KIT, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, First Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Personnel Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organizational Unit: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Large-scale Research Sector from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
 University Sector from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**To the**

**Human Resources Service Unit**

Request for

Exclusion from the flexible working time scheme

Inclusion in the flexible working time scheme

from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (for technical reasons, possible with effect from the first day of a month only)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

seen: Head of Organizational Unit (Institute, Service Unit, etc.)

This request can be sent to PSE without the signature of the Head of Organizational Unit.

Regardless of PSE checks business concerns with the involvement of the Head of Orga-nizational Unit.

planned PSE decision: Approval yes  no

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Staff Officer

*PSE will inform you in writing about the decision regarding your request. In case you would like to be excluded from the flexible working time scheme, record your working time until the decision will be communicated to you.*