 months	1	2	3	4	5
4 months	1	3	4	5	7
5 months	2	3	5	7	8
6 months	2	4	6	8	10
> 6 months	4	8	12	16	20

Leave entitlement table

### PUBLIC HOLIDAYS

You do not have to apply for holiday on public holidays, and you are entitled to be paid as normal. You will not work in advance or make up hours.

If your working days fall on 24 and 31 December, you will need to take these into account when planning your annual leave.

### ENTITLEMENT TO MATERNITY AND PARENTAL LEAVE

You are also entitled to maternity and parental leave. If you fall pregnant, you notify the Department of Human Resources (HR) by submitting a copy of your *Mutterpass*.

### SOCIAL SECURITY

If you work less than 20 hours per week or earn less than the current monthly amount of 538 euros, you are exempt from unemployment, health and long-term care insurance.

Although you are liable to pay pension insurance contributions, you may be exempt under certain conditions (see recruitment form). The secretary in your department or your HR administrator will be happy to advise you.

### HOW DOES YOUR CONTRACT END?

Since your employment contract was concluded for a fixed term, it will end automatically without you having to do anything. You can also end your employment prematurely by signing a termination agreement or giving notice.

For more information on the employment of student and graduate assistants, please refer to the guidelines published by the Department of Human Resources:

<https://intranet.uni-leipzig.de/zentralverwaltung/personal/downloadbereich/#c231297>

**Assistants (Hilfskräfte) are also supported by the Staff Council. So don't be afraid to contact us if you have any questions or problems!**



Imprint

**Leipzig University Staff Council "Hochschulbereich"**

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UNIVERSITÄT  
LEIPZIG

Personalrat Hochschulbereich



Advice and support in  
the administrative jungle

**I'M GOING TO BE  
A HILFSKRAFT**

## SHK OR WHK: THE IDEAL PART-TIME JOB!

On the one hand, your work supports our university's research and teaching. On the other, this close connection with academic activities also serves your own education and training. You are also entitled to a proper reference at the end of your employment – so it's great for your CV!

**Have you been offered a job as a *Hilfskraft* (assistant)? This flyer contains useful information to help you navigate the strange terrain of the administrative jungle.**

Before you start working as a student assistant (SHK) or graduate assistant (WHK), the following need to be filled in and signed:

- Application form (*Einstellungsantrag*) **1**,
- Recruitment form (*Personalbogen*) **2** and
- Data protection declaration (*Datenschutzerklärung*) **3**.

If you have not been given these forms, you can download them from the Department of Human Resources intranet page:

**<https://intranet.uni-leipzig.de/zentralverwaltung/personal/downloadbereich>**

If you intend to work as a graduate assistant, but not in parallel with your studies, you will also need to download the form *Begründung für Befristungen nach dem WissZeitVG* **4**. Here you need to state your intended qualification. The duration of this employment will count towards any doctoral phase you complete.

Studentische, künstlerische und wissenschaftliche Hilfskräfte	
<input type="checkbox"/>	Hinweise zur Beschäftigung studentischer und wissenschaftlicher Hilfskräfte (Leitfaden)
<b>1</b>	Antrag auf Einstellung einer Hilfskraft
<b>4</b>	Anlage "Begründung für Befristungen nach dem WissZeitVG"
<b>2</b>	Personalbogen zur Ermittlung der Daten für die Bezügeabrechnung
<input type="checkbox"/>	Antrag auf Steuerbefreiung von Einnahmen aus nebenberuflichen Tätigkeiten gem. § 3 Nr. 26 / 26a EStG
<input type="checkbox"/>	Hinweise d. Bezügestelle geringf. Beschäftigungen/Beschäftigung v. Stud. (deutsch)
<input type="checkbox"/>	Hinweise d. Bezügestelle geringf. Beschäftigungen/Beschäftigung v. Stud. (englisch)
<b>3</b>	Datenschutzerklärung
<input type="checkbox"/>	Merkblatt zur Datenschutzerklärung

Forms required for recruitment in the HR download area (intranet)

## WHAT HAPPENS NEXT?

Submit the completed documents with all the required forms (listed on the application form) to the front office of the institute or department that wishes to employ you. **They will help you if you have any questions about completing the documents.** The application will then be signed by your superior and the dean or head of department or institute before being sent to the Department of Human Resources.

**Important: Your application does not yet constitute an employment contract!**

You are not allowed to start working as a *Hilfskraft* until you have signed an employment contract.

If you have not received an email after about three weeks, call Section 31 in the Department of Human Resources. You can ask them when you can sign your contract. You will be given an appointment during office hours (Tuesdays or Thursdays) at Goethestraße 6.

## WHAT ELSE SHOULD YOU KNOW WHEN APPLYING?

You're not supposed to be employed as an SHK until at least your fourth semester (exceptions are possible). Your contract as an SHK should not be for less than five hours per week. It should be for at least one semester or six months.

As a WHK, you should have a minimum twelve-month contract.

**The limit of 19 hours per week applies to all assistants.**

## YOU'VE SIGNED YOUR CONTRACT. NOW WHAT?

After signing, you can start work from the agreed date. The days on which you will work are agreed in advance in your application. At the end of the month, you will need to complete a time sheet and submit it to your superior.

Urlaub, Freistellung, Krank- und Gesundheitsmeldung	
<b>5</b>	Urlaubsantrag/Antrag auf Freistellung
<input type="checkbox"/>	Zum Urlaubsantrag/Antrag auf Freistellung/Krankmeldung Kind etc.: Wo finde ich meine unilinterne Personalnummer?
<input type="checkbox"/>	Krankmeldung des Kindes/Meldung Kinderbetreuung
<input type="checkbox"/>	Antrag auf unbez. Freistellung u. Entschädigung, § 56 Abs. 1a IfSG
<input type="checkbox"/>	Hinweisblatt Krankmeldung
<input type="checkbox"/>	Information sheet sick leave
<b>6</b>	Gesundmeldung

Forms for holiday, unpaid leave and *Gesundmeldung* in the HR download area (intranet)

## HOLIDAY ENTITLEMENT

Like all employees, you have the right to paid leave. If you work a five-day week, your holiday entitlement is 20 working days per calendar year.

Your actual entitlement depends firstly on the number of agreed working days per week and secondly on the number of weeks you work.

For example, if you work three days a week, you are entitled to twelve days' holiday a year, or four weeks. If your contract is for six months, that would be six days, or two weeks.

## HOW DO YOU APPLY FOR HOLIDAY?

You fill out a leave request form **5** and have it signed by your superior. If you are employed as a WHK, they then have to forward your request to the Department of Human Resources. They do this even if they want to refuse your request. The Department of Human Resources then decides whether to approve it. If it also wishes to refuse the leave request, the Staff Council will be involved.

## IF YOU EVER GET SICK

Even as a *Hilfskraft*, after four weeks of uninterrupted employment, you are entitled to keep being paid if you fall ill – for up to six weeks. If you cannot work, use the following web form to notify your employer: **[www.uni-leipzig.de/krankmeldung](http://www.uni-leipzig.de/krankmeldung)**. When you are fit enough to return to work, you should fill in the *Gesundmeldung* form **6** and email it to **[abwesenheiten@uni-leipzig.de](mailto:abwesenheiten@uni-leipzig.de)** or hand it in on paper to the Department of Human Resources.

**If you miss work because you are ill, you don't have to make up the hours!**