

**Do not submit-This translation is to be used as a guide for filling out the German original.
The University of Bayreuth is not liable for inaccuracies or mistakes in the English translation.
In case of doubt, the German originals are to be used in a court of law.**

Last name, first name

**Calculation of holiday entitlement during first calendar year of employment at the
University of Bayreuth**

I was **not** employed elsewhere at any time during the calendar year in which I began working at the University of Bayreuth.

I was employed elsewhere during the calendar year in which I was hired.
Enclosed you will find confirmation from my previous employer regarding my remaining holiday leave.

Please immediately forward this statement to Referat VI/___¹ of the University of Bayreuth.

Employee's signature

¹More information concerning the external units available at
<http://www.uni-bayreuth.de/universitaet/organisation/abt5>