

Calculating holiday leave for student and research assistants at Kiel University

We differentiate between three different cases when calculating holiday leave. Before beginning the calculation, please allocate the contract first!

The three cases:

- **Contract is for less than or exactly 6 months**
Result: Entitlement to leave = 1/12 per month of employment
- **Contract is for more than 6 months**
Leaving during the first half of a calendar year
Result: Entitlement to leave = 1/12 per month of employment

If the employment is extended beyond 30 June of a particular year, the individual will be entitled to the full amount of holiday leave for the current calendar year.

- **Contract is for more than 6 months**
Leaving during the second half of a calendar year
Result: Entitlement to leave = initially 1/12 per month of employment but CAUTION! Once the 6 months are over (only then!!), the assistant has fulfilled the waiting period as per Section 4 BUrlG (Bundesurlaubsgesetz - German Federal Holiday Entitlement Act) and therefore is entitled to **the full amount of holiday leave for the current calendar year!**

The following formula is to be used for calculating holiday leave:

Daily working time (hours per month: 4.348: 5) x 20 x (number of months' employment : 12)
= entitlement to leave in hours for the entire period of employment

The **full amount of annual holiday leave** is calculated as follows:

Daily working time (hours per month: 4.348: 5) x 20

Conversion into hours and minutes

The figures behind the decimal point (e.g. 12.**27**) are the proportion of hours that need to be converted into minutes.

This is done using the following formula:

Example: 12.27 hours:

60: 100 x 27 = 16.2 minutes = 16 minutes

Decimal places under 0.5 are rounded down, decimal places above 0.5 are rounded up.