Diese Übersetzung wurde von der Universität Mannheim erstellt und zur Verfügung gestellt.

**Application for Telework**

**Personal data**

Last name, first name:

 ……………………………………………………………

(School/Institute/Central Institution)

 ……………………………………………………………

Type of Contract: [ ]  Full time [ ]  Part-time:      %

 ……..

I apply for telework for the following family reasons:

with telework amounting to       hours (max. 50% of the individual working time).

 ……..

Telework schedule:

Mannheim, (date)       .........................................................................

 (Signature of Employee)

**Statement of the Superior**

Statement on whether teleworking adversely affects the interest of the service:

[ ]  I agree to the employee’s participation in telework as well as on the respective telework schedule.

[ ]  In principle, I agree to the employee’s participation in telework. However, I have concerns regarding the requested amount of telework hours or the respective telework schedule because:

[ ]  The following interests of the employer are adversely affected:

Mannheim, (date)       .........................................................................

 (Signature of Superior)

**Statement of the Staff Council**

[ ]  The Staff Council agrees to the employee’s participation in telework as requested.

[ ]  The Staff Council raises the following objections:

Mannheim, (date)       .........................................................................

 (Signature of Member of the Staff Council)

**Statement of the Equal Opportunities Commissioner**

[ ]  The Equal Opportunities Commissioner agrees to the employee’s participation in telework as requested.

[ ]  The Equal Opportunities Commissioner raises the following objections:

Mannheim, (date)       .........................................................................

 (Signature of the Equal Opportunities Commissioner)