



**Recipient:**

Philipps-Universität Marburg  
The President  
II B - Secondary employment -  
Biegenstraße 10  
INTERNAL MAIL

**Applicant:**

Employee ID: \_\_\_\_\_  
See pay stub: \_\_\_\_\_  
Last, first names: \_\_\_\_\_  
Department / Unit /Institution: \_\_\_\_\_  
Pay grade /remuneration group: \_\_\_\_\_  
E-Mail: \_\_\_\_\_

Marburg, 8 December 2022

**APPLICATION FOR APPROVAL/NOTIFICATION OF SECONDARY EMPLOYMENT**

I am a civil servant/professor in an employment relationship/representation role/guest professor position

I hereby apply for approval pursuant to §73 of the Civil Servant Act of the State of Hesse (HBG), and I give notice under §74(2) HBG of the following secondary employment:

I am a classified employee

I give notice under §3(4) as amended by §40 No. 2(2) of the Collective Bargaining Agreement of the State of Hesse (TV-H) of the following secondary employment:

My working hours:  Full-time employment:  Part time with \_\_\_\_\_ weekly hours

**I would like to take on the following secondary employment:**

**1. Information on the secondary employment**

(Please attach proof, e.g., contractual agreements)

1.1) Type of secondary employment

1.2) Name, address of employer or client

1.3) Term and scope of secondary employment

Start: \_\_\_\_\_ End: \_\_\_\_\_ Hours: \_\_\_\_\_

1.4) Exercise of the secondary employment

The secondary employment will be performed  **outside of** and/or  **during** regular working hours.

Note:  
Secondary employment activities that are not undertaken at the request, suggestion or instigation of Philipps-Universität Marburg and for which no official interest in undertaking the secondary activity is recognized may be undertaken **only outside** of regular working hours. Exceptions may be permitted only in particularly justified cases, especially in the public interest, if there are no official reasons to the contrary and the **missed working time is made up** (cf. §75(2) HBG). Part-time teaching for the training and continuing education of persons working in the public service is generally in the interest of the service and may be carried out during working hours, unless there are service-related reasons for not doing so in individual cases (cf. Official Gazette 1/2010 p. 12).

1.4.1) Exercise of the secondary employment activity **during** working hours on the following weekdays

<input type="checkbox"/> Monday from: through:	<input type="checkbox"/> Tuesday from: through:	<input type="checkbox"/> Wednesday from: through:	<input type="checkbox"/> Thursday from: through:	<input type="checkbox"/> Friday from: through:	<input type="checkbox"/> Saturday from: through:	<input type="checkbox"/> Sunday from: through:
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1.4.2) I will make up the working hours missed due to the secondary employment.

Yes  No

1.4.3) Explanation in which an official and/or public interest in the exercise of the secondary employment **during working hours exists**

**2. Remuneration and/or other benefits of monetary value are generated with the secondary employment:**

(Please attach proof if the benefits are not clear from the aforesaid proof (see 2.1). If no proof is available, please provide at least approximate information, and be specific at the earliest possible date.)

Yes  No

Anticipated gross compensation: \_\_\_\_\_ €      The anticipated annual gross compensation totals: \_\_\_\_\_ €

Benefits of monetary value (e.g., reimbursement of travel expenses, overnight accommodation, shopping vouchers, etc.) in the amount of

**3. Personnel, material and facilities (including the official rooms) of Philipps-Universität Marburg and/or Universitätsklinikum Gießen und Marburg GmbH (University Hospital Giessen and Marburg LLC under German law – UKGM) will be used for the exercise of the secondary employment:** (Please present the breakdown of utilization for the university and UKGM separately.)

Yes  No

Type and scope of utilization

In accordance with my duty, I affirm the **completeness** and **correctness** of my information and undertake to give notice of any changes in writing without delay. I am aware that the secondary employment subject to approval may not be carried out or continued until approval has been granted and that the secondary employment subject to notification may not be taken up until written notification has been given.

\_\_\_\_\_  
Place, date

\_\_\_\_\_  
Signature of the applicant

**Statement by the immediate supervisor**

Note: In the case of professors, a statement from the dean is required.

I am in favor of the application above.  Yes  No

Grounds:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I certify that the staff member will make up the missed working hours within the allowable statutory working time regulations.

\_\_\_\_\_  
Place, date

\_\_\_\_\_  
Signature of supervisor

\_\_\_\_\_  
Name printed in block letters / stamp