**[A3] Urlaubsantrag**

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

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |
|  | 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: |  | | | |  |

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

|  |  |
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|  | Datum, Unterschrift Antragssteller/in |

Genehmigungsvermerk:

|  |  |
| --- | --- |
|  | Datum, Unterschrift Institutsleiter/in |