

Leave entitlement table

Full months of employment in the calendar year	1 working day per week	2 working days per week	3 working days per week	4 working days per week	5 working days per week
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
7 months	4	8	12	16	20
8 months	4	8	12	16	20
9 months	4	8	12	16	20
10 months	4	8	12	16	20
11 months	4	8	12	16	20
12 months	4	8	12	16	20

Public holidays

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

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 450 euros per month, you are exempt from paying unemployment, health, and long-term care insurance contributions.

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

And when your contract is up:

Since your employment contract was concluded for a fixed term, it will end automatically and you do not have to give notice.

Otherwise, you can terminate the employment relationship prematurely by means of a termination agreement or notice of termination.

You can find all this and further information on the Department of Human Resources intranet site at:

<https://intranet.uni-leipzig.de/zentralverwaltung/personal/sachgebiet-31/hilfskraefte/>

And most importantly: assistants (*Hilfskräfte*) are also represented by the Staff Council – only on application for recruitment matters, but without application for all other matters. So don't be afraid to contact us if you have any questions or problems!



**University Staff Council
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**UNIVERSITÄT
LEIPZIG**

University Staff Council
(Personalrat Hochschulbereich)



Advice and
support in the
administrative jungle

**I'm going to
be a Hilfskraft?!**

Have you been offered a job as a *Hilfskraft* (assistant)?

This flyer will give you some useful information to help you navigate the strange terrain of the administrative jungle.

Prior to employment as a student, graduate or artistic assistant, an **application form** (*Einstellungsantrag*), the **recruitment form** (*Personalbogen*) and the **data protection declaration** must be completed and signed. If you have not been given these forms, you can download them from the *Formulare* section on the Department of Human Resources intranet page. If you intend to work as a graduate or artistic assistant **not alongside your studies**, please also download the file “**Begründung für Befristungen nach dem WissZeitVG**”. Here you need to state your intended qualification; the duration of this employment will count towards any doctoral phase you complete.

What happens next?

Once you have filled everything in, you hand the documents in to the front office at the institute or department that is hiring you, along with any additional documents – details of which you will find on the application form. **They will also be happy to help you if you have any questions about completing the documents.**

The application must then be signed by the relevant superior and the dean or department head 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 a contract.

If you have still not received an email after about three weeks, call Department 3, Section 31 on +341 97-33067, -33068, -33029 or -33030 and ask when you can come and sign your contract. The staff there at Goethestraße 6 will then give you an appointment during their office hours on Tuesdays or Thursdays.

What else should you know when applying?

You're not supposed to be employed as a *Hilfskraft* until at least your 4th semester, but exceptions are possible.

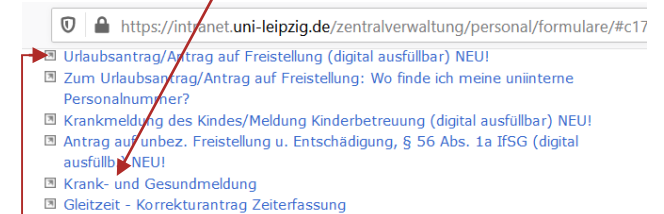
As a rule, your contract as a student assistant (SHK) should not exceed ten hours per week (maximum 19 hours per week) and should be concluded for at least three months. For graduates assistants (WHK), the limit is 19 hours per week and no shorter than six months.

You've signed your contract. Now what?

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

If you ever get sick.

Even as a *Hilfskraft*, as long as you have worked for the University for at least four weeks, you are entitled to keep being paid by your employer if you fall ill – for up to six weeks. You will need to submit an original doctor's note and a *Krank- und Gesundheitschreibung* form to your superior.



Holiday entitlement?

But of course! You are entitled to paid leave like any other employee. If you work a five-day week, your holiday entitlement is 20 working days per calendar year. Your actual entitlement depends on the number of working days per week agreed in the application and the number of weeks you work.

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

How to apply for leave.

You fill out a leave request form and have it signed by your superior. If you are employed as a graduate or artistic assistant, they then have to forward your request to the Department of Human Resources. They do this even if they want to reject your request, in which case the Department decides whether to approve it. If the Department of Human Resources also wishes to reject the leave request, then the Staff Council has to be consulted.

https://intranet.uni-leipzig.de/zentralverwaltung/personal/sachgebiet-31/

Formulare für studentische, künstlerische und wissenschaftliche Hilfskräfte

- Antrag auf Einstellung einer Hilfskraft an der Universität Leipzig - (auch am Rechner ausfüllbar) NEU
- Anlage "Begründung für Befristungen nach dem WissZeitVG"
- Anlage "Begründung für Befristungen nach dem WissZeitVG" (am Rechner ausfüllbar) **only if not alongside your studies**
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- Antrag auf Steuerbefreiung von Einnahmen aus nebenberuflichen Tätigkeiten gem. § 3 Nr. 26 / 26a EStG
- Personalbogen zur Ermittlung der Daten für die Bezügeabrechnung A2_1_SHK_WHK (NEU)
- Hinweisblatt für geringfügige Beschäftigungen oder Beschäftigung von Studenten
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- Arbeitszeitnachweis für geringfügig Beschäftigte (Excel-Tab.+Kommentare) 2021
- Arbeitszeitnachweis für geringfügig Beschäftigte (manuell ausfüllb. Formular) 2021
- Arbeitszeitnachweis für geringfügig Beschäftigte (Excel-Tab.+Kommentare) 2020
- Arbeitszeitnachweis für geringfügig Beschäftigte (manuell ausfüllb. Formular) 2020
- Anleitung für manuell ausfüllbares Formular Arbeitszeitnachweis
- Musterbeispiel Arbeitszeitnachweis für geringfügig Beschäftigte
- Musterbeispiel Arbeitszeitnachweis für geringfügig Beschäftigte mit Bereitschaftsdienst
- Musterbeispiel Anlage "Aktivzeiten" zum Arbeitszeitnachweis (bei Bereitschaftsdienst)
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- Datenschutzerklärung (neu)
- Merkblatt zur Datenschutzerklärung (neu)