

Kindly submit this request
to the Human Resources Service Unit
at least four weeks prior to the desired exclusion from /
inclusion in the flexible working time scheme.

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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

**Kindly submit this request
to the Human Resources Service Unit
at least four weeks prior to the desired exclusion from /
inclusion in the flexible working time scheme.**

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.