**[A3] Urlaubsantrag**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Nachname |       |  | Vorname |       |  |  |

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|  |  |  |  |  |  |  |
|  | Resturlaub aus dem Vorjahr |  |  |       | Tage *(bis zum 30.09. dieses Jahres zu nehmen!)* |  |
|  | Urlaubsanspruch im laufenden Jahr |  | + |       | Tage |  |
|  | bereits beantragter Urlaub |  | − |       | Tage |  |
|  | **Restanspruch *(ohne diesen Antrag)*** |  |  |       | **Tage** |  |

Ich beantrage

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | [ ]  | Erholungsurlaub |  |  |  |  |
|  | [ ]  | den arbeitsfreien Tag für das laufende Jahr *(nur für Beamte)* |  |  |
|  | [ ]  | Arbeitsbefreiung |  | Grund: |       |  |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | am/von |       | bis |       |  | = |     | Urlaubstag(e) |  |

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|  | Datum, Unterschrift Antragssteller/in |

Genehmigungsvermerk:

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|  | Datum, Unterschrift Institutsleiter/in |