

Agreement on "The Pat:innen-Modell"

As part of the contact holding and re-entry programme

Date:
Manager:
Employee:
Contact person:
Department / area:

"The Pat:innen-Modell"

"The Pat:innen-Modell" is possible in the event of a complete reduction in working hours during the family time-out.

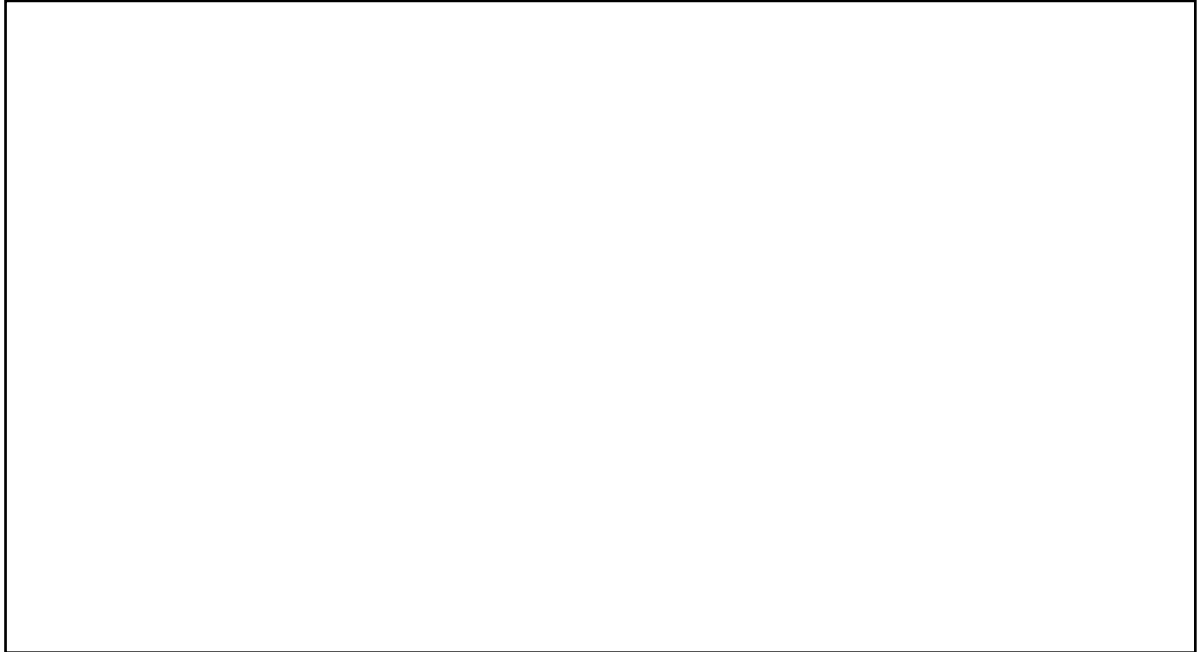
"The Pat:innen-Modell" means that employees have a contact person from their immediate working environment, who is not their manager, available to them during their family time-out. The aim of this measure is to strengthen employee loyalty during the absence, improve future collaboration and thus promote well-being in the workplace. Contact persons act as a link between the workplace and the absent person. Since such a model represents an additional task for elected contact persons, it takes place during regular working hours.

In addition to the formal exchange of information, other questions, concerns and challenges can be addressed in "The Pat:innen-Modell". Informal discussions are also possible. The informal level of exchange also helps to maintain a sense of belonging to the university, especially to colleagues, and to facilitate re-entry.

- The following agreement is made between the collaborating person and the contact person:

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- Organisation: expected start date; frequency of contact; meeting places (on the campus, digital); exchange of information with the contact person; possibly nomination of a deputy (in case of absence)



The participants agree to carry out the exchange of information as agreed. Changes can be discussed by both sides at any time. The manager will be informed of any changes or premature termination of "The Pat:innen-Modell".

"The Pat:innen-Modell" starts on _____ and is expected to end on _____.

Date, signature of employee

Date, signature of contact person

Date, signature of manager