



Vacation

 Personal

Get your holiday planned easily!

Is your next holiday just around the corner and you're already excitedly checking out the best last-minute offers? Have you been planning a trip to the Balearic Islands with the whole family for a long time or would you like to escape to the magical nature of Sweden in a tent and campervan? Here are a few facts to bear in mind about holidays and holiday applications.

As a general rule, please submit your holiday request as early as possible so that your manager has enough time to respond and plan your staff deployment for the duration of your absence. This way, you can still make targeted handovers in projects and bring the colleagues who will be covering for you up to date.

Leave requests are submitted via Personio. Feel free to talk to our colleagues from People Operations about this or use the Personio absence request tutorial.

 Personio Leave Requests

After submitting your request, your manager has a period of time granted by law to plan your absence for the team. You will usually receive a reply within a week.

Two hard facts from Vacation Law: Holiday must be taken in whole days. As a recommendational rule, it should be taken in consecutive periods so that the recreational value is fulfilled.

Our internal company regulations allow half days of holiday to be taken on Christmas Eve and New Year's Eve. Apart from that, please always take full days.

Important: Holidays can only be taken if the period has been approved. Therefore, please always remember to give sufficient notice. If there is no other option: When planning holidays at short notice, always contact your manager separately so that nothing will be forgotten.



In urgent cases

Do you urgently need two more days off because your return flight has unfortunately been cancelled by the airline? Or Deutsche Glasfaser AG wants to break through a wall in your flat rather yesterday than today so that your high-speed Internet line can finally be laid?

If it has to be done quickly and you don't have access to the system, please get in touch with your manager.

Your manager will enter your absence in Personio for you (including a brief note in the comments field) or report your absence directly to personal@pub.tech.



Can your vacation request be rejected?

In principle, pub.tech guarantees that all employees can take their holiday in the desired period.

Nevertheless, there may be exceptional situations. Here are some examples:

- Some life circumstances (children's compulsory school attendance, partner's fixed holiday period) may be the basis for colleagues being given priority to take holiday at certain times.
- Your request arrives very late and it is no longer possible to compensate for your absence in the team.
- A high sickness rate jeopardises the team workflow, which is why your workforce is particularly important at the moment. In such a case, your manager can approach you to see if you can postpone your unapproved leave.

Please do not take unauthorised leave under any circumstances. Please always talk to your manager if the reason for a refusal does not seem plausible to you.

You want to cancel your vacation - is that even possible?

Authorised leave is initially binding for both parties. If your plans change, please consult with your manager in good time. Of course, holidays can also be rescheduled. Nevertheless, it is important that you do not postpone recovery times and do not cancel holidays completely, but reschedule them to be taken promptly afterwards.

Part-time holiday

The holiday entitlement for part-time employees is based on the number of days per week you work.

31 days holiday per calendar year is the usual basis if you work 5 days a week.

If you work 4 days a week, you have 80% of the usual company holiday, means (rounded up to) 25 days.

Working 3 days a week, you have 60%, i.e. 19 days.

If you regularly work 3 days a week, you only need to apply for 3 days as holiday. Of course, you can apply for a longer period, in such cases Personio will only count your working days as holiday.

In case you work part-time and are unsure about the holiday amount you are entitled to, please contact our colleagues at People Operations via personal@pub.tech.

Special leave

Special leave is always applied for via a Personio absence request.

The entitlement to special leave in certain situations is regulated by law (§616 BGB). In addition, there are situations that partially arise from collective agreements and that we define as occasions for special leave within the company.

[Here you find all the reasons for special leave at pub.tech.](#)

When submitting your application, please always state the reason for your absence in the comments section. This is the only way to check your entitlement to special leave, allocate the number of days associated with the respective reason and authorise your absence. Please also submit or provide proof as soon as you have it (e.g. birth or marriage certificate).

Important information regarding vacation and vacation carryover to the following year:

All employment contracts stipulate that holiday must be taken and granted in the current calendar year in order not to expire at the end of 31 December. This basic rule that holiday leave expires at the end of the current calendar year is also expressly regulated in the German Federal Leave Act (BUrlG), specifically in Section 7 (3) sentence 1 BUrlG.

Holiday is a central instrument of occupational health and safety. It is a preventative measure to avoid symptoms of overwork and burn-out. It is therefore important that you take your holiday in the current calendar year so that the balance between work and relaxation is right.

As an exception to this basic rule, the BUrlG stipulates that holiday can be carried over to the next calendar year until 31 March if this is justified by urgent operational or personal reasons relating to the employee. According to the law, it is not possible to keep holiday without announcing the date of expiry.

Our internal company regulations stipulate that holiday leave expires 1 month later, on 30 April of the following year. At the beginning of each year, you will receive a separate email informing you that any remaining leave must be taken by 30 April to prevent it from expiring.

